

Monthly Mileage Log



**EVERY
COMMUTE
COUNTS**

Use this form to record van mileage and assignment each month. Complete the information as required in the fields below and submit the monthly mileage log for the previous month either online or via email, **NO LATER THAN THE 5TH OF EACH MONTH.** The completed form *must* be in by the 6th of the month or no driver credits will be awarded.

Vanpool Name: _____ Month and Year: _____

Point of Contact Name: _____

If only one (1) van was used by the vanpool for the entire month, check the first box below and complete only the "FIRST MONTHLY VAN ASSIGNMENT SECTION". Complete any additional pages need for months when more than one van was assigned (back-up van provided, original van returned, and/or new van assignment).

Check here if only one van was used for the entire month

FIRST MONTHLY VAN ASSIGNMENT

Van ID #: K _____ Start Date: _____ End Date: _____

Beginning Odometer Reading: _____ Ending Odometer Reading: _____

SECOND MONTHLY VAN ASSIGNMENT (If needed)

Van ID #: K _____ Start Date: _____ End Date: _____

Beginning Odometer Reading: _____ Ending Odometer Reading: _____

THIRD MONTHLY VAN ASSIGNMENT (If needed)

Van ID #: K _____ Start Date: _____ End Date: _____

Beginning Odometer Reading: _____ Ending Odometer Reading: _____

FOURTH MONTHLY VAN ASSIGNMENT (If needed)

Van ID #: K _____ Start Date: _____ End Date: _____

Beginning Odometer Reading: _____ Ending Odometer Reading: _____

www.EveryCommuteCounts.org



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