



**Association of American Railroads**  
**Safety and Operations • Business Services**  
**425 Third Street, SW • Washington, D.C. 20024**

## CIRCULAR No. OT-3-E

IN EFFECT AS OF JANUARY 1, 2012

### **TIMELY AND ACCURATE REPORTING OF MILEAGE EARNED BY PRIVATE CARS OPERATED ON A MILEAGE BASIS OF COMPENSATION DEDUCTIONS AND CLAIM HANDLING PROCEDURES**

TO THE MEMBERS:

The RIC-6007 Series mileage allowance tariff provides that reports are to be made within 40 days after the close of the month in which earned. Payment for the earned mileage so reported should be made promptly thereafter. Uniform procedures for deductions by railroads and issuance of claims by private car owners to railroads are published in Items 182 and 606 of RIC 6007-Series Freight Tariff.

#### 1. Deductions By Railroads To Private Car Owners

Mileage allowed in error, by a railroad, including but not limited to mileage allowed at incorrect rates for any reason, may be deducted from the car owner's account within twenty four (24) months from the last day of the month for which the mileage was reported as earned, but not later. A railroad may tender an invoice for mileage allowed in error at any time within twenty-four (24) months from the last day of the month for which the mileage was reported as earned. Except as provided in RIC 6007, Item 182, paragraph 3, an owner or lessor of a private car must remit within eight (8) months after the invoice is presented the entire amount of any invoice issued to it.

Deductions for amounts of \$25.00 or less shall not be taken after the expiration of two (2) months and ten (10) days from the last day of the month the mileage was earned.

#### 2. Claim Issued By Private Car Owners To Railroads

A private car owner must, within twenty-four (24) months from the last day of the month the completed cycle was reported, present any claim for mileage allowance discrepancies, including incorrect rates or omissions, to the applicable rail carrier in the prescribed AAR format. A sample [MILEAGE AND / OR RATE CLAIM form](#) is shown on page 2 with instructions on the following page. Claims not presented in the required format will not be processed. The railroad receiving the claim must within four (4) months from the date on which the claim was presented allow it in whole or in part, or decline it. The private car owner may reissue its claim, if applicable, within four (4) months from the last day of the four (4) month period allowed the railroad which handled the claim prior to reissuance. The railroad receiving the reissued claim must within four (4) months from the date on which the reissued claim was presented allow it in whole or in part or decline it. If the railroad fails to handle the original or reissued claim within the prescribed time limits, it will constitute a valid claim as last presented and must be honored by the railroad to which presented.

Claims for amounts of \$25.00 per car per cycle or less shall not be issued. The \$25.00 limit is not applicable where no miles were reported for the railroad cycle.

Please be governed accordingly.

On behalf of the Committee on Compensation.

By direction of,  
**Jeffrey J. Usher**  
Asst. Vice President-Business Services

RAILROAD	(3)
LESSEE	(4)

**(1) ULTRA CAR LEASING COMPANY  
MILEAGE AND / OR RATE CLAIM  
CLAIM TYPE (2)**

EARNINGS DATE	(5)
DATE ISSUED	(6)
DATE REISSUED	(7)

INITIAL / # CLAIM #	CYCLE DATE	CYCLE ORIGIN	CYCLE DESTINATION	MILES	L E	RATE	RATE AUTHORITY	ALLOWED DATE		
								DIFFERENCE	A / D	YR / MO

1	(8)	(10)	(13)	(14)	(15)	(17)	(18)	(20)	(23)		
2	(9)	(11)			(16)		(19)	(21)	(24)	(25)	(26)
OWNER COMMENT: (12)											
R.R. COMMENT: (22)											

1											
2											
OWNER COMMENT:											
R.R. COMMENT:											

1											
2											
OWNER COMMENT:											
R.R. COMMENT:											

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2											
OWNER COMMENT:											
R.R. COMMENT:											

## Circular OT-3—Instructions for Completing Mileage Claim

Field No.	Field Name	Description
1	Car Mark Owner	Name of the mark owner
2	Type of Claim	
	Mileage –	Mileage was earned by the car mark owner but not reported by the carrier
	Rate –	Mileage was paid but was paid at an incorrect rate
	Equalization –	Adjustment should be made in the equalization account
3	Railroad	Carrier with whom the claim will be filed
4	Lessee	Name of company leasing the car
5	Earnings Date	Month/Year in which the mileage occurred
6	Date Issued	Month/Year in which the claim was presented to the carrier
7	Date Re-Issued	Month/Year in which a declined or partially paid claim was returned to the carrier
8	Initial/Number	Car initial and number
9	Claim Number	Filing company reference number
10	Cycle Date	Year/Month/Day cycle began
11	Cycle Date	Year/Month/Day cycle ended
12	Owner Comment	Additional information that may assist in resolution of the claim
13	Cycle Origin	City and State in which the cycle started
14	Cycle Destination	City and State in which the cycle ended
15	Miles	Number of miles allowed to date
16	Miles	Correct Number of miles
17	L/E	Load/Empty status of the car as reported by the carrier
18	Rate	Rate allowed by carrier
19	Rate	Correct Rate
20	Rate Authority	Rate authority cited by carrier to support allowance
21	Rate Authority	Correct rate authority
22	RR Comment	Completed by carrier – explanation of declination or reduction in the requested adjustment
23	Allowed Date	Year/Month original allowance was made
24	Difference	Rate or Miles to be adjusted
25	A/D	Completed by carrier – Allow/Deduct
26	Year/Month	Completed by carrier – Year/Month adjustment will be included in the mileage report