

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.		DISPATCH AND TRIP REPORT		TRIP NO.	
(2) 2109		(1) Acme Freight			
TRAILER NO. (3) 321		COMPANY NAME			
TRAILER NO.		1234 Acme St.			
FLEET NO. (4) 2		ADDRESS			
LOCATION		Chicago, IL 60606			
<input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G.		DRIVER/CONTRACTOR (6) John R. Legal			
DISPATCH SPECIAL INSTRUCTIONS		ORIGIN (7) Pittsburgh, PA			
		DESTINATION (8) Albany, NY			
		DESTINATION Pittsburgh, PA			
		BILL # PRO # CHARTER ORDER # TRIP LEASE #			
SHIPPER		CONSIGNEE			
ADDRESS		ADDRESS			
CITY		CITY			
STATE/PROV.		STATE/PROV.			
ZIP		ZIP			
DELIVERY DATE/TIME		REQUIRED TEMP.			
LATERE/LOADED					
PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE					
STOP-OFF POINTS 1 2 3 4					
SPECIAL INSTRUCTIONS					

TRIP REPORT									
ODOMETER READING									
BEGINNING 10,500									
ENDING 111,592									
TOTAL MILES/KM 101,092									
DATE	STATE OR PROVINCE	HIGHWAYS USED	MILES/KILOMETERS	NON-TOLL	TOLL	FUEL PURCHASES	MILES/KILOMETERS	EMPTY	LOADED
10-2-07	PA	I-70, 81, I-78	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)		

AL ALABAMA	GA GEORGIA	MA MASSACHUSETTS	NH NEW HAMPSHIRE	NY NEW YORK	SD SOUTH DAKOTA	TX TEXAS	WV WEST VIRGINIA
AK ALASKA	IA IOWA	MI MICHIGAN	ND NORTH DAKOTA	OH OHIO	SC SOUTH CAROLINA	VA VIRGINIA	WY WYOMING
AZ ARIZONA	IL ILLINOIS	MN MINNESOTA	NE NEBRASKA	OK OKLAHOMA	NC NORTH CAROLINA	VT VERMONT	
CA CALIFORNIA	IN INDIANA	MO MISSOURI	RI RHODE ISLAND	OR OREGON	SC SOUTH CAROLINA	VT VERMONT	
CO COLORADO	KS KANSAS	MT MONTANA	TX TEXAS	UT UTAH	VA VIRGINIA	VT VERMONT	
CT CONNECTICUT	LA LOUISIANA	NE NEBRASKA	VA VIRGINIA	UT UTAH	VA VIRGINIA	VT VERMONT	
DC DIST. OF COLUMBIA	ME MAINE	NE NEBRASKA	VA VIRGINIA	UT UTAH	VA VIRGINIA	VT VERMONT	
DE DELAWARE	MD MARYLAND	NE NEBRASKA	VA VIRGINIA	UT UTAH	VA VIRGINIA	VT VERMONT	
FL FLORIDA	MI MICHIGAN	NE NEBRASKA	VA VIRGINIA	UT UTAH	VA VIRGINIA	VT VERMONT	

- 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