



# 2019 MONTHLY PARTICIPANT TRIP LOG

County Vehicle Program – Commuter Services, Human Resources Department

All participants in the County Vehicle Program are required complete a Participant Trip Log in accordance with Internal Revenue Service rules and Board Policy D-2. Each one-way trip must be recorded in the Travel Record section. Participant Trip Logs must be submitted to the Rideshare Office no later than the fifth (5<sup>TH</sup>) calendar day of each month.

**Participant Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
 CV # \_\_\_\_\_ Zone: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**TRIP RECORD**

January	Trip #	Origination Address	Destination Address	# OW Miles Traveled
<b>1</b> HOLIDAY	1			
	2			
2	1			
	2			
3	1			
	2			
4 Friday	1			
	2			
7	1			
	2			
8	1			
	2			
9	1			
	2			
10	1			
	2			
11 Friday	1			
	2			
14	1			
	2			
<b>15</b>	1			
	2			
16	1			
	2			
17	1			
	2			
18 Friday	1			
	2			
<b>21</b> HOLIDAY	1			
	2			
22	1			
	2			
23	1			
	2			
24	1			
	2			
25 Friday	1			
	2			
28	1			
	2			
29	1			
	2			
30	1			
	2			
31	1			
	2			

**For Official Use Only (Rideshare and ACO)**

Total # of Trips		Monthly Fare Amount		Imputed Income (if any)		Pay Period	
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**TRIP RECORD**

February	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1 Friday	1			
	2			
4	1			
	2			
5	1			
	2			
6	1			
	2			
7	1			
	2			
8 Friday	1			
	2			
11	1			
	2			
12 HOLIDAY	1			
	2			
13	1			
	2			
14	1			
	2			
15 Friday	1			
	2			
18 HOLIDAY	1			
	2			
19	1			
	2			
20	1			
	2			
21	1			
	2			
22 Friday	1			
	2			
25	1			
	2			
26	1			
	2			
27	1			
	2			
28	1			
	2			

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**TRIP RECORD**

March	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1 Friday	1			
	2			
4	1			
	2			
5	1			
	2			
6	1			
	2			
7	1			
	2			
8 Friday	1			
	2			
11	1			
	2			
12	1			
	2			
13	1			
	2			
14	1			
	2			
15 Friday	1			
	2			
18	1			
	2			
19	1			
	2			
20	1			
	2			
21	1			
	2			
22 Friday	1			
	2			
25	1			
	2			
26	1			
	2			
27	1			
	2			
28	1			
	2			
29 Friday	1			
	2			

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### TRIP RECORD

April	Trip #	Origination Address	Destination Address	# OW Miles Traveled
2	1			
	2			
3	1			
	2			
4	1			
	2			
5 Friday	1			
	2			
8	1			
	2			
9	1			
	2			
10	1			
	2			
11	1			
	2			
12 Friday	1			
	2			
15	1			
	2			
16	1			
	2			
17	1			
	2			
18	1			
	2			
19 Friday	1			
	2			
22	1			
	2			
23	1			
	2			
24	1			
	2			
25 Friday	1			
	2			
26	1			
	2			
29	1			
	2			
30	1			
	2			

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**TRIP RECORD**

May	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1	1			
	2			
2	1			
	2			
3 Friday	1			
	2			
6	1			
	2			
7	1			
	2			
8	1			
	2			
9	1			
	2			
10 Friday	1			
	2			
13	1			
	2			
14	1			
	2			
15	1			
	2			
16	1			
	2			
17 Friday	1			
	2			
20	1			
	2			
21	1			
	2			
22	1			
	2			
23	1			
	2			
24 Friday	1			
	2			
27 Holiday	1			
	2			
28	1			
	2			
29	1			
	2			
30	1			
	2			
31	1			
	2			

