

### SolVan Vanpool Program - Report Intake Form (Version #1801)

This form is for 6 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

<b>Reporter's First/Last Name</b>	Provide first and last name of person completing this report	<b>SolVan Vanpool ID</b>	Identify your SolVan vanpool ID, in a XXX.YY.ZZ format, such as 001.ER.ER
<b>Month/Year of Report</b>	Identify in Month/Year format the reporting period; for example, August 201	<b>Loaner Vehicle ID</b>	If you have a temporary loaner vehicle during the month provided by Enterprise, put in the Veh.ID in a XXXXX format, with numbers & letters, such as 7NHFLB

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:													
	<b>Passenger List (✓if DID NOT Ride)</b>	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.													

\*In TransTrack under "Commute Statistics-Odometer" you will see the driver's odometer readings from your passenger manifest. If on one day you commute more miles than normal, add the additional miles to the "Ending" prepopulated odometer reading.

\*\*In TransTrack under "Commute Statistics-Time" you will see your travel time from your application. If your travel time increases on one day, add additional time to the prepopulated time readings by adding additional minutes to the arrival time.

Date of Commute:													
	<b>Information Required for @ Day</b>	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 5 or more personal or maintenance miles document & add to TransTrack													

Document by the day of the expense, all out of pocket costs. Include gallons of fuel bought and the odometer reading when fueled (to the tenth in a XX.X format). On the last commute day of a calendar month, write in the odometer reading when parked at the home end.

<b>Costs by Date Incurred:</b>	
Parking Fees	
Bridge/Other Tolls	
Other Out of Pocket Costs	
Fuel Costs	
Gallons of Fuel	
Odometer When Fueling	
Odometer on Last Commute Day	
Comments?	