

Bus Driver Extra Trip Sheet

Date: _____

Driver's Name: _____

Destination: _____

Reason for Trip: _____

Ending Mileage: _____

Beginning Mileage: _____

Miles Driven: _____

Time Departed: _____

Time Returned: _____

Hours Gone: _____

Bus No. _____

Note: Use **Expense Reimbursement Form** for all **Meals** and/or **Mileage** using a personal vehicle

For Office Use Only

Trip Pay: _____

_____ Extra Hours @ \$8.75 = _____

Other: _____

Total: _____

Charge to Acct: _____