



CIRCULAR No. S-25.
(Cancelling Circular No. S-12.)

PENNSYLVANIA RAILROAD SYSTEM

TRAFFIC DEPARTMENT

December 4, 1923.

To Ticket Agents, Ticket Receivers, Conductors, Ticket Examiners, Baggage Agents and Gatemen.

SUBJECT: Ticket Endorsements.

1. This circular cancels previous instructions on the subject of ticket endorsements.

2. Until further notice you are authorized to honor, on tickets reading over any portion of these lines, the endorsements of:

EASTERN REGION.

D. N. BELL.....*Pass. Traffic Mgr., Philadelphia, Pa.*
O. T. BOYD.....*General Pass. Agent, Philadelphia, Pa.*
R. J. DeLONG.....*Asst. Gen. Pass. Agt., Philadelphia, Pa.*
E. YUNGMAN..... " " " " " "
WM. PEDRICK, JR....*Gen. East. Pass. Agent, New York, N. Y.*
C. E. McCULLOUGH..*Division Pass. Agent, New York, N. Y.*
A. E. BUCHANAN.... " " " *Philadelphia, Pa.*
T. L. LIPSETT..... " " " *Washington, D. C.*
IRA B. YEAKLE..... " " " *Baltimore, Md.*
DAVID TODD..... " " " *Williamsport, Pa.*
N. S. LONGAKER.... " " " *Harrisburg, Pa.*
JAMES S. MURPHY... " " " *Atlantic City, N. J.*
R. B. COOKE.....*Div. Frt. & Pass. Agt., Norfolk, Va.*
W. W. FINLEY, JR.. " " " " *Chambersburg, Pa.*
C. H. VOELKER.....*Chief Clerk, Passenger Department, Philadelphia, Pa.*
W. A. PHILLIPS.....*Chief Clerk to General Passenger Agent, Philadelphia, Pa.*
J. E. GILFILLAN....*Chief Clerk to General Eastern Passenger Agent, New York.*
E. W. PACKER.....*General Passenger Agent, N. Y. & L. B. R. R., Long Branch, N. J.*
W. R. WILMER.....*Ticket Receiver, Pennsylvania Station, New York, N. Y.*
H. C. BAIR.....*Ticket Receiver, {Hudson Terminal, N. Y.
Jersey City, N. J.
Park Place, Newark, N. J.*
H. T. COOK.....*Ticket Receiver, Camden, N. J.*
B. E. STEVENS.... " " *Atlantic City, N. J.*
E. DeHAVEN..... " " *Philadelphia, Pa.*
S. W. SHAW..... " " *Baltimore, Md.*
H. A. BURN..... " " *Washington, D. C.*
W. J. SHREINER.... " " *Harrisburg, Pa.*
J. H. KURTZ..... " " *Altoona, Pa.*
W. B. SCHAEFFER.. " " *Renovo, Pa.*

Also the endorsements of S. H. Moore, Ticket Agent, Cape May, N. J., on tickets over the Cape May Branch of the Atlantic Division.

CENTRAL REGION.

F. W. GONNER.....*Pass. Traffic Manager, Pittsburgh, Pa.*
C. H. MATHEWS, JR..*General Pass. Agent, " "*
F. McD. QUINN.....*Asst. Gen. Pass. Agt., " "*
S. L. SHANK.....*Division Pass. Agt., " "*
E. M. PRESLEY..... " " " " "
J. K. DILLON..... " " " *Cleveland, Ohio.*
L. B. FREEMAN..... " " " *Columbus, Ohio.*
S. B. NEWTON..... " " " *Buffalo, N. Y.*
R. M. FLOCKER.....*Chief Clerk, Passenger Department, Pittsburgh, Pa.*
F. B. LOWE.....*Chief Clerk to General Passenger Agent, Pittsburgh, Pa.*
J. H. KURTZ.....*Ticket Receiver, Altoona, Pa.*
W. B. SCHAEFFER... " " *Renovo, Pa.*
E. B. LYNCH..... " " *Buffalo, N. Y.*
T. A. NESBITT..... " " *Pennsylvania Station, Pittsburgh, Pa.*
F. W. BLAKE..... " " *Cleveland, Ohio.*
E. H. KEMMETER.... " " *Columbus, Ohio.*

NORTHWESTERN REGION.

JAS. P. ANDERSON...*Pass. Traffic Mgr., Chicago, Ill.*
A. H. SHAW.....*General Pass. Agent, " "*
C. W. GETTY.....*Asst. Gen. Pass. Agt., " "*
W. E. BLACHLEY....*Division Pass. Agent, " "*
C. C. TRUEB..... " " " *Detroit, Mich.*
J. M. HARRIS..... " " " *Toledo, Ohio.*
M. F. QUAINANCE.. " " " *Grand Rapids, Mich.*
JOSEPH POSTA.....*Chief Clk., Pass. Dept., Chicago, Ill.*
T. L. HODGENS.....*Ticket Receiver, Ft. Wayne, Ind.*
E. WALKER..... " " *Chicago, Ill.*
R. B. NORRIS..... " " *Grand Rapids, Mich.*
G. P. HENDERSON... " " *Logansport, Ind.*

SOUTHWESTERN REGION.

