Report Month & Year: for example, August 2017.
SolVan ID: Identify your SolVan vanpool ID, in a XXX.YY.ZZ format, such as 001.EE.EE.

<table>
<thead>
<tr>
<th>Date of Commute</th>
<th>Loaner Vehicle?</th>
<th>Passenger List (✔ if DID NOT Ride)</th>
</tr>
</thead>
<tbody>
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</table>

1. Primary Driver:
2. 
3. 
4. 
5. 

15. *If 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.

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