

## MONTHLY PARTNER VAN EXPENSE REPORT

Please print all information. Send WHITE copy to The Rideshare Company.

Month: \_\_\_\_\_ 20\_\_\_\_

Business Name: \_\_\_\_\_

### SUMMARY OF MONTHLY MILEAGE

Vanpool #	Plate #	Avg. Passenger Count	Beginning Odometer Reading (a)	Ending Odometer Reading (b)	Total Mileage {calculation: (b) - (a)}	Rideshare Use Only
<b>Total Mileage Traveled by Employer (c):</b>						

### SUMMARY OF REIMBURSEMENTS (Amounts not charged to Fuel Card)

Description (fuel, van wash, oil, etc.)	Amount
<b>Reimbursement due Employer (f)</b>	\$ _____
<b>ATTACH ALL RECEIPTS</b>	

Allowable Monthly Miles for All Vehicles (d) \_\_\_\_\_

Excess Mileage {calculation: (c) - (d)} \_\_\_\_\_

x.80

Amount due The Rideshare Company (e) \$ \_\_\_\_\_

### SUMMARY OF MONTHLY VAN EXPENSES

Amount due TRC (e)	\$ _____ (e)
Amount due Employer (f)	\$ _____ (f)
Net due TRC or Employer	\$ _____ {calculation: (e) - (f)}

For TRC Use Only

Fleet   
  WEX   
  Aging

Signature: \_\_\_\_\_

Date: \_\_\_\_\_