

THE UNION PACIFIC COAL COMPANY

EXPENSE ACCOUNT

I. N. BAYLESS

Part - 3

From: Jan. 1, 1962

Omaha - July 30, 1964

220-122

Mr. E. M. Kerrigan:

During July I wrote my personal check for \$3.00 for government publications in connection with company business.

I would appreciate it if you would have a voucher for this amount sent to me.

Original Signed  
I. N. DAYLESS

Omaha - December 27, 1963

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for  
the month of December, 1963, amount \$11.50.

Original Signed  
I. N. BAYLESS

## DEPT. NO. \_\_\_\_\_ AUDIT NO. \_\_\_\_\_

...D IN

ADDRESS 702 Union Pacific Bldg., Omaha  
(PRINT ADDRESS)

FOR PERSONAL EXPENSES INCURRED IN THE SERVICE OF THE COMPANY DURING THE MONTH OF December 19 63  
ON THE FOLLOWING BUSINESS \_\_\_\_\_

ITEMIZED STATE OF EXPENSES																		
DATE	PLACE	BREAK-FAST		LUNCH-EON		DINNER		HOTEL		BUS OR CAB		PULL-MAN FARES		MISCELLANEOUS		TOTAL		
														DESCRIPTION	AMOUNT			
														Govt. publi-				
														cations	1150			1150
	TOTAL														1150			1150

[illegible]

Original Signed  
I. N. BAYLESS  
Spec. Rep.

(TITLE - PAYEE)

DISTRIBUTED, EXAMINED AND FOUND CORRECT:

FOR AUDITOR OF DISBURSEMENTS.

Omaha - December 3, 1963

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for the  
month of November, 1963, amount \$18.65.

12-4-63

Rec'd voucher NR 27657

Original Signed

I. M. HAYLESS

## DEPT. NO. \_\_\_\_\_ AUDIT NO. \_\_\_\_\_

ED IN

ADDRESS 702 Union Pacific Bldg., Omaha  
(PRINT ADDRESS)

FOR PERSONAL EXPENSES INCURRED IN THE SERVICE OF THE COMPANY DURING THE MONTH OF November 19 63  
ON THE FOLLOWING BUSINESS \_\_\_\_\_

ITEMIZED DETAIL OF EXPENSES																			
DATE	PLACE	BREAK-FAST		LUNCH-EON		DINNER		HOTEL		BUS OR CAB		PULL-MAN FARES		MISCELLANEOUS		TOTAL			
														DESCRIPTION	AMOUNT				
21	Omaha (Business luncheon conference)			14	80									Misc. publica-tions	3	85	18	65	
TOTAL				14	80											3	85	18	65

DESCRIPTION OF WORK PERFORMED FOR DISTRIBUTION TO ACCOUNTS	
1	2
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91	92
93	94
95	96
97	98
99	100

[illegible]

Original Signed

(TITLE - PAYEE)

DISTRIBUTED, EXAMINED AND FOUND CORRECT:

FOR AUDITOR OF DISBURSEMENTS.

Omaha - September 5, 1963

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for August,  
1963, amount \$11.20, covering technical publications  
purchased.

Original Signed  
I. N. BAYLESS

9-9-63  
Rec'd voucher  
No. NR 23976  
\$11.20

## DEPT. NO. \_\_\_\_\_ AUDIT NO. \_\_\_\_\_

\$ 11.20

[illegible][illegible]

FOR AUDITOR OF DISBURSEMENTS.

Omaha - May 6, 1963

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for trip  
to Rock Springs during last week of April and first part  
of May, 1963, amount \$93.12.

