



PERSONAL VEHICLE USE REIMBURSEMENT FORM

Section 2: Accounting Information

Please complete all necessary information. Please contact the Accounting department at (212) 340-3152, if guidance is needed.

Ledger Account	Responsibility Center	Cost Center	Function Code	PC Business Unit	Work Order/Activity	Project	Fund Code	Amount
724012	31222	99109	31				61	\$ 24.53
724012	31222	99109	31				61	\$ 24.53
724012	31210	99109	31				61	\$ 8.72
724012	31210	99109	31				61	\$ 8.72
724012							61	
724012							61	
724012							61	
724012							61	
724012							61	
724012							61	
724012							61	
724012							61	
724012							61	

Total per above \$ 66.50

Total Mileage, Parking & Tolls from page 1 \$ 66.49

Section 3: Authorization

I have reviewed the items listed on this form and I hereby certify that the expenditures shown were incurred for the benefit and interest of Metro-North Railroad, does not include any commutation costs, and have not been included in another expense report.

Employee Name: [REDACTED] Employee Signature: [REDACTED] Date: [REDACTED]

I have reviewed this report and all attachments and approve it for submission in accordance with the Metro-North Railroad Corporate Policy and Operating Procedure 10-019 Personal Vehicle Use.

Supervisor Name: _____ Supervisor Signature _____ Date _____

Supervisor Title: _____ Supervisor BSC ID # _____

Instructions:

Please use this form to request reimbursement for mileage incurred when using your personal vehicle for Metro-North Railroad official business. Fill out Section 1: Mileage Reimbursement Detail and Overflow Forms (as needed). Section 2: Accounting Information. Section 3: Authorization signed by both the employee and either their Supervisor or Manager.

Forward completed form along with supporting documentation (Personal Vehicle Use Authorization Form, Overflow forms, Parking and Tolls receipts) to your Administrator, if applicable, or directly submit by email to: MNRMileage@MNR.org. Please contact MNR Payroll department with any questions at Tel. 212 340-2732.

Please refer to the Corporate Policy and Operating Procedure 10-019 Personal Vehicle Use, for more details.

FOR EXPENSE REPORTS: (SECTION 10)

The Cost Center, Function Code, and Fund Code are always the same

Cost Center	99109
Function Code	031
Fund Code	61

Responsibility / Management Center Codes:

Brewster	31212
Bridgeport	31314
Campbell Hall	80800
CP 257	31314
Danbury	31313
G.C.T.	31215
Harmon	31220
N.W.P.	31210
New Haven	31300
Poughkeepsie	31222
Stamford	31312