

# **BILLING INVOICE**

## **District Reimbursement for Paid Training**

Employers who provide paid training to new driver trainees, re-certifying “S” holders, or Out-of-State “S” transfers must complete the reimbursement for paid training invoice. Reimbursement is up to 135 hours for a new “S” trainee and 67.5 hours for a re-certifying “S” holder or Out-of-State transfer.

<b>Name of Trainee:</b>		
<b>Trainee’s Employer:</b>		
<b>Trainee’s Employee ID#</b>		
<b>Trainee’s Pension Status (Circle One):</b>	Non-Pension	Pension

Complete only one table below based on the trainee’s status of new “S” trainee or re-certifying “S” trainee/Out-of-State “S” transfer.

New “S” Trainee Reimbursement		
Start Date of Training		
Last Date of Training		
Date Received “S” Endorsement		
Number of Hours		<b>135 hours max</b>
Basic Pay Rate	\$15.00	
<b>Total Reimbursement before Pension Status (Hours x Basic Pay Rate)</b>		

Re-certifying “S” Trainee or Out-of-State Transfer Reimbursement		
Start Date of Training		
Last Date of Training		
Date Received “S” Endorsement		
Number of Hours		<b>67.5 hours max</b>
Select Pension Status Rate	\$15.00	
<b>Total Reimbursement before Pension Status (Hours x Basic Pay Rate)</b>		

*\*DDOE Transportation will calculate the correct OEC based on the select on Non-Pension or Pension which will be included in the transfer.*

My signature below attests that I have provided paid training to my trainee employee in the amount of the requested reimbursement or I will pay out the amount requested to my trainee employee once received. My trainee has completed all required credentialing requirements and has accepted school bus driver employment with my company.

<b>Employer Company Name (print):</b>	
<b>Employer Representative Name (print):</b>	
<b>Employer Representative Signature:</b>	
<b>Date of Submission:</b>	

Please return this form upon completion of training to your District Transportation Supervisor, who will sign and forward to DDOE.

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DISTRICT TRANSPORTATION SUPERVISOR Signature  
Updated 12/13/2021

\_\_\_\_\_  
DATE