

DRIVER SHEET

Please fill out all that pertains for each trip. Ensure a Manager approves the trip & gives final approval on expenses.

Date _____

Driver Name _____ **Kunes Store Charged** _____

Requesting Manager* _____ Account _____
**ONLY Managers & up can request drivers per Kunes policy*

Customer/Business Name or Reason _____

Pick Up Location _____ Drop Off Location _____

Stock # or Last 6 of VIN _____ Year Make Model _____

MANAGER APPROVAL OF TRIP

Drivers must note unexpected delays over 1/2 hour & contact your requesting Manager

Notes _____

Roundtrip Time _____ Hours _____ Minutes

Roundtrip Miles _____ **Total Charge** _____

**OFFICE
STAFF
ONLY**

Kunes Office From _____

Reference Number _____

COMPANY EXPENSES

Gas Slip # _____ \$ _____

iPass (last 3 digits) _____

Hotel (last 4 of CC#) _____ \$ _____

Flight (last 4 of CC#) _____ \$ _____

Other _____

**Company
Expense Total** _____

PERSONAL EXPENSES

Gas _____

Tolls _____

Hotel _____

Flight _____

Other _____

**Personal
Expense Total** _____

FINAL MANAGER APPROVAL

**PERSONAL EXPENSE RECEIPTS MUST BE STAPLED
HERE FOR REIMBURSEMENT.** Write your name and
stock # or VIN on all receipts.