



State of New York					Amtrak Multi-Ride eTicket Tracking Sheet				
Name			Travel Start Date		Travel End Date				
Purchase Date	Purchase Information		Expense Report	Trip Description					
	Receipt #	Confirmation #							
Ticket #1									
Ticket #2									
Ticket #3									
Ticket #4									
Ticket #5									
Ticket #6									

- List the ticket number, expense report number and a brief travel description for each ticket used on the corresponding line.
- Attach a copy of the eTicket with each expense report.
- Attach a copy of this form with each expense report. Do not mail this form to the BSC.
- Reconcile the travel card charge for the AMTRAK multi-ride once the final ticket is used on an expense report.