


TRACTOR NO.  (CARRIER TO ENTER WHAT INFORMATION NECESSARY FOR FILING PURPOSES)  TRIP #

<b>COMPANY NAME</b> _____		<b>DRIVER</b> _____	
<b>OUTBOUND TRIP - Date</b> _____	<b>Origin</b> _____	<b>Destination</b> _____	
<b>IN BOUND TRIP - Date</b> _____	<b>Origin</b> _____	<b>Destination</b> _____	
Beginning Hubometer _____			
Beginning Odometer Reading _____			
		<b>GROSS REVENUE</b> (For Hire Carriers Only) \$ _____	<b>Cargo Weight</b> _____

[illegible]

## EXPENSES

Brokerage	_____
Loading	_____
Permits	_____
Phone	_____
Wires	_____
Tolls	_____
Taxes	_____
Unloading	_____
Misc.	_____
TOTAL	_____

### TRIP SUMMARY

Total Expenses	_____
Total Fuel	_____
Total Miles	_____
Miles Per Gal.	_____
Cost Per Mile	_____
Total Revenue	_____
Revenue Per Mile	_____

I CERTIFY ALL EXPENSES AND  
PURCHASES LISTED IN THIS  
REPORT ARE TRUE

Driver

Ending Hubometer \_\_\_\_\_

Ending Odometer Reading \_\_\_\_\_

Total Miles Driven \_\_\_\_\_

**PLACE ALL RECEIPTS IN ENVELOPE**

## DRIVER INSTRUCTIONS

---

STATE LAWS REQUIRE THE OPERATOR TO KEEP A RECORD OF MILES DRIVEN AND THE FUEL PURCHASED BY STATE. YOU ARE THE **ONLY PERSON** WHO CAN PROVIDE THIS INFORMATION.

---

EACH TRIP RECORD MUST COVER ALL MILES TRAVELED INCLUDING DEAD-HEAD/BOBTAIL MILES.

---

**ENCLOSE ALL  
ORIGINAL RECEIPTS  
FUEL AND TOLL  
ENCLOSE ALL  
ORIGINAL TRIP PERMITS**

---

---

PROPERLY COMPLETED TRIP RECORDS WILL AVOID FINES AND ASSESSMENTS AGAINST YOUR COMPANY.

---

IF YOUR VEHICLE BREAKS DOWN AND YOU GET A SUBSTITUTE TRACTOR OR TRUCK, PREPARE A SEPARATE TRIP RECORD TO COVER THE MILEAGE RUN AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

---

---

PREPARE A SEPARATE TRIP RECORD FOR EACH POWER UNIT USED.

---

ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) COMPANY NAME
- (2) SELLER NAME/ADDRESS
- (3) UNIT #
- (4) INVOICE #
- (5) GALLONS/LITERS
- (6) PRICE PER GALLON/LITER
- (7) TOTAL PRICE
- (8) DRIVER/OPERATOR SIGNATURE
- (9) DATE OF PURCHASE
- (10) STATES MAY REQUIRE ADDITIONAL INFORMATION.

---

**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

---