



VanPool Fuel, Oil and Loaner Log for FTA

FY11

Month	Van #

Date	Odometer at Fill-up	Fuel Gallons Purchased (1/10)	\$ Spent on Fuel	Oil Quarts Added	\$ Spent on Oil/Oil Change	Other Reimbursable Maintenance Cost	Miles Per Gallon	Average Fuel Cost Per Gallon
Total								

Loaner # 1		Loaner # 2		Loaner # 3	
Van #		Van #		Van #	
Dates Used		Dates Used		Dates Used	
Beginning Odometer		Beginning Odometer		Beginning Odometer	
Ending Odometer		Ending Odometer		Ending Odometer	
Total Miles		Total Miles		Total Miles	

Operator Name _____

Signature _____ Date _____

For HRT Use Only:

Date Received _____ HRT Approval Signature _____

Fax or email to HRT no later than the 5th of the following month to Traffix at: Fax: 757-222-6054 Email: traffixreporting@hrtransit.org