



Monthly Mileage Log

Use this form to record van mileage & assignment each month. Complete the information as required in the fields below. By the 5th of each month, submit the monthly mileage log for the previous month either online or send the form via mail. The completed form must be in by the 5th of the month or driver credit will not be awarded.

Vanpool Name _____ Month/Year: _____

POC's Name: _____

If only one 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 the additional pages as needed for months where 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 NO: K _____ Start Date _____ End Date: _____

Beginning Odometer Reading: _____

Ending Odometer Reading: _____

USE IF A SECOND VAN WAS ASSIGNED DURING THE MONTH

VAN ID NO: K _____ Start Date _____ End Date: _____

Beginning Odometer Reading: _____

Ending Odometer Reading: _____

USE IF A THIRD VAN WAS ASSIGNED DURING THE MONTH

VAN ID NO: K _____ Start Date _____ End Date: _____

Beginning Odometer Reading: _____

Ending Odometer Reading: _____

USE IF A FOURTH VAN WAS ASSIGNED DURING THE MONTH

VAN ID NO: K _____ Start Date _____ End Date: _____

Beginning Odometer Reading: _____

Ending Odometer Reading: _____

www.EveryCommuteCounts.org



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