Original Signed  
I. M. DAYLESS

5-8-63

Rec'd Check No. NR 70800



## DEPT. NO. \_\_\_\_\_ AUDIT NO. \_\_\_\_\_

DATE 9 June 1963

I. N. Bayless  
(PRINT NAME)

Special Representative DR  
(TITLE)

ADDRESS

7815 North 2nd Ave  
(PRINT ADDRESS)

FOR PERSONAL EXPENSES INCURRED IN THE SERVICE OF THE COMPANY DURING THE MONTH OF April 1943  
ON THE FOLLOWING BUSINESS Food and medicine

Omaha to Rock Island &amp; Return

ITEMIZED DETAIL OF EXPENSES															
DATE	PLACE	BREAK-FAST	LUNCH-EON	DINNER	HOTEL	BUS OR CAB	PULL-MAN FARES	MISCELLANEOUS		TOTAL					
								DESCRIPTION	AMOUNT						
<i>V-8 Omaha Inmont</i>		<i>1.63</i>	<i>2.57</i>	<i>6.18</i>		<i>2.50</i>			<i>Porter</i>	<i>.50</i>	<i>11.65</i>				
<i>4-29</i>		<i>2.65</i>	<i>2.75</i>	<i>3.25</i>					<i>Misc. Vantage</i>	<i>3.75</i>	<i>12.40</i>				
<i>4-30</i>		<i>2.04</i>	<i>2.64</i>	<i>4.65</i>							<i>9.33</i>				
<i>5-1</i>		<i>1.83</i>	<i>2.53</i>	<i>4.28</i>							<i>8.64</i>				
<i>5-2</i>		<i>2.02</i>	<i>2.90</i>	<i>4.60</i>	<i>3.75</i>	<del><i>2.49</i></del>	<i>6.05</i>				<i>46.60</i>				
<i>5-3</i>						<i>2.50</i>			<i>Porter</i>	<i>2.00</i>	<i>4.50</i>				
	TOTAL	<i>10.17</i>	<i>13.11</i>	<i>21.26</i>	<i>31.28</i>	<i>5.00</i>	<i>6.05</i>			<i>6.45</i>	<i>93.17</i>				

[illegible]

**CERTIFIED  
CORRECT:**

(TITLE - PAYEE)

DISTRIBUTED, EXAMINED AND FOUND CORRECT:

FOR AUDITOR OF DISBURSEMENTS.

UNION PACIFIC RAILROAD COMPANY

Accounting Department

Disbursements' Bulletin No. 51-2  
(Amends No. 51-1)

Omaha, Nebr., March 14, 1963

Preparation of Personal Expense Accounts

TO ALL CONCERNED:

Effective at once:

1. Paragraph 6 of Disbursements' Bulletin No. 51-1 is hereby canceled and the following should be substituted therefor:

6. Complete information should be appropriately shown in accordance with the several captions under the general heading "Itemized Detail of Expenses." Tips in connection with meal or taxi charges should be included in meal or taxi cost; the total amounts for each day should then be entered in the appropriate columns. Hotel expenses should be entered in total as paid and should not be separated into daily amounts. In the "Miscellaneous" column, enter separate daily totals for each item for which there is no other column, such as Telegraph and Telephone, Tips to Pullman Porters, Red Caps and Hotel Employes, Charges for Parking, Tolls, Checking Bags, or Automobile Rentals and similar charges (other than auto mileage, which is covered in paragraph 9). The terms "Miscellaneous," "Incidentals," or similar group explanations are undesirable and should be avoided wherever possible; in other words, all expenditures no matter how small must be specifically identified.

NOTE: Items of entertainment expense other than meals should be described in the "Miscellaneous" column, as mentioned in paragraph 11 below.

2. Paragraph 7 of Disbursements' Bulletin No. 51-1 is hereby canceled and the following should be substituted therefor:

7. Receipts should be secured for hotel expenses, and for Pullman and railroad fares in every case; for any other separate expenditure of \$25.00 or over, receipts are required. Receipts should be attached to Form 137. Pullman Company "Passenger's Check" may be submitted in lieu of receipt for Pullman fares paid, if desired.

3. Paragraph 10 of Disbursements' Bulletin No. 51-1 is hereby canceled and the following should be substituted therefor:

10. If an employe uses a credit card (for airline tickets, car rentals, telephone calls, meals, lodging, or other expenses), all such charges should be detailed on Forms 137 and 137-1 as appropriate, in line with the above instructions, regardless of whether the charges will be billed to him personally and later reimbursed by the Company, or whether the charges will be billed directly against the Union Pacific. If the amount is to be reimbursed, receipt proving payment, where required as indicated in paragraph 7, must be included with the documents attached to the current month's Form 137. If the credit card charges are not paid by the employe but are to be billed directly against the Company, the amount thereof should be deducted immediately below the total of Form 137 in the following manner:

Total (Show here the total of all	
items reported on Form 137).	\$200.00
Less charges vs. UPRR on	
(Insert name)	
credit card.	18.00
Net amount to be reimbursed	\$182.00

EXCEPTION: If an employe uses a credit card for which charges will be billed directly against the Company, and no reimbursement is due the employe for any other item of expense, Forms 137 and/or 137-1 should not be submitted to the undersigned, but should be retained by the head of the department to meet requirements of the Internal Revenue Service.

