VANPOOL DAILY OPERATING LOG

Report due by the 5th of the following month

Month/Year	**Van Number**	**Beginning Odometer Reading**
Driver's Name	**Office Telephone Number**	**Ending Odometer Reading**
Alternate Driver's Name	**Home Telephone Number**	

Day	**End of day Odometer Reading**	**One-way Passenger Trips**						**Total Number of Trips**	**Personal Use and Service Miles**	**Gasoline Expenses**		**Other Expenses Oil/Wash Etc.**	**Total Other Expenses**
		Pick-up 1		***Pick-up 2***		***Pick-up 3***				***Gallons***	***Total Cost***		
		AM	***PM***	***AM***	***PM***	***AM***	***PM***						
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