

Appendix III

Shuttle Trip Ticket Voucher

Advisor's Name: _____ School: _____

I approve pay for _____ additional shuttle trip(s)

I approve pay for the driver to remain on location.

Date: _____ Reason: _____

If Shuttle Trip(s):

From: _____ Departure Time: _____

To: _____ Estimated Arrival Time: _____

Account used to pay for the additional activity: _____

As the Activity Advisor I understand that the hourly rate will be determined using the distance traveled and the driver's contract hourly rate to include overtime rates. The cost can be approximated at \$30 per hour. Schools will be billed as authorized by this voucher. Failure to follow the school's procedure for approving vouchers may result in disciplinary action.

Advisor's Signature

Date