



**Watauga County Schools**  
**Use of Bus form**  
**Trip Mileage and Driver Wage Expenses**

Name of School: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Bus # \_\_\_\_\_

Sponsor: \_\_\_\_\_ # of Passengers: \_\_\_\_\_

**Type of Bus used:**

(( CIRCLE SELECTION ))

**Activity Bus**

**Yellow Bus**

.200

.300

**Mileage:**

Beginning Odometer: \_\_\_\_\_

Ending Odometer: \_\_\_\_\_

(( Subtract beginning reading from end reading to get total miles traveled ))

Total Miles traveled: \_\_\_\_\_ (x) \$2.00 ( cost per mile)

= Total Mileage Cost:   \$   \_\_\_\_\_

**Driver's Wages:**

*(Schools are responsible for obtaining a WCS approved driver)*

*( If using a teacher or a TA to drive no wages are required, unless trip is after normal school hours)*

Driver's Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Hourly Rate:   \$   \_\_\_\_\_ (x) Trip hours: \_\_\_\_\_ = Wages due:   \$   \_\_\_\_\_

( attach print out of drivers time sheet for this day(s) )

Social Security Tax:   \$   \_\_\_\_\_ Retirement (if applicable) :   \$   \_\_\_\_\_

(.0765 (x) wages)

(.2450 (x) wages)

Total Cost for Driver:   \$   \_\_\_\_\_

Total Due to the Finance office: (Mileage + Wages)   \$   \_\_\_\_\_

- Pay by check- check attached

- Pay with budget code \_\_\_\_\_

Please complete a new expenses form for each different bus used

Payment should be made out to Watauga County Schools

A copy of this form and payment should be sent to the Finance Office within a week following the date of the trip.

*\*Do not include miles needed for fueling or bus travel to/from Bus Garage\**