SHARED SERVICES
94 Battistoni Drive
Winsted, CT 06098
Tel: (860) 379-8583
Fax: (860) 379-3498

BARKHAMSTED • COLEBROOK • HARTLAND • NORFOLK • REGIONAL SCHOOL DISTRICT #7

Sharing Services for Exceptional Students

Quentin H. Rueckert
Executive Director

Daniela Belanger
Assistant Director

REQUEST FOR PAYMENT - USE OF PRIVATE AUTO ON SHARED SERVICES BUSINESS:

Name	Assignment:	Month:	Year:

IRS REQUIRES YOU COMPLETE ALL COLUMNS: **If not completely filled out, will be returned:** **Only one year per sheet**

DATE	DEPART FROM (Example. School & Program)	Town	DESTINATION	Town	Is this One Way (OW) or Round Trip (RT)?	MILES	PURPOSE
Please submit monthly					Total		

Total Miles _____ @ _____ = $ -

Supervisor Signature: _____