4. Paragraph 12 of Disbursements' Bulletin No. 51-1 is hereby canceled and the following should be substituted therefor:

12. For such entertainment expense, Form 137-1 should show:

- (a) date of entertainment and amount (including cost incurred for the employe himself);
- (b) the place of entertainment (name and address or location), and description of the entertainment (if not apparent from the name of the place);
- (c) the business purpose and the nature of the business benefit expected to be realized;
- (d) duration and place of business discussion, if such discussion precedes or follows the business meal or other entertainment; and
- (e) the number of persons present in the party of the employe making the Form 137-1, whether or not expense is claimed for all. (This number should include the employe himself.)

A separate line should be used for the name of each person entertained, including business relationship and company affiliation; the names of persons not present at the business discussion but who participated in the entertainment should be identified by asterisks.

NOTE: If a large number of people were entertained and they are readily identifiable as a particular class of individuals, it will not be necessary to list the names of each individual. A general designation, such as "Mr. Jones, branch manager of Y Company and 15 salesmen," will suffice.

A. O. MERCER

Auditor of Disbursements

(File S-137)  
( " F-137)

(Copy for S-137-1 )  
( " " D-191-2-F)  
( " " F-137-1 )

## DESCRIPTION OF PERSONAL EXPENSES — ENTERTAINMENT OF OTHER PERSONS

DEPT. NO. \_\_\_\_\_ AUDIT NO. \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DR. \_\_\_\_\_  
(PRINT NAME) (TITLE)

DURING THE MONTH OF \_\_\_\_\_ 19\_\_\_\_

[illegible]

VNB

ES OF PERSONS  
ENTERTAINED  
(NOTE 5)

Omaha - January 24, 1963

455-7

Mr. A. E. Stoddard ( 10)  
Mr. E. H. Bailey ( 50)  
Mr. J. R. MacAnally (125)  
Mr. F. J. Melia ( 15)  
Mr. G. A. O'Keefe ( 1)  
Mr. O. J. Wullstein ( 25)  
Mr. G. R. Shideler ( 5)  
Mr. A. C. Ritter ( 10)  
Mr. Lee S. Osborne - Los Angeles (10)

*U. N. Bayless*

Attached are copies of bulletins Nos. D.B. 51-1 and G-105-4, outlining changes to be observed in the reporting of personal expense accounts, effective February 1, 1963.

Bulletin No. D.B. 51-1 contains the instructions that should be followed by all persons filing a personal expense account. However, it will be noted from Bulletin G-105-4 that all officers and employees whose salary is \$11,400 per annum or more may file with the Accounting Department a Form 137 briefly detailing their personal expenses, the same as has been done in the past.

In addition to this brief Form 137, it will now be necessary for such persons to prepare a Form 137, containing a complete detailed record of their personal expenses. In this regard, a new additional form will be necessary, viz., Form 137-1; each item of expense reimbursed on Form 137 which was incurred in the entertainment of others should be reported with further detail on Form 137-1.

The detailed Forms 137 and 137-1 of such officers will be retained by the heads of departments, as provided in the bulletin.

E. M. KERRIGAN  
*EmK*

UNION PACIFIC RAILROAD COMPANY

Accounting Department

Disbursements' Bulletin No. 51-1  
(Cancels No. 51)

Omaha, Nebr., January 24, 1963

Preparation of Personal Expense Accounts

TO ALL CONCERNED:

Effective February 1, 1963:

1. The instructions which follow should be observed in the preparation of Forms 137 and 137-1.

2. The following is a list of forms referred to in this bulletin:

<u>Number</u>	<u>Title</u>
137	Bills Payable for Personal Expenses
137-1	Description of Personal Expenses - Entertainment of Other Persons

3. Form 137 should be prepared by all officers and employees who incur expenses in the service of the Company, for which reimbursement is to be made.

