Northwestern Oklahoma State University

Alva - Enid - Woodward

Payroll Invoice for Driving

(A) Driver's Name: _____ SS#: XXX-XX-_____

(B) Nature of Service: _____

(C) Wage Agreement: $_____ per ROUND TRIP

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(D) Dates of Service: (Employee should sign once for each time service was performed.) Payroll will multiply the amount in **(C)** times the number of times round trip service was performed as listed in **(D)**. (One-way trips pay ½ amount in **(C)** Supervisor must approve invoice by signing at bottom of form. Employees may call Human Resources at 580-327-8530 or 327-8531 with questions.

DATES OF SERVICE	DESTINATION	ONE WAY? (Y,N)	ROUND TRIP? (Y,N)	DRIVER'S SIGNATURE

Total number of round trips: _____ Total number of one-way trips: _____

Supervisor's Approval: **Today's Date:**

Signed: _____ _____

Print Name of Supervisor: _____

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