




Memo

Date: January 11, 2018

From: Andrew J. Keefe 
Deputy Chief Engineer
Maintenance

To: Distribution

Subject: Meal Allowance Reimbursement
Letter of Instruction #2018-01

Message:

This Letter of Instruction replaces W. D. Fencil's memo of November 20, 2014, concerning reimbursement of meal allowance (see attached).

Effective immediately, employees entitled to a meal allowance by agreement when working overtime will be compensated up to \$20.00 per meal not to exceed the daily agreement per diem rate. Multiple meal allowances must be separately input into Maximo daily. Receipts for meal allowance(s) are not required.

Distribution:

J. Cavanaugh
M. Faulkner
G. Fitter
J. Kessler
C. Mamoon
T. Mason
C. Matlack
M. Moore
J. Pielli
M. Porto
R. Puciloski

cc: G. M. Williams III

Attachments