CUBA INDEPENDENT SCHOOLS
AFTERSCHOOL ACTIVITY BUS, AND FIELD/ATHLETIC TRIPS
BUS DRIVER TIME CARD

(Must be written in blue or black ink!)

NAME: _____ DATE: _____

ADDRESS/CITY/STATE/ZIP CODE: _____

	Date	Afterschool Trips @ $50.00/trip	Field /Athletic Trips @ Hourly Rate (Indicate Destination & Sport/Activity)	Beginning Time	Ending Time	TOTAL HOURS
SAMPLE	*07/01/2018*	*Torreon*		*6:00 PM*	*7:30 PM*	*1.5 Hrs.*
SAMPLE	*07/02/2018*		*Aztec (Girls BB)*	*6:00 PM*	*7:30 PM*	*1.5 Hrs.*
				TOTAL PAY THIS TIME CARD		

FUNDING SOURCE: _____ TOTAL: $_____

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I CERTIFY THAT THE ABOVE SERVICES WERE RENDERED AND PRE-APPROVED BY A SUPERVISOR.

_____ _____

EMPLOYEE SIGNATURE DATE

_____ _____

SUPERVISOR SIGNATURE DATE

_____ _____

FINANCE DIRECTOR SIGNATURE DATE

OFFICIAL USE ONLY!

_____

DATE PAYROLL REC'D

DATE ENTERED ON PAYROLL

REVISED: AUG 2018