



## DRIVER INSTRUCTIONS

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STATE LAWS REQUIRE THE OPERATOR TO KEEP A RECORD OF MILES DRIVEN AND THE FUEL PURCHASED BY STATE. YOU ARE THE **ONLY PERSON** WHO CAN PROVIDE THIS INFORMATION.

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EACH TRIP RECORD MUST COVER ALL MILES TRAVELED INCLUDING DEAD-HEAD/BOBTAIL MILES.

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**ENCLOSE ALL  
ORIGINAL RECEIPTS  
FUEL AND TOLL  
ENCLOSE ALL  
ORIGINAL TRIP PERMITS**

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PROPERLY COMPLETED TRIP RECORDS WILL AVOID FINES AND ASSESSMENTS AGAINST YOUR COMPANY.

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IF YOUR VEHICLE BREAKS DOWN AND YOU GET A SUBSTITUTE TRACTOR OR TRUCK, PREPARE A SEPARATE TRIP RECORD TO COVER THE MILEAGE RUN AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

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PREPARE A SEPARATE TRIP RECORD FOR EACH POWER UNIT USED.

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ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) COMPANY NAME
- (2) SELLER NAME/ADDRESS
- (3) UNIT #
- (4) INVOICE #
- (5) GALLONS/LITERS
- (6) PRICE PER GALLON/LITER
- (7) TOTAL PRICE
- (8) DRIVER/OPERATOR SIGNATURE
- (9) DATE OF PURCHASE
- (10) STATES MAY REQUIRE ADDITIONAL INFORMATION.

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**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

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