DAILY TIME AND MILEAGE REPORT

CAR NUMBER _____

ENDING SPEEDO. READING _____

STARTING SPEEDO. READING _____

NET MILEAGE _____

MAN NO. (OR CODE) _____

NAME _____

OCCUPATION _____ DATE _____

DESCRIPTION	ACCOUNT	HOURS	√	MILES	√
Clerical or Dispatching Work in Distribution Dept. Office Deliver Distribution Dept. Orders or Mail	791.12				
Routine Customers' Meter Changes and Removals (Class A Meters) Periodic Meter Changes Set Customers' Meters or Regulators (Class A Meters) Change Regulators; Vent or Re-Vent Regulators Change Gauges on Customers' Meters; Change Orifice Discs	795.1				
Turn-On Customers' Meters (Including Read and Change Name)	795.41				
Close Customers' Meters (Except Turn-Offs for Non-Payment)	795.42				
Adjust Appliances Light or Turn off Pilots No Gas or Unsatisfactory Pressure Investigate Leak (On Customer's Premises) High Bill Investigation Replacement of Appliance Parts Appliance Installation Inspections (Subsequent to Installation) Obtain or Verify Address or Meter or Regulator Number Trace or Tag Meters	797.1 (DOMESTIC AND COMMERCIAL ONLY, EXCEPT HOTEL AND RESTAURANT)				
Change District Pressure Charts Operate or Read District Meters and Regulators	799.4				
Distribution Department Meetings (Other Than Job Training Meetings)	799.6				
Employee Field and Classroom Job Training	799.7				
Replace Dial Glasses Field Repairs to Customers' Meters and Regulators	807.1				
Re-Read or Verify Customer's Meter Readings (Domestic and Commercial) Read Customer's Meters (Domestic and Commercial)	823.1 (MILEAGE TO 825.1)				
Read Industrial Customers' Meters Collect or Read Industrial Meter Charts	823.2 (MILEAGE TO 825.2)				
Clean or Repair Automobile Car Number _____	935.____ GROUP				
OTHER (DESCRIBE):					
TOTALS FOR DAY					

REMARKS:

PERSONAL EXPENSES AND MEAL ALLOWANCES		
MEALS AND MEAL ALLOWANCES	$	
TELEPHONE EXPENSE		
CARFARE AND PARKING		
PERSONAL CAR (EMERGENCY) @ _____ PER DAY		
" " MILEAGE _____ @ _____ PER MI.		
OTHER (DESCRIBE)		
TOTAL	$	

OVERTIME

FROM A.M. P.M. TO A.M. P.M.

FROM A.M. P.M. TO A.M. P.M.

FROM A.M. P.M. TO A.M. P.M.

NOTE: DO NOT INCLUDE TIME TAKEN OFF DUTY FOR MEALS (IF ANY).

WORKED WITH:

MAN NO. _____ NAME _____

MAN NO. _____ NAME _____

APPROVED BY

FOREMAN OR OTHER SUPERVISOR

SOUTHERN CALIFORNIA GAS CO.—43-1-D—12-41—1M PADS