

**FIELD TRIP / ATHLETICS PAYROLL VOUCHER**

**Bus Driver’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Please Print Name)**

**Regular Driver: \_\_\_\_\_\_\_\_ Substitute Driver: \_\_\_\_\_\_\_\_\_ Bus Number: \_\_\_\_\_\_\_\_\_\_\_**

**Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School / Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Miles Traveled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total time on trip/event**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (**Round and report all time to the nearest quarter hour; such as .25, .50, .75)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***(Bus Driver Signature / Date) (Approval Signature / Date)***

**Please Note: The Transportation Department will complete this section:**

**Gross amount due to driver: \_\_\_\_\_\_\_\_\_\_hours X $16.50 per hour = \_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Please make sure to round and report all time to the nearest quarter hour.)*

**Regular Driver: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x 1.212 = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Remit to Central Office)*

**Substitute Driver: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x 1.0765 = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Remit to Central Office)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Transportation Signature/Date)***

**\*\*THIS FORM MUST BE COMPLETED ACCURATELY AND RETURNED TO THE DESIGNATED AREA AT THE TRANSPORTATION DEPARTMENT.**

 ***[Only print on green paper] Form Expires on 9/30/25***