



**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. Mail to us at:

**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			
<b>TOTAL</b>				

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: \_\_\_\_\_

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Approval \_\_\_\_\_ Date: \_\_\_\_\_

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

[www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org)



A KIPDA Program  
11520 Commonwealth Drive  
Louisville KY 40299  
502-267-5400  
Fax 502.266-6032  
Toll Free 866.822-POOL