

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) Reporting System

TRIP NO. _____

TRUCK/UNIT NO. _____

TRAILER NO. _____

FLEET # _____

LOCATION _____

DIESEL/C _____ L.P.G. _____

DISPATCH _____

DRIVER _____

ORIGIN _____

DESTINATION _____

PRO # _____

CHARTER ORDER # _____

TRIP LEASE # _____

CONSIGNEE _____

ADDRESS _____

STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____

DELIVER DATE/TIME _____

REQUIRED TIME _____

STOP-OFF POINTS _____

SPECIAL INSTRUCTIONS _____

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)		
			111,592	111,592								
			1092	1092								
			TOTAL MILES									

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

ALABAMA ALASKA ARIZONA ARKANSAS CALIFORNIA COLORADO CONNECTICUT DELAWARE FLORIDA GEORGIA ILLINOIS INDIANA IOWA KANSAS KENTUCKY LOUISIANA MAINE MARYLAND MASSACHUSETTS MICHIGAN MINNESOTA MISSISSIPPI MISSOURI MONTANA NEBRASKA NEVADA NEW HAMPSHIRE NEW JERSEY NEW MEXICO NEW YORK NORTH CAROLINA NORTH DAKOTA OHIO OKLAHOMA OREGON PENNSYLVANIA RHODE ISLAND SOUTH CAROLINA SOUTH DAKOTA TENNESSEE TEXAS UTAH VERMONT VIRGINIA WASHINGTON WEST VIRGINIA WISCONSIN WYOMING ALBERTA BRITISH COLUMBIA MANITOBA NEW BRUNSWICK NEWFOUNDLAND ONTARIO SASKATCHEWAN YUKON ALABAMA ALBERTA BRITISH COLUMBIA MANITOBA NEW BRUNSWICK NEWFOUNDLAND ONTARIO SASKATCHEWAN YUKON

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