

VanPool Monthly Report For _____ / _____, 20____



Van Size _____ Schedule _____ Van # _____ Group ID # _____

I. Mileage – For the **previous** month of _____

	Van # _____	Loaner # _____	Loaner # _____	
A. Ending Mileage	_____	_____	_____	
Beginning Mileage	– _____	– _____	– _____	
Total Miles Traveled	_____ + _____	+ _____		A. _____
B. Allowable Miles				
Daily Round Trip Miles	_____ x _____	van operating days last month		B. – _____
C. Other Miles	_____ + _____	Maintenance Shuttle + Driver Training	+ _____ Delivery/Turn-In/Trade	C. – _____
Subtotal (A-B-C)				_____
D. Monthly Driver Bonus				D. – _____ 40
E. Personal Use/Excess Miles (A-B-C-D) <i>Enter positive number in Part II, Line G</i>				E. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>

II. Revenue – For the **current** month of _____

A. Fixed Rate (<i>From fare schedule</i>)				A. _____
Based on new round trip mile of (if different than last month) _____				
B. Flexpass				B. – _____
C. Commuter Bonus Vouchers				C. – _____
D. Metro Bus Pass				D. – _____
E. Special Offers / Other				E. – _____
F. Subtotal (A-B-C-D-E) Total Cash Fares Due				F. = _____
G. Personal Use _____ x \$ _____				G. + _____
H. Late Fee if postmarked after the 10th of the current month. Add \$25.00				H. + _____
I. Monthly Report Adjustment (indicate plus or minus)				I. _____
J. Other (specify) _____				J. _____
1. Total Revenue (F+G+H+I+J)				<div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">\$</div>

III. Expenditures – For the **previous** month of _____

A. Bank Charge				A. _____
B. Approved Carpool Expense Date _____ # Vehicles _____				B. + _____
C. Other, describe _____				C. + _____
2. Total Expenditures (A+B+C)				<div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">\$</div>
Balance Due Metro				<div style="border: 1px solid black; width: 100px; height: 20px; text-align: center;">\$</div>
(Revenue minus Expenses, check payable to King County/Metro)				

Comments _____

Prepared By _____
Print Name
Signature
Date