4. Form 137 should be prepared with indelible pencil, pen and ink, or typewriter, and all of the information called for by the various captions in the form should be completely filled in. The payee's name should either be printed or typewritten and the address to which the voucher should be mailed, preferably by railroad mail, should be appropriately shown in the spaces provided therefor.

VNB

5. The space provided on Form 137 should be used as follows:

- (a) Start itemization on the front of the form if it is anticipated the expense account can be accommodated by the 14 lines available thereon;
- (b) Start itemization on the reverse side of the form if a requirement of more than 14 lines is anticipated. The total on the reverse side should be carried forward, placed on the first line of the front side, and designated "Brought Forward." Any additional details that cannot be accommodated on the reverse side should be continued on the front side, and the final total due should be entered on the line designated "TOTAL";
- (c) If it is not possible to itemize expenses for the month on both sides of a single sheet, payee should delete the word "TOTAL" on the front side of the first sheet and insert the words "Carried Forward to Next Sheet," then finish the itemization on a second sheet. The second sheet should then be completed as the final sheet in the manner described above.

6. Complete information should be appropriately shown in accordance with the several captions under the general heading "Itemized Detail of Expenses." Hotel expenses should be entered in total as paid and not separated into daily amounts. In the "Miscellaneous" column, enter any items for which there is no other column, such as Telegraph and Telephone, Tips to Pullman Porters, Red Caps and Hotel Employees, Checking Bags, Personal Automobile (to be explained in detail in space provided on reverse side).

NOTE: Items of entertainment expense, if other than business meals, should also be described in the "Miscellaneous" column, as mentioned in paragraph 11 below.

7. Receipts for hotel expenses, Pullman and railroad fares, or any other separate expenditures over \$25.00 should be secured in all cases and attached to Form 137. "Passenger's check," issued by The Pullman Company, may be submitted in lieu of receipt for Pullman fares paid, if desired.

8. That portion of Form 137 under the general caption "Description of Work Performed for Distribution to Accounts" is provided for use by employes engaged in varied work during the month, such as Bridge and Building Employes, Water Servicemen, Electrical Department Employes, Engineering Department Field Forces, and Mechanics on Divisions, in which to indicate the specific classes of work performed (including designation as to any items affecting joint facilities or which are recollectible from others) for subsequent use by the Accounting Department in determining proper distribution of such expenses. The columns under the caption "Distribution to Accounts" and "Amount" should not be completed by the payee or supervising officer unless information as to work order or other account is definitely known.

9. Detail of automobile mileage reported in the "Miscellaneous" column (and overflow data, if any, from front of sheet, such as approvals, location or description of work performed, etc.) should be shown in the appropriate section provided therefor on the reverse side of Form 137.

10. If an employe use, a credit card (for airline tickets, car rentals, telephone calls, meals, lodging, or other expenses), all such charges should be detailed on Forms 137 and 137-1 as appropriate, in line with the above instructions, regardless of whether the charges will be billed to him personally and later reimbursed by the Company, or whether the charges will be billed direct against the Union Pacific. If the amount is to be reimbursed, proof of payment must be included with the documents attached to Form 137. If the credit card charges are not paid by the employe but are to be billed direct against the Company, the amount thereof should be deducted immediately below the total of Form 137 in the following manner:

Total (Show here the total of all items reported on Form 137).	\$200.00
Less charges vs. UPRR on (Insert name) credit card.	<u>18.00</u>
Net amount to be reimbursed	\$182.00

11. Forms 137-1 should be completed in detail in accordance with the various captioned columns on these forms, and should agree with and support amounts of expense incurred for entertainment only, as shown on Form 137. As indicated in paragraph 6 above, entertainment consisting of an ordinary business meal should be shown in the appropriate meal column on Form 137; all other items of entertainment should be specifically shown in the "Miscellaneous" column. The expense should then be fully described on Form 137-1 in both instances.

