

Instructions for Completing Trip Rate Tickets

Service may be worked as a single trip rate, which is terminal-to-terminal with a tie up for lodging at the away-from-home-terminal, then a single trip rate terminal-to-terminal when returning from the away-from-home-terminal. Employees will complete two tickets, one for the single trip from home terminal to away-from-home-terminal and one for the away-from-home-terminal return to home terminal. Each trip will be paid a single trip rate.

Some service may be worked as a flip trip (if one is provided for in the establishment of the trip rate for that territory). A flip trip is when an employee deadheads either to or from the away-from-home-terminal and return to the home terminal without being released for lodging at the away-from-home-terminal. If an employee works a flip trip, they must claim Code FR for the flip rate. The pop-up window will prompt the employee for the following information:

Begin station location of first portion of trip (use numeric station number**)
End station location of first portion of trip (use numeric station number**)
Mode of transportation (codes for type of transport)
Begin station location of second portion of trip (use numeric station number**)
End station location of second portion of trip (use numeric station number**)
Mode of transportation (codes for type of transport)

**** There are system edits in place to edit the station number logic. The information shown must be correct for the flip rate to be claimed.**

If an employee works a flip trip and the system mistakenly generates two tickets - a deadhead ticket and a working ticket, please use Code FE on the deadhead ticket to advise Compensation Systems to disregard the deadhead ticket. Then complete the working ticket, using Code FR to record your flip trip.

If an employee creates an override ticket using option (1d), they will be required to enter the home terminal and board number of the service they are protecting before completing the override ticket.

When tying up in the TSS paperless system, please insure that the actual miles field is correct based on your service trip. Employees need to briefly explain their route traversed using code FE, on such trips as rescues, helpers and dogcatches. Any service performed (other than terminal to terminal working) needs to be explained in this manner. Current route codes and miles will be retained if applicable.

Please refer to the General Notice issued on each Division. This Notice addresses the definition of single and flip trips, how to submit trip tickets and when one or the other is to be paid. Below are the General Notice numbers for each Division:

Chicago Division	- GN No. 155 (Nov 10, 2005)
Gulf Division	- GN No. 495 (Nov 10, 2005)
Kansas Division	- GN No. 112 -- Item No. 14 (Nov 10, 2005)
Los Angeles and California Divisions	- GN No. 174 (Nov 10, 2005)
Montana Division	- GN No. 163 (Nov 11, 2005)
Nebraska Division	- GN No. 264 (Nov 18, 2005)
Northwest Division	- GN No. 867 (Nov 14, 2005)
Powder River Division	- GN No. 60 (Nov 10, 2005)
Southwest Division	- GN No. 167 (Nov 11, 2005)
Springfield Division	- GN No. 476 (Nov 10, 2005)
Texas Division	- GN No. 381 (Nov 10, 2005)
Twin Cities Division	- GN No. 372 (Nov 10, 2005)