

VEHICLE NO.

[Redacted box for Vehicle No.]

INDIVIDUAL VEHICLE MILEAGE REPORT (IVMR)

TRIP NO.

[Redacted box for Trip No.]

LAST 6 OF VIN \_\_\_\_\_
TRAILER NO. \_\_\_\_\_
TRAILER NO. \_\_\_\_\_
FLEET NO. \_\_\_\_\_
LOCATION \_\_\_\_\_
[ ] DIESEL [ ] GAS [ ] L.P.G.

(COMPANY NAME)

(ADDRESS)

DRIVER/CONTRACTOR \_\_\_\_\_
ORIGIN \_\_\_\_\_
DESTINATION \_\_\_\_\_
DESTINATION \_\_\_\_\_
B/L # \_\_\_\_\_ PRO # \_\_\_\_\_ TRIP LEASE # \_\_\_\_\_
SPECIAL INSTRUCTIONS \_\_\_\_\_

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

TRIP REPORT

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

Table with columns: DATE, STATE OR PROVINCE, HIGHWAYS USED, ODOMETER READING BEGINNING, JURISDICTION EXIT, MILES/KILOMETERS (NON-TOLL, TOLL), GAL./LITERS, FUEL PURCHASES (VENDOR), ODOMETER READING ENDING, TOTAL MILES/KMS.

- AL..... ALABAMA
AZ..... ARIZONA
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

DRIVER/CONTRACTOR'S SIGNATURE

DATE

# DRIVER INSTRUCTIONS

JURISDICTION 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) 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.) Vehicle #
- 3.) Truck/Trailer Identification
- 4.) Fleet #/Location
- 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

VEHICLE NO. 2 **INDIVIDUAL VEHICLE MILEAGE REPORT (IVMR)** TRIP NO.

LAST 6 OF VIN <span style="border: 1px solid black; padding: 2px;">3</span>	COMPANY NAME <span style="border: 1px solid black; padding: 2px;">1</span>	TRAILER NO.	(ADDRESS)
FLEET NO. <span style="border: 1px solid black; padding: 2px;">4</span>	LOCATION		
<input type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G.			
DRIVER/CONTRACTOR <span style="border: 1px solid black; padding: 2px;">6</span>			
ORIGIN <span style="border: 1px solid black; padding: 2px;">7</span>			
DESTINATION <span style="border: 1px solid black; padding: 2px;">8</span>			
B/L # _____ PRO # _____ TRIP LEASE # _____			
SPECIAL INSTRUCTIONS			

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

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILES/KILOMETERS		FUEL PURCHASES	
			STARTING	ENDING	NON-TOLL	TOLL	GAL./LITERS	VENDOR
2/4/13	PA	I-70, 81, I-78	110,500	110,812	90	222	60	Bulk
2/4/13	NJ	I-78, 95, Hwy. 17	110,912	111,046	134	134	59	76 Trk. Center
2/5/13	NY	I-87	111,180	111,280	90	10	90	T&G T/S
2/5/13	NJ	Hwy. 17, 95, I-78	111,592	111,592	90	222		
<span style="border: 1px solid black; padding: 2px;">9</span>	<span style="border: 1px solid black; padding: 2px;">10</span>	<span style="border: 1px solid black; padding: 2px;">11</span>	<span style="border: 1px solid black; padding: 2px;">111,592</span>	<span style="border: 1px solid black; padding: 2px;">1092</span>	<span style="border: 1px solid black; padding: 2px;">13</span>	<span style="border: 1px solid black; padding: 2px;">14</span>		
			<span style="border: 1px solid black; padding: 2px;">111,592</span>	<span style="border: 1px solid black; padding: 2px;">1092</span>				
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15 *Chris Driver* 2/5/13

AL. ALABAMA	GA. GEORGIA	MA. MASSACHUSETTS	NM. NEW MEXICO	SD. SOUTH DAKOTA	TX. TEXAS	WV. WEST VIRGINIA
AK. ALASKA	HI. HAWAII	MI. MICHIGAN	NY. NEW YORK	TN. TENNESSEE	UT. UTAH	WY. WYOMING
AZ. ARIZONA	IL. ILLINOIS	MN. MINNESOTA	NC. NORTH CAROLINA	VA. VIRGINIA	VT. VERMONT	
AR. ARKANSAS	IN. INDIANA	MO. MISSOURI	ND. NORTH DAKOTA	WA. WASHINGTON	VT. VERMONT	
CA. CALIFORNIA	IA. IOWA	NE. NEBRASKA	OH. OHIO	WI. WISCONSIN	VT. VERMONT	
CO. COLORADO	KS. KANSAS	NE. NEBRASKA	OK. OKLAHOMA	WV. WEST VIRGINIA	VT. VERMONT	
CT. CONNECTICUT	KY. KENTUCKY	NE. NEBRASKA	OR. OREGON	WY. WEST VIRGINIA	VT. VERMONT	
DC. DISTRICT OF COLUMBIA	LA. LOUISIANA	NE. NEBRASKA	PA. PENNSYLVANIA	WY. WEST VIRGINIA	VT. VERMONT	
FL. FLORIDA	ME. MAINE	NH. NEW HAMPSHIRE	RI. RHODE ISLAND	WY. WEST VIRGINIA	VT. VERMONT	
	MD. MARYLAND	NJ. NEW JERSEY	SC. SOUTH CAROLINA	WY. WEST 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. Attach all receipts.
- 15.) Total Miles/Kilometers
- 16.) Your Full Legal Signature & Date