

Van# _____ Monthly Vanpool Report: Month/Year _____



Van#	Month Beginning Odometer	Month Ending Odometer	Total Mileage for Month
Total Miles All Vans used During the Month			

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																								
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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	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)				
Total:				

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

Comments:

Prepared By: _____

Date _____