

**King County Metro Vanpool/Vanshare Monthly Report For**

2018

Van Size \_\_\_\_\_ Schedule \_\_\_\_\_ Van # \_\_\_\_\_ Group ID # \_\_\_\_\_

**I. Mileage - for the month of**

Enter all miles in whole numbers, no decimals.

Calculate Total Van Miles Van # \_\_\_\_\_ Loaner # \_\_\_\_\_ Loaner # \_\_\_\_\_ Loaner # \_\_\_\_\_

Ending Mileage \_\_\_\_\_  
 Beginning Mileage - \_\_\_\_\_  
 \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ A. Total Miles Traveled: \_\_\_\_\_

Calculate Allowable Miles  
 Round Trip Miles \_\_\_\_\_  
 # of Working Days x \_\_\_\_\_  
 \_\_\_\_\_ B. Less Allowable Miles: \_\_\_\_\_

Itemize Other Miles  
 Maintenance Shuttle \_\_\_\_\_  
 Driver Training \_\_\_\_\_  
 Other \_\_\_\_\_

C. Less Total Other Miles: \_\_\_\_\_

D. Less Monthly Driver Bonus Miles: **- 40**

**Personal Use/Excess Miles (A - B - C - D): (if number is positive, enter in part II, Line G)** \_\_\_\_\_

**II. Revenue - for the month of**

A. Fixed Rate (from fare schedule) \_\_\_\_\_ A. \_\_\_\_\_

Based on new Round Trip Mile of (if different than last month) \_\_\_\_\_

Itemize Fare Media  
 B. Annual Business Passport B. -  
 C. Vouchers and R-Trip C. -  
 D. Metro Monthly Vanpool Pass D. -  
 E. Online Payment E. -

**F. Subtotal: (A - B - C - D - E) =** \_\_\_\_\_

G. Personal Use Charge \_\_\_\_\_ miles x \$ 0.60 per mile G. +

H. Late Fee if received after the 10th of the current month. Add \$25 H. +

I. Monthly Report Adjustment - (indicate plus or minus) I. \_\_\_\_\_

J. Other J. +

**K. Total Revenue (F + G + H + I + J) =** \_\_\_\_\_

**III. Expenditures (approved expenses)**

Bank Charge (submit copy of bank statement) L. \_\_\_\_\_

Approved Carpool Expense Date Rate RTM # Carpools M. \_\_\_\_\_

vans		\$ 0.30		
LEAF		\$ 0.25		

All other expense items are claimed by using the Vanpool and Vanshare Reimbursement Form

**N. Total Expenditures (L + M) =** \_\_\_\_\_

**Balance Due - check payable to King County Metro (Revenue minus Expenses) (K - N) =** \_\_\_\_\_

Comments

\_\_\_\_\_

Prepared By

\_\_\_\_\_

\_\_\_\_\_

Bookkeeper's Name

Date

# King County Metro Vanpool Monthly Report

Van #

Group ID #

## IV. Ridership - for the month of 2018

Mark role for each rider					List full-time riders first, then part-time riders.				New or leaving riders		Enter as US currency - dollars and cents (only two decimal places)						
Primary Driver	Bookkeeper	Backup Driver	Rider	Part-Time Rider	Last Name	First Name	8-Digit ORCA Card Number	Employer	Rode Last Month	Date Started	Date Terminated	Monthly Fare	Annual Business Passport	Vouchers and R-Trip	Metro Monthly Vanpool Pass	Online Payment	Net Fare
1																	
2																	
3																	
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18																	
19																	
20																	
									Total should match Fixed Rate								