

RENTAL CAR/CARPOOL USE REPORT

This form is to be used when Pace loaner vans were unavailable and rental cars or carpools were used for work-trip commutes. To be eligible for carpool reimbursement, the carpool driver must carpool with at least three or more vanpool passengers, complete this form (front & back), and submit it with the VP Monthly Report. Failure to obtain authorization from Pace Vanpool Staff PRIOR to the use of carpools will preclude you from reimbursement for these expenses.

Van/Pool # _____ Primary Driver Name _____

Use one line for each date and for each rental or carpool vehicle used. Indicate the vehicle type, date, total work-trip mileage, and reason EACH substitute vehicle was used during the month:

Vehicle Type (carpool or rental car)	Date	Work-Trip Mileage	Reason for Use of Rental Car or Carpool

FOR VANPOOL OFFICE USE ONLY

Approval given to driver on: _____ By: _____
Vanpool Staff signature required

CARPOOL USE WORKSHEET

Carpool #1
Carpool Driver
Rider
Rider
Rider
Rider
Reimburse: <input type="checkbox"/> Carpool driver <input type="checkbox"/> Vanpool driver

Carpool #2
Carpool Driver
Rider
Rider
Rider
Rider
Rider
Reimburse: <input type="checkbox"/> Carpool driver <input type="checkbox"/> Vanpool driver

Carpool #3
Carpool Driver
Rider
Rider
Rider
Rider
Rider
Reimburse: <input type="checkbox"/> Carpool driver <input type="checkbox"/> Vanpool driver

If the primary driver is to be reimbursed, note the total reimbursement amount on line III.B. of the monthly report.

Reimbursements to carpool drivers will be made via a credit to their fare account.