12. For such entertainment expense, Form 137-1 should show:

- (a) date of entertainment and amount;
- (b) the place of entertainment (name and address or location); and description of the entertainment (if not apparent from the name of the place);
- (c) the business purpose and the nature of the business benefit expected to be realized;
- (d) duration and place of business discussion, if such discussion precedes or follows the business meal or other entertainment; and
- (e) the number of persons present at the entertainment, whether or not expense is claimed for all.

A separate line should be used for the name of each person entertained, including business relationship and company affiliation; the names of persons not present at the business discussion but who participated in the entertainment should be identified by asterisks.

NOTE: If a large number of people were entertained and they are readily identifiable as a particular class of individuals, it will not be necessary to list the names of each individual. A general designation, such as "Mr. Jones, branch manager of Y Company and 15 salesmen," will suffice.

13. After Forms 137 and 137-1 have been completed as hereinbefore provided, the payee should certify Form 137 as correct in the appropriate lower right corner of the form and show his payroll title immediately beneath his signature and opposite the caption "(Title-Payee)." After all necessary approvals have been completed on Form 137 in accordance with the requirements of the department in which the payee is employed, Form 137, together with required receipts and Form 137-1, where appropriate, should be forwarded so as to reach the undersigned not later than the 7th day of the first following month.

14. In the interest of uniformity and to avoid confusion, all supervisors should see that these instructions are made available to those of their employes who render personal expense accounts.

15. Every effort should be made to report expenditures incurred on behalf of the Company exactly as provided herein; the penalties under Internal Revenue Service Regulations for failure in this respect are serious so far as the employe is concerned, as well as the Company.

16. Supply of new Form 137-1 should be immediately secured from the Storekeeper at Omaha.

A. O. MERCER

Auditor of Disbursements

(File S-137)  
( " F-137)

UNION PACIFIC RAILROAD COMPANY

Accounting Department

Bulletin No. G-105-4  
(Cancels Nos. G-105,  
G-105-2 and G-105-3)

Omaha, Nebr., January 24, 1963

Detail of Personal Expense Accounts

TO ALL CONCERNED:

Effective February 1, 1963:

1. All previous instructions pertaining to the detail of personal expense accounts are canceled and superseded by the instructions herein, which have been authorized by the President.

2. Following is a list of forms referred to in this bulletin:

<u>Number</u>	<u>Title</u>
137	Bills Payable for Personal Expenses
137-1	Description of Personal Expenses - Entertainment of Other Persons

3. Officers and employes who incur expenses in the service of the company for which reimbursement may be made, whose salary is \$11,400 per annum or more, and such others as the President may from time to time authorize, will only be required to show a limited detail of personal expenses incurred in the service of the company, on the Form 137 submitted to the Accounting Department for reimbursement. Such limited detail should consist of the following separations: hotel bills, meals, railroad fares, Pullman fares, automobile mileage, other large or unusual expenditures with explanation thereof, and minor miscellaneous expenses, to which categories

others may be added, according to the nature of the assignment, by the heads of departments.

4. However, the Income Tax Regulations now provide that reimbursable expenses be supported by complete detail, and that separate expenditures over \$25.00 be further supported by paid receipts. To accomplish this, it will be necessary that all officers and employes referred to in paragraph 3 maintain a separate Form 137 in detail, supported by Form 137-1 and the paid receipts. These papers should be retained in the files by heads of departments so as to be readily available if, as and when required.

NOTE: These records should be retained for a minimum of three years, but should not be destroyed thereafter unless specifically authorized by the undersigned.

5. Any other officer or employe whose salary is less than \$11,400 per annum will be required to submit to the Accounting Department for reimbursement a fully detailed Form 137, supported by paid receipts referred to in the foregoing, and by a further description on Forms 137-1 when entertainment expense is incurred.

E. M. KERRIGAN  
General Auditor

(File 455-7)

Omaha - December 31, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for  
December, 1962, amount \$61.03.

Original Signed  
L. N. PAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
December - 1962'

Transportation and Pullman	\$12.60
Hotel	7.03
Meals	28.80
Incidentals	<u>12.60</u>
	\$61.03

Original Signed  
I. N. BAYLESS

Expense account Dec-1962

transportation + Pulman	\$ 12.60
Nail	7.03
Meals	28.80
Incidentals	12.60

V. H. Bayless

Omaha - November 29, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for November,  
1962, amount \$706.76.

