



**EVERY
COMMUTE
COUNTS**

Non-Revenue Trips Log

Use this form to record non-revenue trips each month. Non-revenue trips are any trips that are not commute trips, such as taking the van for fueling, maintenance, or using personal miles. Complete the information as required in the fields below. Submit the monthly mileage log for the previous month either online or email the form NO LATER THAN THE 5TH OF THE MONTH. The completed forms must be in by the 6th of the month or all driver credits will be forfeited. Print and complete additional sheets as needed.

Vanpool Name: _____ Month and Year: _____

Point of Contact's Name: _____

Non-Revenue Trip 1 Van #: K _____

Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer

Non-Revenue Trip 2 Van #: K _____

Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer

Non-Revenue Trip 3 Van #: K _____

Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer

Non-Revenue Trip 4 Van #: K _____

Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer

www.EveryCommuteCounts.org



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