

SolVan Vanpool Program - Report Intake Form (Version #1903)

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											
Date of Commute:														
Loaner Vehicle? If yes, put a <input checked="" type="checkbox"/> 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.														
*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:														
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 5 or more personal or maintenance miles document & add to TransTrack														
Document by the day of the expense, all vanpool expenses/costs (except the monthly Enterprise 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?														