PROGRAM TRIP INVOICE

TRIP #: ___________________________ INVOICE #: ___________________________
Contractor: ___________________________ Bus Number: ___________________________
School: ___________________________ Grade/Group: ___________ Bus type needed: ☐ Regular
Date of Trip: ___________________________ Purpose of Trip: ___________________________

Overnight Trip? ☐ YES Take over trip only? ☐ YES Return trip only? ☐ YES

Please explain: ____________________________________________________________

Trip Origination (i.e., school): ___________________________

TO Destination: ___________________________

BUS ORIGINATION (i.e., bus depot) | BUS ENDING LOCATION (i.e., bus depot)
------------------------------------|------------------------------------------

BUS DRIVER TIMESHEET
Time trip began: AM ☐ PM ☐
Time trip ended: AM ☐ PM ☐
Odometer start mileage: ___________________________
Odometer end mileage: ___________________________

COMMENTS
__________________________________________________________

TRIP CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's hours</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td>Attendant's hours</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td>Mileage</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td>Permit Fee: $</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td>Parking Fee: $</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td>Tolls: $</td>
<td>@$</td>
<td>= $</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>= $</td>
</tr>
</tbody>
</table>

OTHER CHARGES/PLEASE EXPLAIN:
__________________________________________________________

Bus Driver or Contractor signature ___________________________ Date ___________________________