

SUBSTITUTE VEHICLE REPORT

This form is to be used if Pace loaner vans were unavailable and alternate vehicles were used during work-trip commutes. To be eligible for substitute vehicle reimbursement, this form must be completed and submitted with the VP Monthly Report. Failure to obtain authorization from Pace Vanpool Staff PRIOR to the use of substitute vehicles may preclude your agency from reimbursement for these expenses.

Van/Pool # _____

Agency _____

Use one line for each date a substitute vehicle was used. Indicate the vehicle type, date, beginning and ending odometer reading, total work-trip mileage, and reason for EACH substitute vehicle used during the month:

Vehicle Type (e.g., agency van, car)	Date	Beginning Odometer	Ending Odometer	Work-Trip Mileage	Reason for Use of Substitute Vehicle

*Note total mileage on Line III.B. of Monthly Report Total Reimbursable Miles: _____

FOR VANPOOL OFFICE USE ONLY

Approval given to driver on: _____

By: _____

Vanpool Rep Signature required