

[illegible]

Cat Scale	Please write down if you, the driver, paid or if the company paid.		
Date	Amount & Description	Driver	Company
Truck Wash	Please write down if you, the driver, paid or if the company paid.		
Date	Amount & Description	Driver	Company
Lumper Receipts	Please write down if you, the driver, paid or if the company paid.		
Date	Amount & Description	Driver	Company
Truck Expenses & Repair Receipts	Please write down if you, the driver, paid or if the company paid.		
Date	Amount & Description	Driver	Company
Other Expenses	Please write down if you, the driver, paid or if the company paid.		
Date	Amount & Description	Driver	Company

- In the **Start Location** write down where you began driving from at the beginning of the week.
- In the **End Location** write down where you are on Monday at the end of the following week.
- Under **Other Expenses** you can write down miscellaneous things paid out of pocket such as: flights, tools, etc.
- If you are team drivers write down **WHO** paid under expenses.
- Make sure to send the trip sheet **BEFORE** Tuesday 12:00p.m. or you will **NOT** get paid for that week on time
- **ALWAYS** attach all receipts and send **BOTH** sides of the trip sheet
- Send trip sheet and receipts all in the same email: bol@rtbrz.com
- If you have a long load over the weekend that may be delivered on Tuesday write it down on this week's sheet