

TO BE COMPLETED BY VAN MANAGEMENT TEAM MEMBER OR VAN DRIVER

STEP 4

Van driver will tear off at the perforated portion; complete Step 4 when returning.

Returned _____ / _____, 20 _____, _____ AM/PM Meter Reading: _____

Departed _____ / _____, 20 _____, _____ AM/PM Meter Reading: _____

Total Trip Miles: _____

**Return this section to Mrs. Shellawase S. Snead
400 Hunt Ave., Richmond, VA 23222**