

BUSINESS EXPENSES OF TRAIN CREWS

NAME: _____

YEAR: _____

SUPPLIES

Batteries \$ _____
 Clipboard _____
 Earmuffs _____
 Flashlight _____
 ID case _____
 Maps _____
 Notebook _____
 Shoe polish _____
 Stationery _____
 Other: _____
 TOTAL: _____

UNIFORM PURCHASE

Boots _____
 Emblems _____
 Gloves _____
 Hat _____
 Jacket _____
 Pants _____
 Shirts _____
 Shoes _____
 Sweater _____
 Ties _____
 Other: _____
 TOTAL: _____

TELEPHONE

Answering service _____
 Beeper/pager _____
 Cellular _____
 Faxes _____
 Monthly base rate 2nd line _____
 Toll _____
 Phone Cards _____
 Other: _____
 TOTAL: _____

DUES AND SUBSCRIPTIONS

Association dues \$ _____
 License _____
 Medical exam for license _____
 Professional subscriptions _____
 Union dues _____
 Other: _____
 TOTAL: _____

CONTINUING EDUCATION

Correspondence course fees _____
 Meetings _____
 Registration _____
 Seminar fees _____
 Textbooks _____
 Tuition _____
 Other: _____
 TOTAL: _____

UNIFORM & LAUNDRY

Alterations _____
 Cleaning _____
 Laundry _____
 Other: _____
 TOTAL: _____

EQUIPMENT PURCHASES

| | <u>Business %</u> | <u>DATE</u> | <u>AMOUNT</u> |
|------------------|-------------------|-------------|---------------|
| Binoculars | _____ | _____ | _____ |
| Briefcase | _____ | _____ | _____ |
| Calculator | _____ | _____ | _____ |
| Camera | _____ | _____ | _____ |
| Safety equipment | _____ | _____ | _____ |
| Safety glasses | _____ | _____ | _____ |
| Tape recorder | _____ | _____ | _____ |
| Tools | _____ | _____ | _____ |
| Travel bags | _____ | _____ | _____ |
| Travel cart | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Total: | | | _____ |

If you have any questions, please call:

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