

Trip Tracker Business Partner Invoice - Reimbursement Request SY19-20

Instructions

- 1) **Invoices should be submitted monthly** or as soon thereafter a minimum of 20 Tracker Bucks have been collected. Feel free to roll over collected Tracker Bucks each month until a minimum of 20 have been collected or an invoice is requested from Boulder County Transportation's Trip Tracker Program.
- 2) **If this is your first invoice, please include a copy of your W9.** If you've already provided a W9, you do not need to send one in again, unless your address or ownership changes.
- 3) Please **fill in all of the blank boxes below in the Description, middle section.**
- 4) Please **sort bucks/dollars by color.** When you electronically submit your invoice, please also submit all actual Tracker Bucks/Dollars using either 1 of 2 methods listed below. (Note: Reimbursement checks will come from Boulder County.)
- 5) **Submit your invoice electronically to:** triptracker@bouldercounty.org or cedson@bouldercounty.org
- 6) **Submit your tracker bucks (to verify the counts) either 1 of 2 ways:**
 1. Request a pick up via: email (listed above) or call 303-441-3935
 2. Mail to: Boulder County Transportation Department
Attn: Trip Tracker
P.O. Box 471
Boulder, CO, 80306



Description

BILL TO: Boulder County Transportation Department Attn: Trip Tracker Program P.O. Box 471 Boulder, CO, 80306	Trip Tracker Businesses fill in all of the applicable blank boxes below.	
	The Invoice # below can be what you want, but please make it unique. Suggestion: use the business' initials with date. Example: BCTD091719	
	Invoice #	BCTD91719
	Invoice Date	9/17/19
	<small>Note: As you count your Tracker Bucks/Dollars, some will have a STAFF or VOLUNTEER watermark and some will not. Please count them all together and provide the color specific counts below.</small>	
	<small>Earned in SVVS</small> # of BLUE Tracker Bucks	15
	<small>Earned in BVSD</small> # of GOLD Trip Tracker Dollars	5
Total # of Tracker Bucks/Dollars		20
Total Invoice Amount		\$10.00
<small>50% of the Total # of Tracker Bucks/Dollars listed above</small>		

FROM:	Legal Name - Must Match Your W9		Doing Business As Name - Only If Different From Legal Name	
Business Name	The Trip Tracker Program		Trip Tracker	
Street Address	Legal Address - Must Match Your W9		Mailing Address - Only If Different From Legal Address	
	2525 13th St., Suite 203		1288 Alaska Ave.	
City & Zip	Boulder	80304	Longmont	80501
Phone Number	303-441-3935			
Email Address	triptracker@bouldercounty.org			
Contact Person	Cammie Edson			

Boulder County Use Only		Total Count	Total Cost	Payment Fund Source Coding
RECEIVED (Initial & Date)	Student \$TB Count =		\$	
	Staff \$TB Count =			
REVIEWED (Initial & Date)	School \$TB Count =		\$	
	BVSD \$TB Count =			
SUBMITTED (Initial & Date)	Volunteer \$TB Count =		\$	
	Other \$TB Count =			
	ALL \$TB Count =		\$	Check Description: Tracker Bucks Reimbursement