

## **Instructions for Driver Invoice & Expense Log**

Please fill in the range of dates for the days you have provided driver services.

### **Invoice**

The Invoice Number should be the date the invoice is submitted for reimbursement.

The Service Dates should be a range of dates. Individual dates for each trip are listed on the Expense Log.

### Line Item 1

1. The Units column refers to the number of hours you have spent driving during this two week time period. The time must be calculated in 15 minute increments, so 1 hour 15 minutes would be 1.25 hours.
2. The Unit Price is the total reimbursement recorded on the expense log.
3. The Total Price is the calculation of the number of hours multiplied by the hourly fee.

### Line Item 2

1. The Units column refers to the total price for all expenses incurred as listed on the Expense Log.
2. The numbers in the Units column and the Total Price column will be the same.
3. Expenses must be converted from dollar to decimal equivalent.

Submit Invoice and Expense Log to OVR employee to verify dates & expenses.

Keep a copy of Invoice, Expense Log, and receipts for yourself.

The designated OVR staff member, not the driver, will mail the Invoice along with the Expense Log and receipts to the Commonwealth for reimbursement. The correct address is on the Invoice. If documentation is submitted electronically, receipts can be scanned and sent.

### **Expense Log**

1. Date - Write the complete date, i.e. 2/1/10
2. Time - Begin & Time End - Please write the time and indicate a.m. or p.m.

3. Hours - Write the hours spent driving in increments of 15 minutes, i.e. 1 hour 15 minutes would be 1.25 hours.
4. Description - Write either hours or mileage.
5. From Destination & To Destination - Write the beginning location, i.e. office, and the ending location, i.e. client.
6. Odometer Start & Odometer Finish - Write the complete odometer reading, i.e. 22,168.59.
7. Mileage - Write the mileage for the round trip.
8. Total Hours - Write the total hours for times listed on this log. If you have more than one page, total the items on each page. The full amount will be entered on the invoice.
9. Pick Up County/Hourly Rate - Write the hourly fee you presented in your bid.
10. Total Hourly Reimbursement - Write the total hours on this page. If you have more than one page, total the items on each page. The full amount will be entered on the invoice.
11. Total Miles - Write the total miles for mileage listed on this log. If you have more than one page, total the mileage on each page. The full amount will be entered on the invoice.
12. Mileage Reimbursement - This is a rate set by the Commonwealth. The price fluctuates with gas prices.
13. Total Mileage Reimbursement - Write the total mileage listed on this log. If you have more than one page, total the mileage on each page. The full amount will be entered on the invoice.
14. Tolls, Parking, Meals, Lodging - List the total amount for these items for trips listed on this log.
15. Receipts Attached - Gather all receipts for expenses incurred during the time period covered on this log. Initial to indicate that you have submitted all receipts with the log and the invoice.