

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

- 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

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

LAST 6 OF VIN 3

TRAILER NO.

FLEET NO. 4

LOCATION DIESEL GAS L.P.G.

DRIVER/CONTRACTOR 5

ORIGIN 7

DESTINATION 8

B/L # PRO # TRIP LEASE #

SPECIAL INSTRUCTIONS

1 (COMPANY NAME)

(ADDRESS)

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	90	10	59	76 Trk. Center
2/5/13	NY	I-87	111,180	111,280	90	10	90	T&G T/S
2/5/13	PA	I-78, 81, I-70	111,592		90	222		
9	10	11	12	13			14	

111,592

1092

TOTAL MILES/KMS 15

16 *Chris Driver*

2/5/13

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

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