RCTC VANCLUB

Monthly Report Intake Form "Cheat Sheet"

Reporter's Name: | **Report Period:** | **(Month & Year)** | **VanClub ID#:**

Write below the name of the Driver & _ALL_ passengers. Place a ✔ for passengers that commuted to & from work. If they commuted one-way, input "W" for home to work; or, "H" for work to home.

Weeks During the Month:	1st Week	2nd Week	3rd Week	4th Week	5th Week
Enter Month's Dates:					
Passengers' Names (✔ if Rode)	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa	Su M T W Th F Sa
1. Primary Driver:					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Document each of your Vendor vehicles used during the month. Record your miles of any non-commute trips (personal or maintenance), along with all out of pocket costs.

Vehicle Information	Personal or Maintenance Miles _Document all non commute trips_			Fuel _Fuel Purchased & Cost - OK to Total_			Other Expenses _Cleaning, Parking, Tolls, ec._			Comments
Vehicle Information - Vendor's Veh ID: _____	Date	Purpose	Miles	Date	Gals./Units	Cost	Date	Describe	Costs	
Beginning Odometer Reading: _____										
Ending Odometer Reading: _____										
Was only 1 vehicle used during this month? YES NO										
If "NO", under comments to the right _ADD_ the Veh ID(s)										
& beginning and ending odometers of all vehicles used.										