

# Vanpool Expense / Mileage Report

Vanpool # \_\_\_\_\_

Month / Year: \_\_\_\_\_

Vanpool Driver Name: \_\_\_\_\_

Typical Departure Time from Park & Ride: \_\_\_\_\_ (ex. 7:20A)

Typical Shift Time: \_\_\_\_\_ (ex. 8A-5P)

Primary Van Beginning Mileage: \_\_\_\_\_ Primary Van Ending Mileage: \_\_\_\_\_

# of Days in the month that the van drove to work: \_\_\_\_\_

Did you exceed 150 free personal miles? \_\_\_\_\_

Did you have a Back up van during the month? \_\_\_\_\_

*(If Yes, Please answer the questions below)*

If so, what was the Back up van # \_\_\_\_\_

Dates Back Up Van utilized \_\_\_\_\_ - \_\_\_\_\_

Back Up Van Beginning Mileage \_\_\_\_\_ Back up van Ending Mileage \_\_\_\_\_

## Passengers:

Name	Subsidy Y or N	If yes how much?		Amount Paid
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**Lease \$**

**Drivers**

*Please return vanpool expense/mileage report with check made payable to PART no later than the 10<sup>th</sup> of the month as outlined by your lease agreement.*

Accounting-Vanpool Program  
7800 Airport Center Dr, Ste. 103  
Greensboro, NC 27409

-Subsidy Amt. \$

-Expenses \$

Amt. Rendered \$

	\$
	\$
	\$