*Rec'd voucher No. RB 17 455  
12-1-62*

Original Signed  
I. N. BAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
November - 1962

Transportation	\$422.38
Hotel	136.06
Meals	96.75
Publications	2.97
Incidentals	<u>48.60</u>
	\$706.76

Original Signed  
I. N. BAYLESS

# Expense Account

Nov-1962

transportation  
Hotel  
meals,  
Incidentals  
Publications

422.38

136.06

96.75

48.60

2.97

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706.76

J. N. Bayless

Omaha - October 1, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for  
September, 1962, amount \$448.92.

Original Signed  
I. N. SAYLESS

10-2-62

*Red voucher*  
NR-16-139

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
September - 1962

Transportation	\$178.68
Hotels	124.69
Meals	102.40
Incidentals	<u>43.15</u>
	\$448.92

Original Signed  
I. N. BAYLESS

Expense account Sep 1962

transportation	\$ 178.68
Hotel	128.69
Meals	102.20
Inc	<del>42.80</del> 43.15
<del>Govt. Publication</del>	

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16-21 Niagara Falls by Canada

448.94

27-30 miles Kennesaw + Rock Springs

A. Bayler

Omaha - September 4, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for August,  
1962, amount \$82.07.

Original Signed  
L. N. MAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
August - 1962

Transportation and Pullman	\$12.67
Meals	22.80
Publications	24.00
Incidentals	<u>22.60</u>
	\$82.07

Original Signed  
I. N. BAYLESS

# Expense Account

Aug 1962

Transportation Pullman	\$ 12.67
Meals	22.80
Publications	27.00
Incidentals	<u>22.60</u>
	82.07

J. Bayler

Omaha - August 2, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for July,  
1962, amount \$208.38.

8-6-62

Rec'd Voucher NR. 14661

Original Signed

I. N. BAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
July - 1962

Hotel	\$ 40.66
Meals	30.88
Publications	17.60
Transportation & incidentals	<u>119.24</u>
	\$208.38

Original Signed  
I. N. BAYLESS

# Expense for Aug 1962

Hotel	40.66	- 40.66
Meals	30.88	- 30.88
Publications	17.60	- 17.60
Transportation & incidentals	119.24	- 119.24
		<hr/> 208.38

J. Bayless

Omaha - July 2, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for June,  
1962, amount \$105.06.

7-5-62

Rec'd voucher

NR 13600

Original Signed  
I. M. RAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
June - 1962

Transportation, taxis, etc.	\$ 12.25
Meals	25.60
Hotels	34.61
Incidentals	<u>32.60</u>
	\$105.06

Original Signed  
I. N. BAYLESS

Expense Account June 1961

transportation fare est.	\$12.25-
lunch	
Hotel	25.60
Incidentals	34.61
	32.60

J. N. Bayless

Omaha - April 30, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for April,  
1962, amount \$114.95.

Original Signed  
I. N. BAYLESS

Personal Expense Account  
I. N. Bayless - Special Representative  
Union Pacific Railroad Company  
April - 1962

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Transportation . . . . .	\$ 48.75
Hotel. . . . .	42.60
Incidentals. . . . .	<u>23.60</u>
	\$114.95

Original Signed  
I. N. BAYLESS

Apr 30 - 1962

Expense account for April,

transportation

Hotel

48.75

72.60

Incidentals

23.60

---

144.95

J. N. Bayless

Omaha -- February 28, 1962

220-122

Mr. E. M. Kerrigan:

Herewith my personal expense account for January  
and February, 1962, amount \$33.87.

2-5-62  
Rec'd vouchers  
NR 9680

Original Signed  
I. N. HAYLESS

Personal Expense Account  
L. N. Bayless - Special Representative  
Union Pacific Railroad Company  
January & February - 1962

Incidental office expenses . . . . . \$ 6.73

Govt. bulletins, publications  
and subscriptions . . . . . 27.14

\$33.87

Original Signed  
L. N. BAYLESS