

Van# \_\_\_\_\_ Monthly Vanpool Report: Month/Year \_\_\_\_\_



Van#	Month Beginning Odometer	Month Ending Odometer	Total Mileage for Month
<b>Total Miles All Vans used During the Month</b>			

*Commuteride Office Use Only:*

Monthly Trips \_\_\_\_\_ Days of Operation \_\_\_\_\_

Number of Riders \_\_\_\_\_ Total Route Miles \_\_\_\_\_

Personal Miles-25 Free @.28=\$\_\_\_\_\_ Ave. Daily Miles \_\_\_\_\_

Monthly Riders / Trips																	Miles					Comments	
Day	Date																Start of Day Odometer Reading	End of Day Odometer Reading	Van Route Daily	Van Other Daily	Personal Daily		
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
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16																							
17																							
18																							
19																							
20																							
21																							
22																							
23																							
Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total

**Key:**  
D2= Drove All  
Day D1=Drove  
One Way  
F2 or F1= Free  
first 21

DR2= drove1 way  
rode1way  
1 = Rode One Way  
2 = Rode both ways  
X = Did not Ride

Passenger Log / Report (List all Current, New or Terminating Riders)				
Last Name, First Name	Status <i>Current New or Term</i>	Date <i>New or Termed</i>	Amount Paid \$	Comments
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
<b>Total:</b>				

Reimbursement Requests: <i>(receipt or invoice must accompany report)</i>			
Name	Date	Cost	Description

Comments:  
 .....  
 .....  
 .....

Prepared By: \_\_\_\_\_

Date \_\_\_\_\_