

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/KILOMETRES.

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.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE OR UNIT USED.

ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) COMPANY NAME
- (2) CITY
- (3) STATE/PROVINCE
- (4) UNIT #
- (5) INVOICE #
- (6) GALLONS/LITRES
- (7) PRICE PER GALLON/LITRE
- (8) TOTAL PRICE
- (9) DRIVER/OPERATOR SIGNATURE
- (10) ADDITIONAL INFORMATION MAY BE REQUIRED.

SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATE LISTING.

THESE STATES WILL NOT ISSUE CREDIT FOR TOLL MILES UNLESS TOLL RECEIPTS CAN BE PRODUCED.

(NOTE: EACH STATES' POLICY IS SUBJECT TO PERIODIC CHANGE. CONTACT THE STATES FOR MOST CURRENT INFORMATION.)

NY - NEW YORK ORIGINAL RECEIPT
MA - MASSACHUSETTS ORIGINAL RECEIPT

- 1.) Company Name, Address City & State
- 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.) Mileage – Non-Toll & Toll

- 14.) Fuel Purchased – Gallons & Vendor (When fuel is purchased, enter each purchase separately and show the number of gallons on the same line as the state in which the purchase was made in the column marked "GAL".) 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
- 16.) Your Full Legal Signature

TRACTOR/TRUCK/BUS UNIT NO.		DISPATCH AND TRIP REPORT		TRIP NO.		
(2) 2109		(Interstate Fuel and Mileage Reporting System)				
TRAILER NO. (3) 321	(1) Acme Freight					
TRAILER NO.	(COMPANY NAME)					
FLEET NO. (4) 2	1234 Acme St.					
LOCATION	Chicago, IL 60606					
<input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G.						
DISPATCH SPECIAL INSTRUCTIONS		DRIVER/CONTRACTOR (6) John R. Legal				
		ORIGIN (7) Pittsburgh, PA				
		DESTINATION (8) Albany, NY				
		DESTINATION Pittsburgh, PA				
		BVL # _____ PRO # _____ CHARTER ORDER # _____				
		TRIP LEASE # _____				
SHIPPER _____		ADDRESS _____		STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE		
CITY _____ STATE _____ ZIP _____		CITY _____ STATE _____ ZIP _____				
DATE/TIME LOADED _____ DELIVERY DATE/TIME _____ REQUIRED TEMP. _____						
PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE _____						
SPECIAL INSTRUCTIONS _____						
TRIP REPORT						
(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS & SAMPLE ON BACK)						
DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING	MILEAGE	FUEL PURCHASES	MILEAGE
			STARTING	NON-TOLL	GAL	EMPTY
			ENDING	TOLL	VENDOR	LOADED
			TOTAL MILES			
10-2-07	PA	I-70, B1, I-78	110,500	90	222	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
10-3-07	PA	I-78, B1, I-70	111,592	90	222	312
(9)	(10)	(11)	(12)	(13)	(14)	(15)
			111,592			
			1,092			
			TOTAL MILES			
		(16) John R. Legal		10-3-07		

AL ALABAMA	GA GEORGIA	MA MASSACHUSETTS	NH NEW HAMPSHIRE	SD SOUTH DAKOTA	WV WEST VIRGINIA	ON ONTARIO
AK ALASKA	HI HAWAII	ME MAINE	ND NORTH DAKOTA	TN TENNESSEE	WY WYOMING	PE PELOTONGAWA
AR ARKANSAS	IL ILLINOIS	MI MICHIGAN	RI RHODE ISLAND	TX TEXAS		PR PUERTO RICO
AZ ARIZONA	IN INDIANA	MN MINNESOTA	SC SOUTH CAROLINA	UT UTAH		DE DELAWARE
CA CALIFORNIA	IA IOWA	MO MISSOURI	VA VIRGINIA	VT VERMONT		DC DISTRICT OF COLUMBIA
CO COLORADO	KS KANSAS	NE NEBRASKA	WA WASHINGTON	WA WASHINGTON		FL FLORIDA
CT CONNECTICUT	KY KENTUCKY	NE NEBRASKA	WV WEST VIRGINIA	WV WEST VIRGINIA		
DC DISTRICT OF COLUMBIA	LA LOUISIANA	NY NEW YORK	WY WYOMING	WY WYOMING		
FL FLORIDA	MA MAINE	ND NORTH DAKOTA				
	MD MARYLAND	RI RHODE ISLAND				
	MI MICHIGAN	SC SOUTH CAROLINA				
	MO MISSOURI	VA VIRGINIA				
	NE NEBRASKA	WA WASHINGTON				
	NY NEW YORK	WV WEST VIRGINIA				
	ND NORTH DAKOTA	WY WYOMING				
	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					
	WY WYOMING					