

## Transportation Services Request | Invoice for Services | Payment Advice

Please read the Instructions at the bottom of the sheet about completing entries and disposition.

### Section 1 Request for Transportation Services (Completed by School or Organization)

Requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_  
(School or Organization Name)

Requestor's  
Phone Number: \_\_\_\_\_  
(Name of the Individual Requesting Service)

Trip Destination: \_\_\_\_\_ Trip Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

NOTE: Check the box at the right if an organization will pay the trip charges by check ►

Itinerary: \_\_\_\_\_  
(Indicate if Equipment on Board, any Intermediate Stops, or Extraordinary "Wait Time" at Destination)

Request Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

### Section 2 Invoice for Services (Completed by Transportation Dept) and Internal Bill

Vehicle Assigned: \_\_\_\_\_ Miles Driven: \_\_\_\_\_ @ \$0.50/mile = \$ \_\_\_\_\_

Driver Assigned: \_\_\_\_\_ Labor Hours: \_\_\_\_\_ @ \$30.00/hr = \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Overtime Hrs: \_\_\_\_\_ @ \$35.00/hr = \$ \_\_\_\_\_

Parking Fees and Highway Tolls = \$ \_\_\_\_\_

Make 3<sup>rd</sup> parties aware of the Invoice Amount and arrange  
Payment of Charges to the Business Office

Driver hourly rates are fully burdened as of FY 2020

TOTAL COST = \$ \_\_\_\_\_

### Section 3 Payment Advice (Completed by Business Office)

a. Payments by Check	b. Costs Charged to the Current Year Budget by School
You may pay the TOTAL COST Amount by check, making payment to "RSU No. 19"  Post Payment to- RSU 19 Central Office PO Box 40 Newport, ME 04953-0040 ☎ (207) 368-5091	The Business Office will select the most appropriate category.  ____ a. Charge to "Athletics"  ____ b. Charge to "Co-curricular, Extra-Curricular"  ____ c. Other _____ (please describe)

**Instructions:** ① Schools or organizations should complete **Section 1, Request for Transportation Services**, then forward to Transportation. ② After providing the service, Transportation should complete **Section 2, Invoice for Services | Internal Bill**, and send to the Business Office. If an outside organization will pay trip charges (the box has been checked), please call the school or organization and make them aware of the **TOTAL COST**. ③ Schools should make organizations aware of the amount and ask that they forward payment to the Business Office.