

VEHICLE NO.

INDIVIDUAL VEHICLE MILEAGE REPORT (IVMR)

TRIP NO.

TRAILER NO. _____
TRAILER NO. _____
FLEET NO. _____
LOCATION _____
<input type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G.

(COMPANY NAME)

(ADDRESS)

DRIVER/CONTRACTOR _____
ORIGIN _____
DESTINATION _____
DESTINATION _____
B/L # _____ PRO # _____ TRIP LEASE # _____
SPECIAL INSTRUCTIONS _____

**STAPLE
ALL
ORIGINAL
FUEL
&
TOLL
RECEIPTS
HERE**

TRIP REPORT

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

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING BEGINNING <input type="text"/> JURISDICTION EXIT	MILES/KILOMETRES	FUEL PURCHASES	
					GAL./LITRES	VENDOR
			ENDING <input type="text"/>			
			TOTAL MILES/KMS. <input type="text"/>			

- | | | | | | | |
|----------------------------|--------------------|------------------------|-------------------------|------------------------|---------------------------|----------------------------|
| AL ALABAMA | GA GEORGIA | MA MASSACHUSETTS | NM NEW MEXICO | SD SOUTH DAKOTA | MX MEXICO | ON ONTARIO |
| AK ALASKA | ID IDAHO | MI MICHIGAN | NY NEW YORK | TN TENNESSEE | AB ALBERTA | PE PR. EDWARD ISLAND |
| AZ ARIZONA | IL ILLINOIS | MN MINNESOTA | NC NORTH CAROLINA | TX TEXAS | BC BRITISH COLUMBIA | QC QUÉBEC |
| AR ARKANSAS | IN INDIANA | MS MISSISSIPPI | ND NORTH DAKOTA | UT UTAH | MB MANITOBA | SK SASKATCHEWAN |
| CA CALIFORNIA | IA IOWA | MO MISSOURI | OH OHIO | VT VERMONT | NB NEW BRUNSWICK | YT YUKON |
| CO COLORADO | KS KANSAS | MT MONTANA | OK OKLAHOMA | VA VIRGINIA | NL NEWFOUNDLAND | |
| CT CONNECTICUT | KY KENTUCKY | NE NEBRASKA | OR OREGON | WA WASHINGTON | | |
| DE DELAWARE | LA LOUISIANA | NV NEVADA | PA PENNSYLVANIA | WV WEST VIRGINIA | | |
| DC DIST. OF COLUMBIA | ME MAINE | NH NEW HAMPSHIRE | RI RHODE ISLAND | WI WISCONSIN | NT N.W. TERRITORIES | |
| FL FLORIDA | MD MARYLAND | NJ NEW JERSEY | SC SOUTH CAROLINA | WY WYOMING | NS NOVA SCOTIA | |
| | | | | | NU NUNAVUT | |

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/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
- 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

INDIVIDUAL DRIVER TRIP REPORT (TRIP NO. _____)

TRIP DATE: _____ TRIP TYPE: _____

TRAILER: _____ FLEET # _____

LOCATION: _____

DRIVER/CONTRACTOR: _____

ORIGIN: _____

DESTINATION: _____

PRO # _____ TRIP LEASE # _____

INSTRUCTIONS: _____

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

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

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILES/KILOMETRES	FUEL PURCHASES	
			BEFORE	AFTER		GAL./LITRES	VENDOR
9-2-89	PA	I-70, 81, I-78	110,812	110,812	312	60	Bulk
9-2-89	NJ	I-78, 95, Hwy 17	110,912	110,912	100		
9-2-89	NY	I-87	111,046	111,046	134		
9-3-89	NY	I-87	111,180	111,180	134		
9-3-89	NJ	Hwy 17, 95, I-78	111,280	111,280	100	90	T & G T/S
9-3-89	PA	I-78, 81, I-70	111,592	111,592	312		
(9)	(10)	(11)	(12)	(13)	(14)	(15)	
			111,592	111,592			
			1,092	1,092			
						(15) <i>John R. Legal</i> 9/3/89	

AL ALABAMA CA CALIFORNIA HI HAWAIIIA IL ILLINOIS IN INDIANA IA IOWA KS KANSAS KY KENTUCKY LA LOUISIANA MA MASSACHUSETTS MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI NE NEBRASKA NH NEW HAMPSHIRE NJ NEW JERSEY NM NEW MEXICO NY NEW YORK OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA SD SOUTH DAKOTA TN TENNESSEE TX TEXAS VA VIRGINIA VT VERMONT WA WASHINGTON WI WISCONSIN WY WYOMING

Copyright 2008 & Published by J. J. KELLER & ASSOCIATES, INC., Neenah, WI • USA • (800) 327-4888 • www.jkeller.com • Printed in the United States

- 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