

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

TRACTOR/TRUCK/BUS UNIT NO.		DISPATCH AND TRIP REPORT		TRIP NO.							
(2) 2109		(Interstate Fuel and Mileage Reporting System)									
TRAILER NO. (3) 321	(1) Acme Freight										
TRAILER NO.	(COMPANY NAME)										
FLEET NO. (4) 2	1234 Acme St.										
LOCATION	ADDRESS										
<input checked="" type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G.	Chicago, IL 60606										
DISPATCH SPECIAL INSTRUCTIONS		DRIVER/CONTRACTOR (6) John R. Legal									
		ORIGIN (7) Pittsburgh, PA									
		DESTINATION (8) Albany, NY									
		DESTINATION Pittsburgh, PA									
		BVL # _____ PRO # _____ CHARTER ORDER # _____									
		TRIP LEASE # _____									
SHIPPER _____		ADDRESS _____		CITY _____ STATE _____ ZIP _____							
DATE/TIME LOADED _____		DELIVERY DATE/TIME _____		REQUIRED TEMP. _____							
PLACARDS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE _____											
STOP-OFF POINTS 1 _____ 2 _____ 3 _____ 4 _____											
SPECIAL INSTRUCTIONS _____											
TRIP REPORT											
(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS & SAMPLE ON BACK)											
DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING STARTING	ODOMETER READING ENDING	MILEAGE NON-TOLL	MILEAGE TOLL	FUEL PURCHASES		MILEAGE		
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	90	10					90	
10-2-07	NY	I-87	111,046		134					134	
10-3-07	NY	I-87	111,180		134					134	
10-3-07	NJ	Hwy 17, 95, I-78	111,280	90	10		90	T & G T/S		90	
10-3-07	PA	I-78, 81, I-70	111,592	90	222				312		
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)		(17)	(18)	
			111,692	1,092							
			ENDING	TOTAL MILES							
			1,092	(16) John R. Legal					10-3-07		
			TOTAL MILES								

AL ALABAMA	GA GEORGIA	MA MASSACHUSETTS	NH NEW HAMPSHIRE	SD SOUTH DAKOTA	WV WEST VIRGINIA	ON ONTARIO
AK ALASKA	HI HAWAII	ME MICHIGAN	NY NEW YORK	TN TENNESSEE	WY WYOMING	PE PELOTON ISLAND
AR ARIZONA	IL ILLINOIS	MI MICHIGAN	NC NORTH CAROLINA	TX TEXAS		PR PUERTO RICO
AS AMERICAN SAMOA	IN INDIANA	MO MISSOURI	ND NORTH DAKOTA	UT UTAH		DE DELAWARE
AZ ARIZONA	IA IOWA	NE NEBRASKA	OH OHIO	VA VIRGINIA		DC DISTRICT OF COLUMBIA
CA CALIFORNIA	KS KANSAS	NE NEBRASKA	OK OKLAHOMA	WA WASHINGTON		VI VIRGINIA ISLANDS
CO COLORADO	KY KENTUCKY	NE NEBRASKA	OR OREGON	WI WISCONSIN		VT VERMONT
CT CONNECTICUT	LA LOUISIANA	NE NEBRASKA	PA PENNSYLVANIA	WV WEST VIRGINIA		WY WYOMING
DC DISTRICT OF COLUMBIA	MA MASSACHUSETTS	NE NEBRASKA	RI RHODE ISLAND	WY WEST VIRGINIA		
FL FLORIDA	MD MARYLAND	NE NEBRASKA	SC SOUTH CAROLINA	WY WEST VIRGINIA		
	MI MICHIGAN	NE NEBRASKA	VA VIRGINIA	WY WEST VIRGINIA		
	MO MISSOURI	NE NEBRASKA	WA WASHINGTON	WY WEST VIRGINIA		
	NY NEW YORK	NE NEBRASKA	WI WISCONSIN	WY WEST VIRGINIA		
	NC NORTH CAROLINA	NE NEBRASKA	WV WEST VIRGINIA	WY WEST VIRGINIA		
	ND NORTH DAKOTA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	OH OHIO	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	OK OKLAHOMA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	OR OREGON	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	PA PENNSYLVANIA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	RI RHODE ISLAND	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	SC SOUTH CAROLINA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	VA VIRGINIA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	WA WASHINGTON	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	WI WISCONSIN	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	WV WEST VIRGINIA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		
	WY WEST VIRGINIA	NE NEBRASKA	WY WEST VIRGINIA	WY WEST VIRGINIA		