

# Vanpool and Vanshare Expense Reimbursement Form



Metro Transit Division  
 Rideshare Operations  
 Commuter Van Program  
 KSC-TR-0812  
 201 South Jackson Street  
 Seattle, WA 98104  
[Vanpool@kingcounty.gov](mailto:Vanpool@kingcounty.gov)

The Commuter Van Program does not reimburse expenses related to speeding or parking tickets, tolls, ferry fares, or items such as flashlights or first aid kits.

In addition to gas, items such as wiper blades, deicer and a limited number of keys, may be authorized. Call or email your Accounting or Maintenance Rideshare Services Representative before making a purchase to make sure it is considered an authorized expense and eligible for reimbursement.

Complete form, attach original or legible copy of receipt and submit to Rideshare Operations.

Bookkeeper Information		Group Information	
Name	<input type="text"/>	GIN	<input type="text"/>
Email	<input type="text"/>	Garage	<input type="text"/>
		Vehicle HOV Number	<input type="text"/>
Payee Information			
Name	<input type="text"/>		
Address Line 1	<input type="text"/>		
Address Line 2	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/> Zip Code <input type="text"/>
Description of Item Purchased		Amount	\$ <input type="text" value="-"/>
Reason for Purchase		Date	<input type="text"/>
Office Use Only			
Carpool Reimbursement			<i>forward to ARSR</i>
Date(s) of Carpool:	<input type="text"/>		
Carpool Reason:	<input type="text"/>		
<input type="text"/>	RTM	X	<input type="text"/> Rate X <input type="text"/> # of Carpools = \$ <input type="text" value="-"/>
Approved by Rideshare Staff			
Name	<input type="text"/>		Date <input type="text"/>