



# 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 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.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE 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 STATE'S 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/Province
- 2.) Vehicle #
- 3.) Trailer #
- 4.) Fleet #/Location
- 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.) Miles/Kilometres

- 14.) Fuel Purchased – Gallons/Litres & Vendor (when fuel is purchased, enter each purchase separately and show the number of gallons/litres on the same line as the jurisdiction in which the purchase was made in the column marked "Gal./Litres"). When bulk fuel is used, indicate "BULK" in the vendor column under fuel purchases and attach all bulk receipts.
- 15.) Your Full Legal Signature & Date

VEHICLE NO. 109		INDIVIDUAL MILEAGE (IVMR)		TRIP NO.		
Acmefuel		Acmefuel		Acmefuel		
34 Acme		34 Acme		34 Acme		
Chicago, IL		Chicago, IL		Chicago, IL		
DRIVER/COMPANY		ORIGIN (7) Alab		DESTINATION (8) Pittsb		
BL #		PRO #		TRIP LEASE #		
SPECIAL INSTRUCTIONS						
<b>TRIP REPORT</b> (DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS & SAMPLE ON BACK)						
DATE	PROVINCE	HIGHWAYS USED	ODOMETER READING 100 500 MILES	MILES/KILOMETRES	GALLONS/LITRES	FUEL PURCHASES VENDOR
9-2-89	PA	1-70, 81, 1-78	110,812	312	60	Bulk
9-2-89	NJ	1-78, 95, Hwy 17	110,912	100		
9-2-89	NY	1-87	111,046	134		
9-3-89	NY	1-87	111,180	134		
9-3-89	NJ	Hwy 17, 95, 1-78	111,280	100	90	T & G T/S
9-3-89	PA	1-78, 81, 1-70	111,592	312		
(9)	(10)	(11)	(12)	(13)	(14)	
			111,592			
			1092			
			(15) John R. Legal			9/3/93