

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/KILOMETRES.

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

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE OR UNIT USED.

ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) COMPANY NAME
- (2) CITY
- (3) STATE/PROVINCE
- (4) UNIT #
- (5) INVOICE #
- (6) GALLONS/LITRES
- (7) PRICE PER GALLON/LITRE
- (8) TOTAL PRICE
- (9) DRIVER/OPERATOR SIGNATURE
- (10) ADDITIONAL INFORMATION MAY BE REQUIRED.

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

- 1.) Company Name, Address City & State
- 2.) Tractor/Truck/Bus Unit No.
- 3.) Trailer #
- 4.) Fleet #
- 5.) Fuel Type
- 6.) Driver Name
- 7.) Origin
- 8.) Destination(s)
- 9.) Dates of Trip
- 10.) State(s) or Province(s)
- 11.) Highways Used
- 12.) Odometer Readings
- 13.) Mileage – Non-Toll & Toll

- 14.) Fuel Purchased – Gallons & Vendor (When fuel is purchased, enter each purchase separately and show the number of gallons on the same line as the state in which the purchase was made in the column marked "GAL".) When bulk fuel is used, indicate "BULK" in the vendor column under fuel purchases and attach all bulk receipts.
- 15.) For companies choosing to track loaded/unloaded miles
- 16.) Your Full Legal Signature

TRIP REPORT (IVMR) - Fuel & Toll Reporting System

TRIP NO. _____

TRUCK/UNIT NO. _____

TRAILER NO. _____

FLEET # _____

LOCATION _____

DIESEL/C _____ L.P.G. _____

DISPATCH _____

DRIVER NAME _____

ORIGIN _____

DESTINATION _____

PRO # _____

CHARTER ORDER # _____

TRIP LEASE # _____

CONSIGNEE _____

ADDRESS _____

STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____

DELIVER DATE/TIME _____

REQUIRED TIME _____

STOP-OFF POINTS _____

SPECIAL INSTRUCTIONS _____

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

TRIP REPORT
(DRIVER TO COMPLETE ALL MILES - SEE INSTRUCTIONS & SAMPLE ON BACK)

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILEAGE		FUEL PURCHASES					
			STARTING	ENDING	NON-TOLL	TOLL	GAL	VENDOR	EMPTY	LOADED		
10-2-07	PA	I-70, 81, I-78	110,500	110,812	90	222	60	Bulk		312		
10-2-07	NJ	I-78, 95, Hwy 17	110,912	110,912	90	10				90		
10-2-07	NY	I-87	111,046	111,046		134					134	
10-3-07	NY	I-87	111,180	111,180		134					134	
10-3-07	NJ	Hwy 17, 95, I-78	111,280	111,280	90	10	90	T & G T/S		90		
10-3-07	PA	I-78, 81, I-70	111,592	111,592	90	222				312		
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(14)			(15)		
			111,592	111,592								
			1092	1092								
			TOTAL MILES									

(16) *John R. Legal* 10-3-07

AL - ALABAMA CA - CALIFORNIA MA - MASSACHUSETTS NH - NEW HAMPSHIRE RI - RHODE ISLAND VT - VERMONT WA - WASHINGTON WY - WYOMING
 AK - ALASKA ID - IDAHO MI - MICHIGAN NY - NEW YORK TN - TENNESSEE AB - ALBERTA BC - BRITISH COLUMBIA SK - SASKATCHEWAN
 AZ - ARIZONA IL - ILLINOIS MN - MINNESOTA ND - NORTH DAKOTA UT - UTAH WV - WEST VIRGINIA NE - NEBRASKA OR - OREGON WA - WASHINGTON VT - VERMONT
 CO - COLORADO IA - IOWA MO - MISSOURI OH - OHIO PA - PENNSYLVANIA WY - WYOMING DE - DELAWARE HI - HAWAII ME - MAINE NH - NEW HAMPSHIRE RI - RHODE ISLAND VT - VERMONT
 CT - CONNECTICUT KY - KENTUCKY NE - NEBRASKA OR - OREGON WA - WASHINGTON WY - WYOMING DE - DELAWARE HI - HAWAII ME - MAINE NH - NEW HAMPSHIRE RI - RHODE ISLAND VT - VERMONT
 FL - FLORIDA GA - GEORGIA MS - MISSISSIPPI NC - NORTH CAROLINA UT - UTAH WY - WYOMING DE - DELAWARE HI - HAWAII ME - MAINE NH - NEW HAMPSHIRE RI - RHODE ISLAND VT - VERMONT
 HI - HAWAII IL - ILLINOIS IN - INDIANA MD - MARYLAND NJ - NEW JERSEY NY - NEW YORK SC - SOUTH CAROLINA WY - WYOMING DE - DELAWARE HI - HAWAII ME - MAINE NH - NEW HAMPSHIRE RI - RHODE ISLAND VT - VERMONT

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