



# DRIVER INSTRUCTIONS

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.

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

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

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

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

FOR IFTA/IRP COMPLIANCE, THE CARRIER MUST RETAIN THIS FORM FOR 4 YEARS.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE OR UNIT USED.

- 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

## 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).

- 1.) Company Name, Address City & State/Province
- 2.) Tractor/Truck/Bus Unit No.
- 3.) Trailer #
- 4.) Fleet #
- 5.) Fuel Type
- 6.) Driver Name
- 7.) Origin
- 8.) Destination(s)
- 9.) Dates of Trip
- 10.) State(s) or Province(s)
- 11.) Highways Used
- 12.) Odometer Readings
- 13.) Miles/Kilometers

TRACTOR/TRUCK/BUS UNIT NO.  
(2) 2109

TRAILER NO. (3) 321

FLEET NO. (4) 2

LOCATION  
 DIESEL  GAS  L.P.G.

### DISPATCH AND TRIP REPORT

(Interstate Fuel and Mileage Reporting System)

(1) *Acme Freight*

1234 Acme St.  
Chicago, IL 60606

(6) *John R. Legal*

(7) *Pittsburgh, PA*

(8) *Albany, NY*

*Pittsburgh, PA*

TRIP NO.

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DISPATCH SPECIAL INSTRUCTIONS

DRIVER/CONTRACTOR (6) *John R. Legal*

ORIGIN (7) *Pittsburgh, PA*

DESTINATION (8) *Albany, NY*

DESTINATION *Pittsburgh, PA*

BIL # PRO #  CHARTER ORDER #  TRIP LEASE #

SHIPPER CONSIGNEE

ADDRESS ADDRESS

CITY STATE/PROV. ZIP CITY STATE/PROV. ZIP

DATE/TIME LOADED DELIVERY DATE/TIME REQUIRED TEMP.

PACKAGES SHIPPED  YES  NO TYPE

STOP OFF POINTS 1 2 3 4

SPECIAL INSTRUCTIONS

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**TRIP REPORT**  
(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS & SAMPLE ON BACK)

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING BEGINNING		MILES/KILOMETERS		FUEL PURCHASES		MILES/KILOMETERS	
			START	END	NON-TOLL	TOLL	GALL/LITERS	VENDOR	EMPTY	LOADED
10-2-07	PA	I-70, 81, I-78	110,500	110,812	90	222	60	Bulk		312
10-2-07	NJ	I-78, 95, Hwy 17		110,912	90	10				90
10-2-07	NY	I-87		111,046		134				134
10-3-07	NY	I-87		111,180		134				134
10-3-07	NJ	Hwy 17, 95, I-78		111,280	90	10	90	T & G T/S		90
10-3-07	PA	I-78, 81, I-70		111,592	90	222				312
(9)	(10)	(11)		(12)	(13)		(14)			(15)
			111,592	111,592						
			1,092							
					(16)					

(17) *John R. Legal* 10-3-07

996 (Rev. 9/13)

- 14.) Fuel Purchased – Gallons/ Liters & Vendor (When fuel is purchased, enter each purchase separately and show the number of gallons/liters on the same line as the jurisdiction in which the purchase was made in the column marked “GAL./LITERS”.) When bulk fuel is used, indicate “BULK” in the vendor column under fuel purchases and attach all bulk receipts.
- 15.) For companies choosing to track loaded/unloaded miles/kilometers
- 16.) Total Miles/Kilometers
- 17.) Your Full Legal Signature