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**TRIP RECORD**

June	Trip #	Origination Address	Destination Address	# OW Miles Traveled
3	1			
	2			
4	1			
	2			
5	1			
	2			
6	1			
	2			
7 Friday	1			
	2			
10	1			
	2			
11	1			
	2			
12	1			
	2			
13	1			
	2			
14 Friday	1			
	2			
17	1			
	2			
18	1			
	2			
19	1			
	2			
20	1			
	2			
21 Friday	1			
	2			
24	1			
	2			
25	1			
	2			
26	1			
	2			
27	1			
	2			
28 Friday	1			
	2			

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**TRIP RECORD**

July	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1	1			
	2			
2	1			
	2			
3	1			
	2			
4 HOLIDAY	1			
	2			
5 Friday	1			
	2			
8	1			
	2			
9	1			
	2			
10	1			
	2			
11	1			
	2			
12 Friday	1			
	2			
15	1			
	2			
16	1			
	2			
17	1			
	2			
18	1			
	2			
19 Friday	1			
	2			
22	1			
	2			
23	1			
	2			
24	1			
	2			
25	1			
	2			
26 Friday	1			
	2			
29	1			
	2			
30	1			
	2			
31	1			
	2			

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**TRIP RECORD**

August	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1	1			
	2			
2 Friday	1			
	2			
5	1			
	2			
6	1			
	2			
7	1			
	2			
8	1			
	2			
9 Friday	1			
	2			
12	1			
	2			
13	1			
	2			
14	1			
	2			
15	1			
	2			
16 Friday	1			
	2			
19	1			
	2			
20	1			
	2			
21	1			
	2			
22	1			
	2			
23 Friday	1			
	2			
26	1			
	2			
27	1			
	2			
28	1			
	2			
29	1			
	2			
30 Friday	1			
	2			

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### TRIP RECORD

Sept	Trip #	Origination Address	Destination Address	# OW Miles Traveled
<b>2</b> Holiday	1			
	2			
3	1			
	2			
4	1			
	2			
5	1			
	2			
6 Friday	1			
	2			
9	1			
	2			
10	1			
	2			
11	1			
	2			
12	1			
	2			
13 Friday	1			
	2			
16	1			
	2			
17	1			
	2			
18	1			
	2			
19	1			
	2			
20 Friday	1			
	2			
23	1			
	2			
24	1			
	2			
25	1			
	2			
26	1			
	2			
27 Friday	1			
	2			
30	1			
	2			

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October	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1	1			
	2			
2	1			
	2			
3	1			
	2			
4 Friday	1			
	2			
7	1			
	2			
8	1			
	2			
9	1			
	2			
10	1			
	2			
11 Friday	1			
	2			
14 HOLIDAY	1			
	2			
15	1			
	2			
16	1			
	2			
17	1			
	2			
18 Friday	1			
	2			
21	1			
	2			
22	1			
	2			
23	1			
	2			
24	1			
	2			
25 Friday	1			
	2			
28	1			
	2			
29	1			
	2			
30	1			
	2			
31	1			
	2			

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**TRIP RECORD**

Nov	Trip #	Origination Address	Destination Address	# OW Miles Traveled
1				
Friday				
4				
5				
6				
7				
8				
Friday				
11				
HOLIDAY				
12				
13				
14				
15				
Friday				
18				
19				
20				
21				
22				
Friday				
25				
26				
27				
28				
HOLIDAY				
29				
HOLIDAY/FRIDAY				

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**TRIP RECORD**

Dec	Trip #	Origination Address	Destination Address	# OW Miles Traveled
2	1			
	2			
3	1			
	2			
4	1			
	2			
5	1			
	2			
6 Friday	1			
	2			
9	1			
	2			
10	1			
	2			
11	1			
	2			
12	1			
	2			
13 Friday	1			
	2			
16	1			
	2			
17	1			
	2			
18	1			
	2			
19	1			
	2			
20 Friday	1			
	2			
23	1			
	2			
24	1			
	2			
25 HOLIDAY	1			
	2			
26	1			
	2			
27 Friday	1			
	2			
30	1			
	2			
31	1			
	2			

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