

INDIVIDUAL VEHICLE MILEAGE AND FUEL REPORT

MCTS 270 (07/10/2013)

Purpose: Use this form to record mileage and fuel used for a trip or day of activity for a single vehicle.

Instructions: Follow the instructions on back of this form. File and maintain completed form for four years.

CARRIER INFORMATION				
CARRIER NAME	CARRIER ADDRESS	CITY	STATE	ZIP CODE

TRIP AND VEHICLE INFORMATION			
VEHICLE DRIVER NAME	VEHICLE NUMBER	TRIP ORIGIN (city and state)	TRIP DESTINATION (city and state)

INTERMEDIATE STOPS (City and state - in order of occurrence)			
1.	2.	3.	4.

MILEAGE INFORMATION					FUEL INFORMATION			
DATE (mm/dd/yyyy)	BEGINNING ODOMETER READING	JURISDICTIONS (in order traveled)	HIGHWAYS USED (in order traveled by jurisdiction)	ENDING ODOMETER READING	JURISDICTION MILES	GALLONS PLACED IN VEHICLE	VENDOR NAME (If obtained from bulk storage, write bulk.)	CITY AND STATE
					TOTAL MILES TRAVELED	TOTAL GALLONS		MILES PER GALLON

CERTIFICATION			
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.			
NAME (print)	TITLE	SIGNATURE	DATE (mm/dd/yyyy)

INSTRUCTIONS

Prepare an Individual Vehicle Mileage and Fuel Report for each trip or day of activity. Maintain report and fuel receipts for four years.

Carrier Information

All categories self-explanatory.

Trip and Vehicle Information

VEHICLE DRIVER NAME - Driver of vehicle.

VEHICLE NUMBER - Number assigned to the vehicle.

TRIP ORIGIN - City and state where trip began.

TRIP DESTINATION - City and state where the vehicle was unloaded/made the final stop of the day.

Intermediate Stops

Write, in order of occurrence, the city and state of ALL stops made between the trip origin and trip destination/the final stop of the day.

Mileage And Fuel Information

DATE - Date trip began.

BEGINNING ODOMETER READING - Odometer reading at the beginning of the trip and when entering a new jurisdiction.

JURISDICTIONS (in order traveled) - Enter each jurisdiction traveled during the trip.

HIGHWAYS USED (in order traveled by jurisdiction) - Enter the highways traveled in each jurisdiction.

ENDING ODOMETER READING - The odometer reading at the end of the trip or day.

JURISDICTION MILES - The total number of miles traveled in EACH jurisdiction.

TOTAL MILES TRAVELED - Calculate and enter the total miles traveled during the trip or day.

To Calculate Total Miles Traveled: Subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The results must equal the sum of all of the miles traveled in all of the jurisdictions.

Fuel Information

GALLONS PLACED IN VEHICLE - In order of occurrence, enter the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

VENDOR NAME - In order of occurrence, enter the name of EACH vendor where fuel was purchased during the trip or day. If fuel was pulled from bulk storage, write BULK.

CITY AND STATE - City and state where the vendor or bulk storage is located.

Total Gallons

TOTAL GALLONS of fuel placed in vehicle during the trip or day.

Miles Per Gallon

MILES PER GALLON - Calculate miles per gallon for the trip or day and enter.

To Calculate Miles Per Gallon: Divide the Total Miles Traveled by the Total Gallons.

MILEAGE AND FUEL SUMMARY

Summarize Individual Vehicle Mileage Report (IVMR) information for this trip in this section.

JURISDICTION	MILEAGE	GALS	JURISDICTION	MILEAGE	GALS	JURISDICTION	MILEAGE	GALS
ALBERTA (AB)			MANITOBA (MB)			OHIO (OH)		
ALASKA (AK)			MARYLAND (MD)			OKLAHOMA (OK)		
ALABAMA (AL)			MAINE (ME)			ONTARIO (ON)		
ARKANSAS (AR)			MICHIGAN (MI)			OREGON (OR)		
ARIZONA (AZ)			MINNESOTA (MN)			PENNSYLVANIA (PA)		
BRIT. COLUMBIA (BC)			MISSOURI (MO)			PRINCE ED. IS. (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (PQ)		
COLORADO (CO)			MONTANA (MT)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEW BRUNSWICK (NB)			SOUTH DAKOTA (SD)		
DELAWARE (DE)			NORTH CAROLINA (NC)			SASKATCHEWAN (SK)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TENNESSEE (TN)		
GEORGIA (GA)			NEBRASKA (NE)			TEXAS (TX)		
IOWA (IA)			NEWFOUNDLAND (NF)			UTAH (UT)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VIRGINIA (VA)		
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			WASHINGTON (WA)		
KANSAS (KS)			NOVA SCOTIA (NS)			WISCONSIN (WI)		
KENTUCKY (KY)			NORTHWEST TERR. (NT)			WEST VIRGINIA (WV)		
LOUISIANA (LA)			NEVADA (NV)			WYOMING (WY)		
MASSACHUSETTS (MA)			NEW YORK (NY)					