

GENERAL INFORMATION

A Daily Vehicle Mileage and Fuel Report must account for all miles traveled and all fuel received. If you use a substitute vehicle, prepare a separate Daily Vehicle Mileage and Fuel Report to account for the miles traveled and fuel received by the substitute vehicle.

INSTRUCTIONS

1. Vehicle Identification Number or Unit Number of power unit.
2. Fleet Number of power unit.
3. Fuel Type:
(D) diesel, (G) gasoline, (P) propane, (GH) gasohol, (NG) Natural gas.
4. Name of the IRP registrant or fuel tax licensee.
5. Fuel Filer - complete if different than 4.
6. Driver(s) Name(s).

MILEAGE INFORMATION

7. Trip Date
8. Highways used - e.g.; I90, STH 69
9. Jurisdiction Name - abbreviation of the jurisdiction in which your vehicle is traveling, e.g., WI for Wisconsin, etc.
10. Odometer Reading:
 - a. Record at the beginning of each day or trip.
 - b. When leaving each jurisdiction.
 - c. At the end of each day or trip.
11. Jurisdiction Miles - record the mileage traveled in each jurisdiction by trip date.
12. Total trip miles - Record total trip miles.

FUEL INFORMATION

13. Gallons received.
14. Vendor name (name from whom you received fuel).

TRIP INFORMATION

15. Origin - Where trip started.
16. Destination - Where trip ended.

