
Policy Section:	Finance
Policy Title:	Invoice Processing
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9. INVOICE PROCESSING

In addition to the contracting of buses, Renfrew County Joint Transportation Consortium (RCJTC) is required to arrange alternate modes of transportation for home to school services. Bus Operators and taxis will be procured in accordance with the Purchasing Policy. Taxi companies and/or parents may be utilized for these purposes with the approval of the RCJTC. If a parent is transporting their child they are reimbursed for mileage, stated within the software, and at a rate set by the RCJTC. RCJTC does not pay or reimburse mileage for the days students do not attend school (i.e. snow days, P.A. Days, or holidays, etc.).

Related RCJTC Administrative Procedure

AP.06.09 Invoice Processing Procedure

Related RCJTC Administrative Form

F.06.09 Transportation Department Invoice