

**FILE DATA:**

TRACTOR NO.

(CARRIER TO ENTER WHAT INFORMATION NECESSARY FOR FILING PURPOSES)

**TRIP COST REPORT**

TRIP #

TRAILER NO. \_\_\_\_\_  
 TRAILER NO. \_\_\_\_\_  
 FLEET NO. \_\_\_\_\_  
 LOCATION \_\_\_\_\_  
 DIESEL     GAS     L.P.G.

COMPANY NAME \_\_\_\_\_ DRIVER \_\_\_\_\_

OUTBOUND TRIP - Date \_\_\_\_\_ Origin \_\_\_\_\_ Destination \_\_\_\_\_

IN BOUND TRIP - Date \_\_\_\_\_ Origin \_\_\_\_\_ Destination \_\_\_\_\_

Beginning Hubometer \_\_\_\_\_  
 Beginning Odometer Reading \_\_\_\_\_

GROSS REVENUE (For Hire Carriers Only) \$ \_\_\_\_\_ Cargo Weight \_\_\_\_\_

- AL..... ALABAMA
- AK..... ALASKA
- AZ..... ARIZONA
- AR..... ARKANSAS
- CA..... CALIFORNIA
- CO..... COLORADO
- CT..... CONNECTICUT
- DE..... DELAWARE
- DC..... DIST. OF COLUMBIA
- FL..... FLORIDA
- GA..... GEORGIA
- ID..... IDAHO
- IL..... ILLINOIS
- IN..... INDIANA
- IA..... IOWA
- KS..... KANSAS
- KY..... KENTUCKY
- LA..... LOUISIANA
- ME..... MAINE
- MD..... MARYLAND
- MA..... MASSACHUSETTS
- MI..... MICHIGAN
- MN..... MINNESOTA
- MS..... MISSISSIPPI
- MO..... MISSOURI
- MT..... MONTANA
- NE..... NEBRASKA
- NV..... NEVADA
- NH..... NEW HAMPSHIRE
- NJ..... NEW JERSEY
- NM..... NEW MEXICO
- NY..... NEW YORK
- NC..... NORTH CAROLINA
- ND..... NORTH DAKOTA
- OH..... OHIO
- OK..... OKLAHOMA
- OR..... OREGON
- PA..... PENNSYLVANIA
- RI..... RHODE ISLAND
- SC..... SOUTH CAROLINA
- SD..... SOUTH DAKOTA
- TN..... TENNESSEE
- TX..... TEXAS
- UT..... UTAH
- VT..... VERMONT
- VA..... VIRGINIA
- WA..... WASHINGTON
- WV..... WEST VIRGINIA
- WI..... WISCONSIN
- WY..... WYOMING
- MX..... MEXICO
- AB..... ALBERTA
- BC..... BRITISH COLUMBIA
- MB..... MANITOBA
- NB..... NEW BRUNSWICK
- NL..... NEWFOUNDLAND and LABRADOR
- NT..... N.W. TERRITORIES
- NS..... NOVA SCOTIA
- ON..... ONTARIO
- PE..... PR. EDWARD ISLAND
- QC..... QUÉBEC
- SK..... SASKATCHEWAN
- YT..... YUKON

DATE	STATE/ PROVINCE	HIGHWAYS USED	ODOMETER READING BEGINNING <input type="text"/> ▼ JURISDICTION EXIT ▼	MILES/KM		FUEL PURCHASES				EXPENSES
				NON TOLL	TOLL	INVOICE NUMBER	GALS./ LITERS	COST	SELLER	

EXPENSES

Brokerage \_\_\_\_\_

Loading \_\_\_\_\_

Permits \_\_\_\_\_

Phone \_\_\_\_\_

Wires \_\_\_\_\_

Tolls \_\_\_\_\_

Taxes \_\_\_\_\_

Unloading \_\_\_\_\_

Misc. \_\_\_\_\_

TOTAL \_\_\_\_\_

TRIP SUMMARY

Total Expenses \_\_\_\_\_

Total Fuel \_\_\_\_\_

Total Miles/KM \_\_\_\_\_

Miles/KM Per Gal./Liter \_\_\_\_\_

Cost Per Mile/KM \_\_\_\_\_

Total Revenue \_\_\_\_\_

Revenue Per Mile/KM \_\_\_\_\_

I CERTIFY ALL EXPENSES AND PURCHASES LISTED IN THIS REPORT ARE TRUE

▲ ENDING ▲

Ending Hubometer \_\_\_\_\_

Ending Odometer Reading \_\_\_\_\_

Total Distance Driven \_\_\_\_\_

Driver \_\_\_\_\_

PLACE ALL RECEIPTS IN ENVELOPE

## DRIVER INSTRUCTIONS

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LAWS REQUIRE THE OPERATOR TO KEEP A RECORD OF DISTANCE DRIVEN AND THE FUEL PURCHASED BY JURISDICTION. YOU ARE THE **ONLY PERSON** WHO CAN PROVIDE THIS INFORMATION.

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EACH TRIP REPORT MUST COVER ALL DISTANCES TRAVELED INCLUDING DEADHEAD/BOBTAIL MILES/KILOMETERS.

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**ENCLOSE ALL  
ORIGINAL RECEIPTS  
FUEL AND TOLL  
ENCLOSE ALL  
ORIGINAL TRIP PERMITS**

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PROPERLY COMPLETED TRIP RECORDS WILL AVOID FINES AND ASSESSMENTS AGAINST YOUR COMPANY.

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IF YOUR VEHICLE BREAKS DOWN AND YOU GET A SUBSTITUTE VEHICLE, PREPARE A SEPARATE TRIP RECORD TO COVER THE DISTANCE TRAVELED AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

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PREPARE A SEPARATE TRIP RECORD FOR EACH VEHICLE USED.

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ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) PURCHASER'S/COMPANY NAME
- (2) SELLER NAME/ADDRESS
- (3) UNIT #
- (4) GALLONS/LITERS PURCHASED
- (5) PRICE PER GALLON/LITER OR TOTAL PRICE
- (6) FUEL TYPE
- (7) DRIVER/OPERATOR SIGNATURE
- (8) DATE OF PURCHASE
- (9) JURISDICTIONS MAY REQUIRE ADDITIONAL INFORMATION

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### SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATES:

MASSACHUSETTS TURNPIKE MILES **ARE NOT** SUBJECT TO IFTA FUEL TAXES; RETAIN TOLL RECEIPTS AND FUEL INVOICES. ANNUAL USE TAX MUST BE FILED WITH MASSACHUSETTS ON THE COST OF FUEL FOR WHICH THE EXEMPTION WAS TAKEN.

IN NEW YORK, MILES ON PUBLIC HIGHWAYS, **INCLUDING** THE NEW YORK THRUWAY, ARE SUBJECT TO IFTA FUEL TAXES. HOWEVER, TOLL-PAID MILES ON THE NEW YORK THRUWAY ARE **NOT** SUBJECT TO NEW YORK'S HIGHWAY USE TAX (HUT).

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