

SHIFTING GEARS EMPLOYEE TRIP CHART

Please enter the approximate distance from your home to your workplace.
 Record when you **W=walk**, **B=bike**, **C=carpool**, **BU=bus**, or **TC=telecommute***.
 Enter **D** = if you drove alone or were driven**. Enter **NA** = if you did not work.
 Every time you walk, bike, carpool, bus or telecommute, you will be entered into a draw!



WORKPLACE _____

DEPARTMENT NAME (if applicable): _____

NAME	Km to Work	5 M	6 T	7 W	8 T	9 F	10 S	11 S	12 M	13 T	14 W	15 T	16 F	17 S	18 S	19 M	20 T	21 W	22 T	23 F	24 S	25 S	26 M	27 T	28 W	29 T	30 F
1																											
2																											
3																											
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5																											
6																											
7																											
8																											
9																											
10																											

* Work from home.

** This is not a carpool. In this case, someone drove with the sole intent of taking you to work.

