

TRACTOR/TRUCK/BUS UNIT NO.

[Empty box for Tractor/Truck/Bus Unit No.]

DISPATCH AND TRIP REPORT
(Interstate Fuel and Mileage Reporting System)

TRIP NO.

[Empty box for Trip No.]

TRAILER NO.
TRAILER NO.
FLEET NO.
LOCATION
[] DIESEL [] GAS [] L.P.G.

(COMPANY NAME)

(ADDRESS)

DISPATCH SPECIAL INSTRUCTIONS
DRIVER/CONTRACTOR
ORIGIN
DESTINATION
DESTINATION
B/L # PRO # [] CHARTER ORDER # [] TRIP LEASE #
SHIPPER CONSIGNEE
ADDRESS ADDRESS
CITY STATE ZIP CITY STATE ZIP
DATE/TIME LOADED / DELIVERY DATE/TIME / REQUIRED TEMP.
PLACARDS REQUIRED [] YES [] NO TYPE
STOP-OFF POINTS 1. 2. 3. 4.
SPECIAL INSTRUCTIONS

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

TRIP REPORT

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

Table with columns: DATE, STATE OR PROVINCE, HIGHWAYS USED, ODOMETER READING (BEGINNING, STATE EXIT, ENDING, TOTAL MILES), MILEAGE (NON-TOLL, TOLL), FUEL PURCHASES (GAL., VENDOR), MILEAGE (EMPTY, LOADED)

- AL ALABAMA
AK ALASKA
AZ ARIZONA
AR ARKANSAS
CA CALIFORNIA
CO COLORADO
CT CONNECTICUT
DE DELAWARE
DC DIST. OF COLUMBIA
FL FLORIDA

- GA GEORGIA
ID IDAHO
IL ILLINOIS
IN INDIANA
IA IOWA
KS KANSAS
KY KENTUCKY
LA LOUISIANA
ME MAINE
MD MARYLAND

- MA MASSACHUSETTS
MI MICHIGAN
MN MINNESOTA
MS MISSISSIPPI
MO MISSOURI
MT MONTANA
NE NEBRASKA
NV NEVADA
NH NEW HAMPSHIRE
NJ NEW JERSEY

- NM NEW MEXICO
NY NEW YORK
NC NORTH CAROLINA
ND NORTH DAKOTA
OH OHIO
OK OKLAHOMA
OR OREGON
PA PENNSYLVANIA
RI RHODE ISLAND
SC SOUTH CAROLINA

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 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. 109 **DRIVER AND TRIP REPORT** TRIP NO. _____

TRIP TYPE: Freight

PLANT: _____

LOC: _____

DISPATCH: _____

INSTRUC: _____

CONT: _____

DE: _____

DEST: _____

PRO # _____

TRIP LEASE # _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

DELIVERY DATES: _____

REQUIRED TEMP: _____

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

DATE	STATE OR PROVINCE	HIGHWAYS USED	MILEAGE		FUEL PURCHASES			MILEAGE	
			NON-TOLL	TOLL	GAL	VENDOR	EMPTY	LOADED	
10-2-07	PA	I-70, 81, I-78	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)

111,592
ENDING
1,092
TOTAL MILES

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

AL ALABAMA GA GEORGIA MA MASSACHUSETTS NH NEW HAMPSHIRE SD SOUTH DAKOTA VT VERMONT WA WASHINGTON WI WISCONSIN WY WYOMING
AK ALASKA HI HAWAII ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MS MISSISSIPPI MT MONTANA NE NEBRASKA NV NEVADA NY NEW YORK OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA TN TENNESSEE TX TEXAS VA VIRGINIA WA WASHINGTON WI WISCONSIN WY WYOMING
AZ ARIZONA CA CALIFORNIA CO COLORADO CT CONNECTICUT DC DIST. OF COLUMBIA FL FLORIDA IA IOWA IL ILLINOIS IN INDIANA KS KANSAS KY KENTUCKY LA LOUISIANA MA MASSACHUSETTS MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MS MISSISSIPPI MT MONTANA NE NEBRASKA NV NEVADA NY NEW YORK OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA TN TENNESSEE TX TEXAS VA VIRGINIA WA WASHINGTON WI WISCONSIN WY WYOMING
ON ONTARIO PR PUERTO RICO VA VIRGINIA WA WASHINGTON WI WISCONSIN WY WYOMING

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