

TRACTOR/TRUCK NO.

LAST 6 OF VIN \_\_\_\_\_

TRAILER NO. \_\_\_\_\_

TRAILER NO. \_\_\_\_\_

FLEET NO. \_\_\_\_\_

LOCATION \_\_\_\_\_

DIESEL  GAS  L.P.G.

# DISPATCH AND TRIP REPORT

(Interstate Fuel and Mileage Reporting System)

TRIP NO.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(ADDRESS)

- 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

## DISPATCH SPECIAL INSTRUCTIONS

## TRIP REPORT

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

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. \_\_\_\_\_

STAPLE  
ALL  
ORIGINAL  
FUEL  
&  
TOLL  
RECEIPTS  
HERE

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

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

- 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

TRACTOR/TRUCK NO.		DISPATCH AND TRIP REPORT (Interstate Fuel and Mileage Reporting System)		TRIP NO.																																																																																																											
② 2109		① Acme Freight (COMPANY NAME) 1234 Acme St. Chicago, IL 60606																																																																																																													
LAST 6 OF VIN ③ 321		DRIVER/CONTRACTOR ⑥ John R. Legal		STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE																																																																																																											
TRAILER NO. ④ 2		ORIGIN ⑦ Pittsburgh, PA																																																																																																													
FLEET NO.		DESTINATION ⑧ Albany, NY																																																																																																													
LOCATION <input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G. ⑤		DESTINATION ⑨ Pittsburgh, PA																																																																																																													
DISPATCH SPECIAL INSTRUCTIONS <i>Be sure to scale the load.</i>		BIL # _____ PRO # _____ TRIP LEASE # _____																																																																																																													
SHIPPER _____ CONSIGNEE _____		ADDRESS _____ ADDRESS _____																																																																																																													
CITY _____ STATE _____ ZIP _____		CITY _____ STATE _____ ZIP _____																																																																																																													
TRIP REPORT (DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS AND SAMPLE ON BACK)		DATES/TIME LOADED _____ / _____ DELIVERY DATE/TIME _____ / _____ REQUIRED TEMP. _____																																																																																																													
STOP-OFF POINTS 1. _____ 2. _____ 3. _____ 4. _____		PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE _____																																																																																																													
<table border="1"> <thead> <tr> <th rowspan="2">DATE</th> <th rowspan="2">STATE OR PROVINCE</th> <th rowspan="2">HIGHWAYS USED</th> <th colspan="2">ODOMETER READING</th> <th colspan="2">MILEAGE</th> <th colspan="2">FUEL PURCHASES</th> <th rowspan="2">CLIENT USE</th> </tr> <tr> <th>START</th> <th>STATE END</th> <th>NON-TOLL</th> <th>TOLL</th> <th>GAL./LITERS</th> <th>VENDOR</th> <th>GAL./LITERS</th> <th>VENDOR</th> </tr> </thead> <tbody> <tr> <td>2/4/13</td> <td>PA</td> <td>1-70, 81, 1-78</td> <td>110,812</td> <td></td> <td>90</td> <td>222</td> <td>60</td> <td>Bulk</td> <td></td> </tr> <tr> <td>2/4/13</td> <td>NJ</td> <td>1-78, 95, Hwy. 17</td> <td>110,912</td> <td></td> <td>90</td> <td>10</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2/4/13</td> <td>NY</td> <td>1-87</td> <td>111,046</td> <td></td> <td></td> <td>134</td> <td>59</td> <td>76 Trk. Cntr.</td> <td></td> </tr> <tr> <td>2/5/13</td> <td>NY</td> <td>1-87</td> <td>111,180</td> <td></td> <td></td> <td>134</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2/5/13</td> <td>NJ</td> <td>Hwy. 17, 95, 1-78</td> <td>111,280</td> <td></td> <td>90</td> <td>10</td> <td>90</td> <td>T &amp; G T/S</td> <td>30 Truckmat.</td> </tr> <tr> <td>2/5/13</td> <td>PA</td> <td>1-78, 81, 1-70</td> <td>111,592</td> <td></td> <td>90</td> <td>222</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td>⑩ 111,592</td> <td></td> <td colspan="2">⑬</td> <td colspan="2">⑭</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>⑪ 1092</td> <td></td> <td colspan="2">⑮</td> <td colspan="2">⑯</td> <td></td> </tr> <tr> <td colspan="3"></td> <td>TOTAL MILES/KILOMETERS</td> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td></td> </tr> </tbody> </table>		DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILEAGE		FUEL PURCHASES		CLIENT USE	START	STATE END	NON-TOLL	TOLL	GAL./LITERS	VENDOR	GAL./LITERS	VENDOR	2/4/13	PA	1-70, 81, 1-78	110,812		90	222	60	Bulk		2/4/13	NJ	1-78, 95, Hwy. 17	110,912		90	10				2/4/13	NY	1-87	111,046			134	59	76 Trk. Cntr.		2/5/13	NY	1-87	111,180			134				2/5/13	NJ	Hwy. 17, 95, 1-78	111,280		90	10	90	T & G T/S	30 Truckmat.	2/5/13	PA	1-78, 81, 1-70	111,592		90	222							⑩ 111,592		⑬		⑭						⑪ 1092		⑮		⑯						TOTAL MILES/KILOMETERS							⑮ John R. Legal DRIVER/CONTRACTOR SIGNATURE 2/5/13 DATE	
DATE	STATE OR PROVINCE				HIGHWAYS USED	ODOMETER READING		MILEAGE		FUEL PURCHASES		CLIENT USE																																																																																																			
		START	STATE END	NON-TOLL		TOLL	GAL./LITERS	VENDOR	GAL./LITERS	VENDOR																																																																																																					
2/4/13	PA	1-70, 81, 1-78	110,812		90	222	60	Bulk																																																																																																							
2/4/13	NJ	1-78, 95, Hwy. 17	110,912		90	10																																																																																																									
2/4/13	NY	1-87	111,046			134	59	76 Trk. Cntr.																																																																																																							
2/5/13	NY	1-87	111,180			134																																																																																																									
2/5/13	NJ	Hwy. 17, 95, 1-78	111,280		90	10	90	T & G T/S	30 Truckmat.																																																																																																						
2/5/13	PA	1-78, 81, 1-70	111,592		90	222																																																																																																									
			⑩ 111,592		⑬		⑭																																																																																																								
			⑪ 1092		⑮		⑯																																																																																																								
			TOTAL MILES/KILOMETERS																																																																																																												