



## Monthly Vanpool Reporting Requirements

### Why Are Reports Required?

OCTA receives grant funding from the Federal Transit Administration (FTA) Urbanized Area Formula Program. This is the basis for the \$400.00 monthly subsidy we provide to eligible vanpools in the OC Vanpool Program. To remain eligible for this funding, OCTA is required to submit data monthly and annually to the National Transit Database (NTD). Most of the data required for these reports is derived from the Participation and Expense report data you submit.

### When Are Reports Due?

For OCTA to meet its reporting requirements with the NTD, your Participation and Expense reports must be completed by the 10th day of the month for the prior month.

### What Makes a Report Complete?

The reports should accurately reflect the days the vanpool was used to travel to and from work, the passengers who rode each day to and from work, and the expenses incurred for those work trips.

### Participation Reports – Quick Tips

**Participation Reports – Quick Tips**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Apr-30 2018	May-01 2018	May-02 2018	May-03 2018	May-04 2018	May-05 2018	May-06 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DO:** Reflect the actual ridership for each day the vanpool is used for commuting to work. If a passenger rode to work and home, check both boxes for the day. If a passenger rode one way, only one box should be checked. If a passenger did not ride on the day, the boxes should remain blank.

**DON'T:** Miss reporting a passenger who rides but is not on your passenger list. Even if a person is an

occasional rider, their rides need to be reported. Please use the link on your [Vanpool Management page](#) to download a [Participation Agreement](#) and forward the completed and signed form to [vanpool@octa.net](mailto:vanpool@octa.net).

### Expense Reports – Quick Tips

**DO:** Make sure your Expense report includes all expenses related to your vanpool. Enter the cost for road tolls (if any), fuel and gallons of fuel purchased, car washes, and the cost of parking paid on days the vehicle is used for commuting. You may enter the expenses as you incur them or total them up for the month and enter them. Just be sure the expense is reported in the month it was incurred.

EXPENSE DATE	ROAD TOLLS	FUEL COSTS	FUEL (GAL)	CAR WASH	PARKING	
03/11/2018		\$48.00	15			Delete
03/14/2018		\$46.00	14			Delete
03/15/2018	\$20.00					Delete
03/18/2018				\$15.00		Delete
03/18/2018		\$48.00	15			Delete

**DON'T:** Report expenses incurred while using the vehicle for personal use or for personal items purchased while paying for fuel.