

2023 Travel Days Calendar

See back side for instructions

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1		1	2	3	4	5	6							1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30															
																				30																							

January Travel Days:
 No holidays observed - 22
 1 holiday observed - 21
 2 holidays observed - 20
January Holidays
 New Year's Day observed - Jan. 2
 MLK Jr. Day - Jan. 16

February Travel Days:
 No holidays observed - 20
 1 holiday observed - 19

February holidays:
 Presidents Day - Feb. 20

March Travel Days:
 No holidays observed - 23

April Travel Days:
 No holidays observed - 20

May Travel Days:
 No holidays observed - 23
 1 holiday observed - 22

May holidays:
 Memorial Day - May 29

June Travel Days:
 No holidays observed - 22
 1 holiday observed - 21

June holidays:
 Juneteenth - Jun. 19

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5						1	2											1	2	3	4							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30				
30	31																		29	30	31							31													

July Travel Days:
 No holidays observed - 21
 1 holiday observed - 20

July holidays:
 Fourth of July - Jul. 4

August Travel Days:
 No holidays observed - 23

September Travel Days:
 No holidays observed - 21
 1 holiday observed - 20

September holidays:
 Labor Day - Sep. 4

October Travel Days:
 No holidays observed - 22
 1 holiday observed - 21

October holidays:
 Indigenous Peoples Day - Oct. 9

November Travel Days:
 No holidays observed - 22
 1 holiday observed - 21
 2 holidays observed - 20
 3 holidays observed - 19
November holidays:
 Veteran's Day observed - Nov. 10
 Thanksgiving Day - Nov. 23
 Day After Thanksgiving - Nov. 24

December Travel Days:
 No holidays observed - 21
 1 holiday observed - 20

December holidays:
 Christmas Day - Dec. 25

2023 Travel Days Calendar Instructions

The Travel Days Calendar provides you with a quick count of the number of travel days each month. **It is important for you to note that the travel days shown may vary from your van's actual operation.**

Travel Days are the number of actual days that the van is used to commute to work during your usual work schedule (5-day, 4/10, 9/80, etc.). Do not count holidays or regular days off, as those are in excess of your usual commute schedule. Please connect with our Accounting Rideshare Services Representative for further assistance, if needed.

The number of travel days you'll see on the calendar assumes a 5-day work week schedule. However, groups on alternative work schedules such as "9/80s," "4/10s," "3-Day," "6-Day" or "7-Day" can also use the Travel Days Calendar to record each day the van traveled to and from work.

For example, in November, if your van has either Veteran's Day or Thanksgiving Day off, 1 holiday is observed and the number of travel days is 21. If your van has both Veteran's Day and Thanksgiving Day off, 2 holidays are observed, and the number of travel days is 20.

You need the number of travel days each month to calculate your group's Allowable Miles. You record the Allowable Miles for the previous month in the Mileage section of your Monthly Report. To calculate Allowable Miles, multiply your group's Daily Round Trip Miles figure (your actual round trip miles rounded up to the nearest multiple of 5) by the actual number of days (up to, but not exceeding number of days allowed on Travel Days calendar). Vanshare groups record their actual round trip miles and actual operating days.