

Tar River Transit

Expense	Managed By:	Payment Processed By:
<b>Payroll and Related</b>		
Drivers & Attendants	Contractor	Submit Detail for Reimbursement
Bus Cleaning labor	Contractor	Submit Detail for Reimbursement
Facility Cleaning labor	Contractor	Submit Detail for Reimbursement
Office Staff	Contractor	Submit Detail for Reimbursement
Payroll taxes -FICA	Contractor	Submit Detail for Reimbursement
Payroll taxes - Unemployment	Contractor	Submit Detail for Reimbursement
Payroll taxes - Federal unemployment	Contractor	Submit Detail for Reimbursement
Health plan (Negotiated Terms) Employee Only	Contractor	Submit Detail for Reimbursement
Workers compensation	Contractor	Submit Detail for Reimbursement
<b>Vehicle and Maintenance Related</b>		
Fuel	TRT	Directly Paid by TRT
Rural Vehicle Maintenance	Contractor	Submit Detail for Reimbursement
Urban Vehicle Maintenance	TRT	Directly Paid by TRT
Insurance - Liability, Collision, Property Damage		
Medical	TRT	Directly Paid by TRT
Vehicle licenses	TRT	Directly Paid by TRT
Personal Property Tax on Vehicles	TRT	Directly Paid by TRT
Vehicle Inspections	Contractor	Submit Detail for Reimbursement
Bus Wash and Cleaning Supplies	Contractor/TRT	Directly Paid by TRT
<b>Facility and Grounds Maintenance</b>		
Facility Rent	TRT	Directly Paid by TRT
Utilities	TRT	Directly Paid by TRT
Facility Maintenance	TRT	Directly Paid by TRT
Property Tax	TRT	Directly Paid by TRT
Facility Cleaning Supplies and Materials	Contractor/TRT	Directly Paid by TRT
<b>Other</b>		
Driver Uniforms	Contractor	Submit Detail for Reimbursement
Driver Appreciation - Dinners, etc	Contractor/TRT	Submit Detail for Reimbursement or Directly Paid by TRT
Drug Testing	Contractor/TRT	Submit Detail for Reimbursement or Directly Paid by TRT
Education & Seminars / Not General Manager	Contractor	Submit Detail for Reimbursement or Directly Paid by TRT
Equipment Rental	Contractor	Submit Detail for Reimbursement
Miscellaneous	Contractor	Submit Detail for Reimbursement or Directly Paid by TRT
Office Products	TRT	Directly Paid by TRT

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Business Use of Staff Personal Cars - IRS Mileage Rate	Contractor	Submit Detail for Reimbursement
Postage / Shipping	Contractor	Submit Detail for Reimbursement
Printing and Copying	TRT	Directly Paid by TRT
Radio Repairs and Related	TRT	Directly Paid by TRT
Safety and Training Materials/Supplies	Contractor	Submit Detail for Reimbursement
Service Agreements - Copier, Network, Software, etc.	TRT	Directly Paid by TRT
Software	TRT	Directly Paid by TRT
Telephone (Service Charge & Equipment)	TRT	Directly Paid by TRT
Temporary help	Contractor	Submit Detail for Reimbursement
<b>Management Fee</b>		
Corporate Overhead - Includes		
General Manager Salary & Benefits	Contractor	Management Fee
Corporate Accounting	Contractor	Management Fee
Cost of Payroll Processing	Contractor	Management Fee
All Corporate Travel Related to Contract	Contractor	Management Fee
Travel Related to Benefits Enrollment	Contractor	Management Fee
Conferences - GM and Corporate	Contractor	Management Fee
Contractor Internal Forms and Printing	Contractor	Management Fee
Corporate Travel and Entertainment	Contractor	Management Fee
Start Up Costs	Contractor	Management Fee
Contractor Profit	Contractor	Management Fee
Driver Certification - CDL and Renewals	Contractor	Management Fee
Physicals	Contractor	Management Fee
Miscellaneous Personnel - Flowers, etc.	Contractor	Management Fee
Recruiting - Newspaper Ads	Contractor	Management Fee
Contractor Dues/Subscriptions	Contractor	Management Fee
Education & Seminars - General Manager	Contractor	Management Fee
Contractor Owned and Operated Admin. Vehicles	Contractor	Management Fee