

TRACTOR/TRUCK NO.

# DISPATCH AND TRIP REPORT

(Interstate Fuel and Mileage Reporting System)

TRIP NO.

LAST 6 OF VIN \_\_\_\_\_

TRAILER NO. \_\_\_\_\_

TRAILER NO. \_\_\_\_\_

FLEET NO. \_\_\_\_\_

LOCATION \_\_\_\_\_

DIESEL  GAS  L.P.G.

(COMPANY NAME)

(ADDRESS)

STAPLE  
ALL  
ORIGINAL  
FUEL  
&  
TOLL  
RECEIPTS  
HERE

## DISPATCH SPECIAL INSTRUCTIONS

- AL ..... ALABAMA
- AK ..... ALASKA
- AZ ..... ARIZONA
- AR ..... ARKANSAS
- CA ..... CALIFORNIA
- CO ..... COLORADO
- CT ..... CONNECTICUT
- DE ..... DELAWARE
- DC ..... DIST. OF COLUMBIA
- FL ..... FLORIDA
- GA ..... GEORGIA
- ID ..... IDAHO
- IL ..... ILLINOIS
- IN ..... INDIANA
- IA ..... IOWA
- KS ..... KANSAS
- KY ..... KENTUCKY
- LA ..... LOUISIANA
- ME ..... MAINE
- MD ..... MARYLAND
- MA ..... MASSACHUSETTS
- MI ..... MICHIGAN
- MN ..... MINNESOTA
- MS ..... MISSISSIPPI
- MO ..... MISSOURI
- MT ..... MONTANA
- NE ..... NEBRASKA
- NV ..... NEVADA
- NH ..... NEW HAMPSHIRE
- NJ ..... NEW JERSEY
- NM ..... NEW MEXICO
- NY ..... NEW YORK
- NC ..... NORTH CAROLINA
- ND ..... NORTH DAKOTA
- 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
- WI ..... WISCONSIN
- WY ..... WYOMING
- MX ..... MEXICO
- AB ..... ALBERTA
- BC ..... BRITISH COLUMBIA
- MB ..... MANITOBA
- NB ..... NEW BRUNSWICK
- NL ..... NEWFOUNDLAND and LABRADOR
- NT ..... N.W. TERRITORIES
- NS ..... NOVA SCOTIA
- NU ..... NUNAVUT
- ON ..... ONTARIO
- PE ..... PR. EDWARD ISLAND
- QC ..... QUÉBEC
- SK ..... SASKATCHEWAN
- YT ..... YUKON

## TRIP REPORT

(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS AND SAMPLE ON BACK)

DRIVER/CONTRACTOR \_\_\_\_\_

ORIGIN \_\_\_\_\_

DESTINATION \_\_\_\_\_

DESTINATION \_\_\_\_\_

B/L # \_\_\_\_\_ PRO # \_\_\_\_\_ TRIP LEASE # \_\_\_\_\_

SHIPPER \_\_\_\_\_ CONSIGNEE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE/TIME LOADED \_\_\_\_\_ / \_\_\_\_\_ DELIVERY DATE/TIME \_\_\_\_\_ / \_\_\_\_\_ REQUIRED TEMP. \_\_\_\_\_

PLACARDS REQUIRED  YES  NO TYPE \_\_\_\_\_

STOP-OFF POINTS 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILEAGE		FUEL PURCHASES				CLIENT USE	
			BEGINNING <input type="text"/>	STATE EXIT <input type="text"/>	NON-TOLL	TOLL	GAL./LITERS	VENDOR	GAL./LITERS	VENDOR		

ENDING

▲ TOTAL MILES/KILOMETERS ▲

DRIVER/CONTRACTOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# 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/KILOMETERS.

**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 BREAKS DOWN AND YOU GET A SUBSTITUTE VEHICLE, PREPARE A SEPARATE TRIP REPORT TO COVER THE DISTANCE TRAVELED AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

FOR IFTA/IRP COMPLIANCE, THE CARRIER MUST RETAIN THIS FORM FOR 4 YEARS.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE USED.

ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) PURCHASER'S/COMPANY NAME
- (2) SELLER NAME/ADDRESS
- (3) UNIT #
- (4) GALLONS/LITERS PURCHASED
- (5) PRICE PER GALLON/LITER OR TOTAL PRICE
- (6) FUEL TYPE
- (7) DRIVER/OPERATOR SIGNATURE
- (8) DATE OF PURCHASE
- (9) STATES MAY REQUIRE ADDITIONAL INFORMATION

## SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATES:

MASSACHUSETTS TURNPIKE MILES **ARE NOT** SUBJECT TO IFTA FUEL TAXES; RETAIN TOLL RECEIPTS AND FUEL INVOICES. ANNUAL USE TAX MUST BE FILED WITH MASSACHUSETTS ON THE COST OF FUEL FOR WHICH THE EXEMPTION WAS TAKEN.

IN NEW YORK, MILES ON PUBLIC HIGHWAYS, **INCLUDING** THE NEW YORK THRUWAY, ARE SUBJECT TO IFTA FUEL TAXES. HOWEVER, TOLL-PAID MILES ON THE NEW YORK THRUWAY ARE **NOT** SUBJECT TO NEW YORK'S HIGHWAY USE TAX (HUT).

- 1.) Company Name, Address City & State
- 2.) Tractor/Truck #
- 3.) Trailer #
- 4.) Fleet #
- 5.) Fuel Type
- 6.) Driver Name
- 7.) Origin
- 8.) Destination(s)
- 9.) Dates of Trip – Start and End
- 10.) State(s) or Province(s)
- 11.) Highways Used

TRACTOR/TRUCK NO.		DISPATCH AND TRIP REPORT		TRIP NO.					
② 2109		① Acme Freight							
LAST 6 OF VIN		① Acme Freight							
TRAILER NO. ③ 321		(COMPANY NAME)							
TRAILER NO.		1234 Acme St.							
FLEET NO. ④ 2		ADDRESS							
LOCATION		Chicago, IL 60606							
<input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G. ⑤		DRIVER/CONTRACTOR ⑥ John R. Legal							
DISPATCH SPECIAL INSTRUCTIONS		ORIGIN ⑦ Pittsburgh, PA		STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE					
Be sure to scale the load.		DESTINATION ⑧ Albany, NY							
		DESTINATION Pittsburgh, PA							
		BIL # _____ TRIP LEASE # _____							
		SHIPPER _____ CONSIGNEE _____							
		ADDRESS _____ ADDRESS _____							
		CITY _____ CITY _____							
		STATE _____ STATE _____							
		ZIP _____ ZIP _____							
		DATE/TIME LOADED _____ DELIVERY DATE/TIME _____							
		PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE _____ REQUIRED TEMP. _____							
		STOP-OFF POINTS 1 _____ 2 _____ 3 _____ 4 _____							
TRIP REPORT		ODOMETER READING							
(DRIVER TO COMPLETE ALL SECTIONS SEE INSTRUCTIONS AND SAMPLE ON BACK)		STARTING _____							
		ENDING 110,500							
		TOTAL MILES/KILOMETERS ⑩ 1092							
DATE	STATE OR PROVINCE	HIGHWAYS USED	NON-TOLL	TOLL	GAL./LITERS	VENDOR	GAL./LITERS	VENDOR	CLIENT USE
2/4/13	PA	I-70, 81, I-78	110,812	90	222	60	Bulk		
2/4/13	NJ	I-78, 95, Hwy. 17	110,912	90	10				
2/4/13	NY	I-87	111,046	134	59	76 Trk. Cntr.			
2/5/13	NJ	I-87	111,180	10	134				
2/5/13	NJ	Hwy. 17, 95, I-78	111,280	90	10	90	T & G T/S	30	Truckmat.
2/5/13	PA	I-78, 81, I-70	111,592	90	222				
			⑨	⑩	⑪	⑫	⑬	⑭	
			111,582						
			1092						
			⑬ John R. Legal		DRIVER/CONTRACTOR'S SIGNATURE		2/5/13		
					DATE				

- 12.) Odometer Readings
- 13.) Mileage – Non-Toll & Toll
- 14.) Fuel Purchased – Gallons/Liters & Vendor (When fuel is purchased, enter each purchase separately and show the number of gallons/liters on the same line as the state in which the purchase was made in the column marked "GAL./LITERS".) When bulk fuel is used, indicate "BULK" in the vendor column under fuel purchases and attach all bulk receipts.
- 15.) Your Full Legal Signature and Date
- 16.) Total Miles/Kilometers