



## Instructions for Completing the Individual Vehicle Distance and Fuel Record

Please print all information entered on the IVDR. In case of an audit, it is very important for the information on this form to be legible.

1. Enter the Carrier's name.
2. Enter the Carrier's street address, city, state, and zip code.  
Note: If you are leased on with a carrier based in Canada, enter the province name in the state field and the carrier's postal code in the zip code field.
3. Enter the vehicle unit number also referred to as the truck number. This is not the same as a Vehicle Identification Number (VIN).
4. Enter the driver's name who is completing the trip recorded on this form.
5. Enter the fuel type used in the vehicle, i.e., diesel, propane, gas, etc.
6. In the Trip Origin – State/Jurisdiction Lines – Towns – Trip Destination column, enter the following:
  - a. Trip Origin – the city and state/jurisdiction where the trip begins
  - b. State/Jurisdiction Lines – each state or jurisdiction line crossed
  - c. Towns where you load or unload
  - d. Trip Destination – the city and state/jurisdiction where the trip ends
7. In the Odometer column, enter the odometer reading which corresponds to each of the locations entered in #6 above.
8. In the Distance by State/Jurisdiction and from Point to Point column, enter the mileage between each of the locations entered in #6 above.
9. In the Highway or Route Traveled column, enter the road, highway or interstate traveled between each of the locations entered in #6 above.
10. In the Date Starting and Ending column, enter the date the trip began, the date you were in each location between the origin and destination locations, and the date the trip ended.
11. In the Name and Address of Fuel/Load and Delivery, or Destination column, enter the street address, city, state/jurisdiction, and zip or postal code for each location entered in #6 above.
12. In the Gallons Purchased column, enter the total number of gallons of fuel purchased at each fuel stop.
13. In the bottom section of the form, enter the Ending Odometer reading and the Beginning Odometer reading. The Total Trip Distance is the difference between these two readings.
14. The second field named Total Trip Distance is the total of all miles entered in the Odometer column. The number in this field should equal the total trip distance determined in #13 above.
15. In the Total Distance by State/Jurisdiction section, add the miles listed for each state or jurisdiction in #8 above and enter the total for each state.
16. In the Total Fuel Purchased field, enter the total number of gallons purchased during the trip. This is determined by adding the number of gallons purchased at each stop and listed in #12 above.
17. In the last Total Trip Distance field, add all miles for each state/jurisdiction (listed in #15) and enter the total. This total should match #13 and #14 above.

# USE THIS FILLED OUT FORM AS A GUIDE - RESPONSES WILL VARY

Carrier and Vehicle Information				
Carrier Name	Carrier Address	City	State	Zip Code
IRP Trucking Co.	7064 Crowner Dr	Dimondale	MI	48821
Vehicle Unit Number	Vehicle Driver Name	Fuel Type		
101	John Smith	Diesel		

Trip Origin – State/Jurisdiction Lines – Towns – Trip Destination	Odometer	Distance by State/Jurisdiction and from Point to Point	Highway or Route Traveled	Date Starting and Ending	Name and Address of Fuel, Load/Delivery, or Destination Stop	Gallons Purchased
Start – Dimondale, MI	45,678			7/1/20	7064 Crowner Dr., Dimondale, MI - Home	
Ohio State Line	45798	120 MI	96, 23			
Toledo, OH	45810	12 OH			Fuel - Speedway, Toledo, OH	100
Canton, OH	45969	159 OH	80/90, 77		Rest Stop	
Kentucky State Line	46314	345 OH				
Louisville, KY	46334	20 KY	70, 71		Delivery - 1234 Louie Road, Louisville, KY	
Ohio State Line	46354	20 KY				
Cincinnati, OH	46454	100 OH	71		Delivery – 345 Blue Rd., Canton, OH	
Michigan State Line	46654	200 OH				
End - Dimondale, MI	46776	122 MI	75, 96	7/2/20	7064 Crowner Dr., Dimondale, MI - Home	

	Ending Odometer 46776		Total Distance Per State/Jurisdiction			Total Fuel Purchased 100 Gal
	Beginning Odometer 45,678		MI	242		
			OH	816		
			KY	40		
	Total Trip Distance 1098	Total Trip Distance 1098			Total Trip Distance 1098	