



Monthly Report Intake Form "Cheat Sheet"

*****ANY changes to your passengers, vanpool schedule or vanpool pickup/drop off locations, log onto VanClub.net to update your application BEFORE you log online*****

Start Date:	Month & Year:	VanClub ID#
First & Last Name:	<i>Example: April 2018</i>	<i>ID# format is XXXX.YYYY.ZZZZ, such as 0011.SBTA.RCTC</i>

Write below the name of the driver and all passengers. For each day, check those passengers that commuted on that day by segment (from home to work & from work to home).

Date of Commute:										
Passenger List (✓ if Rode)	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.										

continued other side

continued from other side

***In the VanClub daily log, you will see your one-way trip time & trip distance from your application.
If your travel time or distance increases in one segment on a day, add additional time or miles to the prepopulated inputs.***

Date of Commute:										
Information Required for Each Day	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work	To Work	From Work
Additional trip time (due to delays or detours)										
Additional trip miles (due to delays or detours)										

Document by day, all out of pocket costs and gallons of fuel purchased. On the last commute day of the month period, write in your odometer reading when parked at the home end.

Date of Costs Incurred:				
Odometer on last commute day				
Gallons of fuel purchased				
Fuel Costs				
Toll Fees (highway or bridge)				
Parking Fees				
Other out of pocket costs				
Describe other costs				
Other comments				