

Transportation Request

Morgan County Schools 155 University Drive West Liberty, KY 41472 606-743-8002	Instructions: 1. Requests must be submitted 3 days prior to each trip and submitted to the Transportation Director. 2. A separate request is required for each trip. 3. Requests must be approved by an administrator.
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Date of Trip:	School:	Destination:	
Depart Time:	Return Time:	Group:	
No. of Riders:	Adult in Charge:	Date Submitted:	Charge To:
Directions or Special Instructions:		MUNIS Codes for Driver's Salary:	

Approved By:		Date:	
FOR CENTRAL OFFICE USE ONLY			
Driver Expense:	_____	Journal Entry:	
Activity Fund Fuel Expense	_____		
Fuel Expense:	_____		
MUNIS Code Fuel:	_____		
		Posted By:	

Bus Driver Trip Time Sheet

Driver's Name:		MUNIS Amounts:	
		Salary:	0131/0150
Departure Time:	Return Time:	CERS:	0232
		Medicare:	0222
No. Of Hours:	Rate Per Hour:	FICA:	0221

Signature Of Adult In Charge:	Date:
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Vendor's Certification: I hereby certify that the above is a correct statement of the amount due from the Morgan County Board of Education for articles or services rendered as itemized.

Signature Of Bus Driver:	Date:
Signature of Transportation Director:	Date:

Revised 3-10-2014