

TRACTOR/TRUCK NO.

[Empty box for Tractor/Truck No.]

DISPATCH AND TRIP REPORT

(Interstate Fuel and Mileage Reporting System)

TRIP NO.

[Empty box for Trip No.]

LAST 6 OF VIN _____
TRAILER NO. _____
TRAILER NO. _____
FLEET NO. _____
LOCATION _____
 DIESEL GAS L.P.G.

(COMPANY NAME)

(ADDRESS)

STAPLE
ALL
ORIGINAL
FUEL
&
TOLL
RECEIPTS
HERE

DISPATCH SPECIAL INSTRUCTIONS

DRIVER/CONTRACTOR _____
ORIGIN _____
DESTINATION _____
DESTINATION _____
B/L # _____ PRO # _____ TRIP LEASE # _____

SHIPPER _____ CONSIGNEE _____
ADDRESS _____ ADDRESS _____
CITY _____ STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____
DATE/TIME LOADED _____ / _____ DELIVERY DATE/TIME _____ / _____ REQUIRED TEMP. _____
PLACARDS REQUIRED YES NO TYPE _____
STOP-OFF POINTS 1. _____ 2. _____ 3. _____ 4. _____

TRIP REPORT

(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS AND SAMPLE ON BACK)

- 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
- NU NUNAVUT
- ON ONTARIO
- PE PR. EDWARD ISLAND
- QC QUEBEC
- SK SASKATCHEWAN
- YT YUKON

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILEAGE		FUEL PURCHASES			CLIENT USE			
			BEGINNING	ENDING	NON-TOLL	TOLL	GAL./ LITERS	VENDOR	GAL./ LITERS		VENDOR		
			STATE EXIT	STATE EXIT									

ENDING _____
▲ TOTAL MILES/KILOMETERS ▲

DRIVER/CONTRACTOR'S SIGNATURE _____
DATE _____

DRIVER INSTRUCTIONS

STATE 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 BREAKS DOWN AND YOU GET A SUBSTITUTE VEHICLE, 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 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) STATES 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
- 2.) Tractor/Truck #
- 3.) Trailer #
- 4.) Fleet #
- 5.) Fuel Type
- 6.) Driver Name
- 7.) Origin
- 8.) Destination(s)
- 9.) Dates of Trip – Start and End
- 10.) State(s) or Province(s)
- 11.) Highways Used

TRACTOR/TRUCK NO.		DISPATCH AND TRIP REPORT		TRIP NO.	
(2) 2109		① Acme Freight			
LAST 6 OF VIN		③ 321			
TRAILER NO.		④ 2			
FLEET NO.		⑤ 2			
LOCATION		⑥ 1234 Acme St.			
<input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G. ⑥		Chicago, IL 60606			
DISPATCH SPECIAL INSTRUCTIONS		DRIVER/CONTRACTOR		SHIPPER	
Be sure to scale the load.		⑦ John R. Legal			
		ORIGIN		SHIPPER ADDRESS	
		⑦ Pittsburgh, PA		ADDRESS	
		DESTINATION		CITY	
		⑧ Albany, NY		STATE	
		DESTINATION		ZIP	
		Pittsburgh, PA		CITY	
		BIL #		STATE	
				ZIP	
		PRO #		TRIP LEASE #	
		SHIPPER		CONSIGNEE	
		ADDRESS		ADDRESS	
		CITY		CITY	
		STATE		STATE	
		ZIP		ZIP	
		DATE/TIME LOADED		DELIVERY DATE/TIME	
		/		/	
		PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE		REQUIRED TEMP.	
		STOP-OFF POINTS 1. 2. 3. 4.			
TRIP REPORT		ODOMETER READING		FUEL PURCHASES	
DRIVER TO COMPLETE ALL SECTIONS		STARTING		NON-TOLL TOLL	
SEE INSTRUCTIONS AND SAMPLE ON BACK		110,500		GAL./LITERS	
		ENDING		VENDOR	
		110,812		GAL./LITERS	
		STATE USE		VENDOR	
		NON-TOLL TOLL		CLIENT USE	
		90 222			
		2/4/13 PA I-70, 81, I-78		Bulk	
		110,912			
		2/4/13 NY I-78, 95, Hwy. 17			
		90 10			
		111,046		76 Trk. Cntr.	
		2/4/13 NY I-87			
		111,180			
		2/5/13 NY I-87			
		90 10			
		111,280		T & G T/S 30 Truckmat.	
		2/5/13 PA I-78, 81, I-70			
		90 222			
		111,592			
		(9) (10) (11) (12) (13) (14)			
		TOTAL MILES/KILOMETERS			
		111,592			
		1092			
		TOTAL MILES/KILOMETERS			
		1092			
		⑩ John R. Legal			
		DRIVER/CONTRACTOR'S SIGNATURE			
		DATE			
		2/5/13			

- 12.) Odometer Readings
- 13.) Mileage – Non-Toll & Toll
- 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 state 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.) Your Full Legal Signature and Date
- 16.) Total Miles/Kilometers