



DRIVER TRIP REPORT & PAYMENT RECAP

Date: _____ Driver: _____ Trip Requested By: _____

Stock #: _____ Description: _____ From: _____ To: _____

Stock #: _____ Description: _____ From: _____ To: _____

REASON FOR TRIP:

- | | | |
|-----------------------------------|----------------------------------|-----------------------------|
| ____ Deliver Unit to Customer | ____ Transfer Unit For Idealease | ____ Misc. Company Vehicles |
| ____ Deliver Unit For Sublet Work | ____ Transfer Unit for Body Shop | ____ Other _____ |
| ____ Transfer Unit For Sales | ____ Transfer Unit For Service | _____ |

FLAT FEES: (Round Trip, No Expenses)

- | | |
|---------------------|----------|
| ____ EC to Abby | \$ 30.00 |
| ____ EC to Mfld | \$ 35.00 |
| ____ EC to Wausau | \$ 40.00 |
| ____ Abby to Mfld | \$ 20.00 |
| ____ Abby to Wausau | \$ 20.00 |

FLAT FEES: (Plus Expenses)

- | | | | |
|----------------------------|----------|------------------------|-----------|
| ____ Abby to Medford | \$ 15.00 | ____ Monson (Duluth) | \$ 90.00 |
| ____ Wausau to Marshfield | \$ 30.00 | ____ Monson (Red Wing) | \$ 55.00 |
| ____ Wausau to Marion Body | \$ 25.00 | ____ UTC Chicago | \$ 140.00 |
| | | ____ FTW Auction | \$ 225.00 |
| | | ____ UTC Indy | \$ 250.00 |

RECAP OF PAYMENT:

____ MI@	\$ 0.22 PER MI.	\$ _____
____ HR@	\$ 9.50 PER HR.	\$ _____
	Flat Fee Trips	\$ _____
	TOTAL	\$ _____

EXPENSES: (Attach Receipts)

Food	\$ _____
Fuel	\$ _____
Other	\$ _____
Total	\$ _____
Less Adv.	(\$ _____)
Total	\$ _____

COMMENTS

 Paid From Petty Cash _____ Date _____
 Due Company _____ Due Driver _____
 Rec'd By _____ Pd by Chk# _____

 Driver Signature

 Approved By

 Computer Location Charged

OFFICE USE ONLY:

Br _____	G/L _____	Cntl _____	Amt _____	Br _____	G/L _____
Br _____	G/L _____	Cntl _____	Amt _____		
Br _____	G/L _____	Cntl _____	Amt _____	J/E By _____	Date _____
Br _____	G/L _____	Cntl _____	Amt _____		