



**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, oil changes, or using personal miles. Complete the information as required in the fields below. By the 5<sup>th</sup> 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 5<sup>th</sup> of the month or any driver credit will be forfeited. Print and complete additional sheets as needed.

Vanpool Name \_\_\_\_\_ Month/Year: \_\_\_\_\_

POC's Name: \_\_\_\_\_

<b>Non-Revenue Trip 1</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	
<b>Non-Revenue Trip 2</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	
<b>Non-Revenue Trip 3</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	
<b>Non-Revenue Trip 4</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	
<b>Non-Revenue Trip 5</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	
<b>Non-Revenue Trip 6</b>		<b>Van Assignment:</b>		<b>K</b>	
<b>Trip Purpose</b>	<b>Start Date</b>	<b>End Date</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	

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



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Toll Free 866.822-POOL

Vanpool Name: \_\_\_\_\_  
 Month/Year: \_\_\_\_\_  
 POC's Name: \_\_\_\_\_

<b>Non-Revenue Trip 7</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 8</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 9</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 10</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 11</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 12</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 13</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 14</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer
<b>Non-Revenue Trip 15</b>		<b>Van Assignment:</b> K		
Trip Purpose	Start Date	End Date	Beginning Odometer	Ending Odometer