



**EVERY
COMMUTE
COUNTS**

Vanpool-Related Expenses Report

Use this form to record any expenses related to the operation of the vanpool that were paid for out of pocket. This may include getting the van washed, getting a tire repaired, purchasing fuel using a personal means of payment because the Fleet Card was mislaid, etc. If you have any expenses related to the vanpool for the month that need to be reimbursed, complete the information as required in the fields below and submit the form and original receipts (please make a copy for your records). We will then submit the items for reimburse to you via check. Email billing@everycommutecounts.org or mail:

Every Commute Counts
Attn: Billing
11520 Commonwealth Drive
Louisville KY 40299

Vanpool Name: _____ Month/Year: _____

POC's Name: _____

Date of Expense	Van Assignment	Odometer Reading	Description of Expense	Amount
	K			
	K			
	K			
	K			
	K			
TOTAL				

I certify the purchases listed above were made for the month and year indicated and were vanpool-related purposes.

Driver Signature: _____ Date: _____

Address to send
refund: _____

Every Commute Counts

Approval _____ Date: _____

Original receipts must accompany this report; please make a copy for your records.

www.EveryCommuteCounts.org



A KIPDA Program
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