W. W. RICHARDSON. *Pass. Traffic Manager, St. Louis, Mo.*
 F. A. BAUCHENS. *General Pass. Agent, " " "*
 C. H. HAGERTY. *Division Pass. Agent, Louisville, Ky.*
 G. L. A. THOMSON. *" " " Cincinnati, Ohio.*
 J. C. MILLSFAUGH. *" " " Indianapolis, Ind.*
 *CLAY ROCKWELL. *Dist. Pass. Rep., Cincinnati, Ohio.*
 I. A. RICHEY. *Chief Clk., Pass. Dept., St. Louis, Mo.*
 E. H. KEMMETER. *Ticket Receiver, Columbus, Ohio.*
 C. H. KLAISLER. *" " Indianapolis, Ind.*
 T. M. MILLER. *" " St. Louis, Mo.*
 A. D. HARWARD. *" " Cincinnati, Ohio.*
 G. P. HENDERSON. *" " Logansport, Ind.*

* On tickets of C. L. & N. issue only.

3. It is irregular to allow office assistants to endorse tickets, and personal signature of persons named in the foregoing lists always should be used, except that, when necessary, Ticket Receivers' clerks may endorse or otherwise act for them, using name of Ticket Receiver per their own.

TICKET RECEIVERS' ENDORSEMENTS, ETC.

4. Ticket Receivers may issue orders to conductors, ticket examiners, or gatemen, authorizing such validation of tickets and extension of their rights and privileges as may be necessary to protect passengers from manifest errors of ticket agents or other railroad employes, or change in route account illness, death, delayed trains, change in schedules, as authorized in following publications.

Eastern Region
Central Region
 (Lines Pittsburgh,
 Pa., Oil City, Pa.,
 Erie, Pa., and East.)

P. R. R. Local, Interdivision and
 Joint Passenger Tariff I. C. C. No.
 6324, supplements thereto or re-
 issues thereof.

Northwestern Region
Southwestern Region
Central Region
 (Lines Pittsburgh,
 Pa., Oil City, Pa.,
 Erie, Pa., and West.)

Central Passenger Association, Local
 and Joint Exchange of Ticket Tariff
 No. 1, I. C. C. No. 24, issued by
 C. A. Fox, Agent, supplements
 thereto or reissues thereof.

These orders may be in the form of endorsements on tickets or instructions posted in the order books, or may be transmitted in some other manner to the employes concerned, and they will be honored on all portions of these lines. If the destination of the ticket is a point on the Pennsylvania Railroad System, it should be protected to destination by endorsement or a message attached to the ticket. If it reads to a point beyond the Pennsylvania Railroad System, it should be exchanged at nearest ticket office. Where cases of this kind arise, Ticket Receivers should make detailed report (PD50) to the General Passenger Agent with copy to Auditor. Passengers paying cash fares on trains will be entitled to the same consideration by Ticket Receivers in this respect as those presenting tickets.

5. When a passenger becomes separated from his ticket and it comes into possession of a Ticket Receiver, or can be located so as to satisfy the latter that it can be obtained by the Company, the Ticket Receiver will issue instructions to carry the passenger, when the ticket reads to a point on the Pennsylvania Railroad System. When the ticket reads to a point beyond this system, the Ticket Receiver will instruct conductor to carry the passenger to a certain point and instruct the agent thereat to furnish a ticket to the destination and by the same route as the original ticket.

NOTE.—This rule is not intended to apply where persons travelling on party tickets fail, through their own fault, to board their proper trains. Where such persons miss their train through no fault of railroad company, they should be required to purchase other tickets or pay fare on trains.

6. When Ticket Receivers are in doubt as to the proper course to pursue in connection with any cases where validation of tickets or authorization of transportation is requested, they should, if the circumstances permit, wire General Passenger Agent in whose territory ticket was sold, for advice.

7. Ticket Receivers will be held accountable for the proper and judicious exercise of the authority vested in them; and in all cases where tickets are validated or their privileges extended, or orders are issued authorizing transportation of passengers as per the foregoing instructions, a report (PD50) giving full details of the matter must be made to the General Passenger Agent and copy to the Auditor.

8. When tickets presented on trains are undated, or when it seems evident that a mistake has been made by the agent in dating or in limiting them, conductors may question holders of such tickets in a respectful manner with a view to ascertaining how the errors may have occurred, but passengers should be given the benefit of the doubt, and under no circumstances should they be ejected from the train.

9. Conductors should honor Foreign Line issue of tickets, the holders of which may have been delayed west of Chicago, St. Louis, etc., by snow blockade, flood or other unforeseen circumstances, although such passengers may reach the Pennsylvania Railroad System at the gateways alluded to after the limit of tickets may have expired, and where passengers pass direct from Foreign Lines to our trains in the Chicago, St. Louis, and other terminals, without going into the station, they should be protected through to destination. The fact that such passengers are carried into Chicago, etc., upon tickets, the limit of which has expired, is sufficient evidence that they are entitled to protection in first connecting train from the various gateways.

10. When Pullman tickets are involved in irregularities to be reported, a complete description thereof should be incorporated.

Stamp and date the enclosed card and forward it by first mail.

O. T. BOYD,
 General Passenger Agent, Eastern Region,
 Philadelphia, Pa.

A. H. SHAW,
 General Passenger Agent, Northwestern Region,
 Chicago, Ill.

C. H. MATHEWS, JR.,
 General Passenger Agent, Central Region,
 Pittsburgh, Pa.

F. A. BAUCHENS,
 General Passenger Agent, Southwestern Region,
 St. Louis, Mo.