SolVan Vanpool Program - Report Intake Form (Version #2001)

This form is for 7 commute days. Should you have ANY changes to your passengers or your vanpool pickup/drop off locations, email SolVan a revised Passenger List/Vanpool Manifest form. Changes to your schedule, your Leaseholder or employer, complete an online Change Form.

Reporter's First/Last Name:		Report Month & Year; for example, August 2017:		SolVan Vanpool ID:		Identify your SolVan vanpool ID, in a XXX.YY.ZZ format, such as 001.ER.ER

Write below the name of the driver and all passengers. For each day, check if any passengers DID NOT commute on that day by segment (from home to work & from work back to home).

Date of Commute:														
Loaner Vehicle? If yes, put a ✅ for that trip														
Passenger List (✔if DID NOT Ride)	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work
1. Primary Driver:														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														

***f you travel more miles or hours than normal, add that information into the "Comment" section at the bottom, identifying the date as well as the additional miles and time traveled.**

Date of Commute:														
Information Required for @ Day	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work
*Additional miles (due to delays or detours)														
*Additional time in minutes (due to delays or detours)														
If you have personal or maintenance miles document & add to TransTrack														

Document by the day of the expense, all vanpool expenses/costs (except the monthly lease amount). Include gallons of fuel purchased and fuel costs. On the last commute day of a calendar month, write in the odometer reading when parked at the home end.

Costs by Date Incurred:								
Parking Fees								
Bridge/Other Tolls								
Other Out of Pocket Costs								
Fuel Costs								
Gallons of Fuel								
Odometer on Last Commute Day of the Month								
Comments?								