TRACTOR/TRUCK NO.

DISPATCH AND TRIP REPORT

(Interstate Fuel and Mileage Reporting System)

TRIP NO.

TRAILER NO. _____

TRAILER NO. _____

FLEET NO. _____

LOCATION _____

☐ DIESEL ☐ GAS ☐ L.P.G.

_____
(COMPANY NAME)

_____
(ADDRESS)

_____

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
SD .....SOUTH DAKOTA
TN .....TENNESSEE
TX .....TEXAS
UT .....UTAH
VT .....VERMONT
VA .....VIRGINIA
WA .....WASHINGTON
WV .....WEST VIRGINIA
WI .....WISCONSIN
WY .....WYOMING
MX .....MEXICO
AB .....ALBERTA
BC .....BRITISH COLUMBIA
MB .....MANITOBA
NB .....NEW BRUNSWICK
NL .....NEWFOUNDLAND and LABRADOR
NT .....N.W. TERRITORIES
NS .....NOVA SCOTIA
NU .....NUNAVUT
ON .....ONTARIO
PE .....PR. EDWARD ISLAND
QC .....QUÉBEC
SK .....SASKATCHEWAN
YT .....YUKON

DISPATCH

SPECIAL INSTRUCTIONS

_____
_____
_____
_____
_____
_____

DRIVER/CONTRACTOR _____

ORIGIN _____

DESTINATION _____

DESTINATION _____

B/L # _____ PRO# _____ TRIP LEASE # _____

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

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. _____

TRIP REPORT

(DRIVER TO COMPLETE ALL AREAS – SEE INSTRUCTIONS AND SAMPLE ON BACK)

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING	MILEAGE		FUEL PURCHASES				CLIENT USE
				NON-TOLL	TOLL	GAL./ LITERS	VENDOR	GAL./ LITERS	VENDOR	
			▲ ENDING ▲							
			▲TOTAL MILES/KILOMETERS▲							

_____
DRIVER/CONTRACTOR'S SIGNATURE

_____
DATE

SAMPLE

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DRIVER INSTRUCTIONS

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.

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

ATTACH ALL ORIGINAL RECEIPTS FUEL AND TOLL ATTACH ALL ORIGINAL TRIP PERMITS

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

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.

PREPARE A SEPARATE TRIP RECORD FOR EACH POWER UNIT USED.

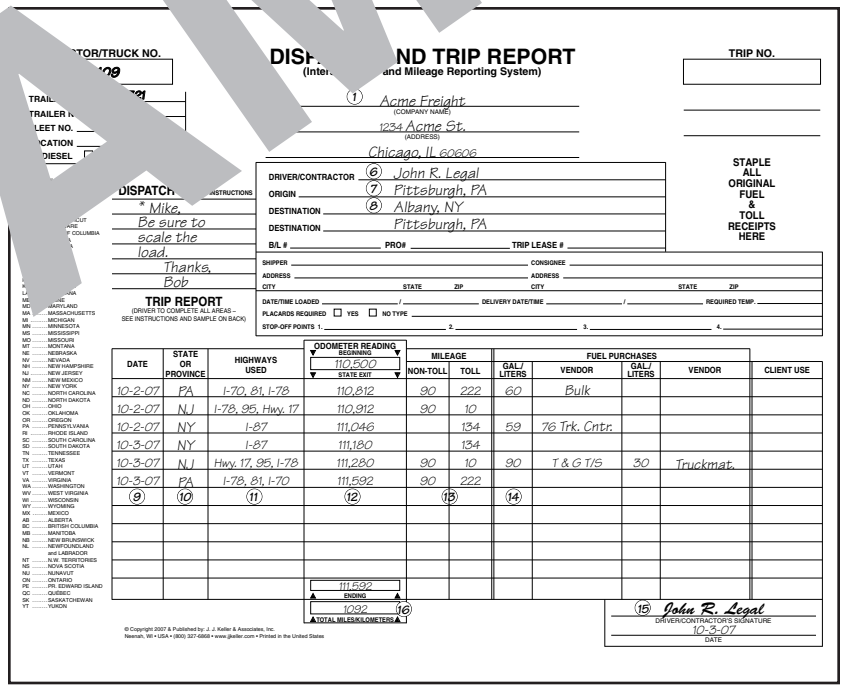
ALL FUEL RECEIPTS MUST IDENTIFY:

(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.

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 #
3.) Trailer #
4.) Fleet #
5.) Fuel Type
6.) Driver Name
7.) Origin
8.) Destination(s)
9.) Dates of Trip – Start and End
10.) State(s) or Province(s)
11.) Highways Used



TRIP NO.

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE

1 Acme Freight (COMPANY NAME)
1234 Acme St. (ADDRESS)
Chicago, IL 60606

DRIVER/CONTRACTOR 6 John R. Legal
ORIGIN 7 Pittsburgh, PA
DESTINATION 8 Albany, NY
DESTINATION Pittsburgh, PA

DISPATCH INSTRUCTIONS: * Mike, Be sure to scale the load. Thanks, Bob

TRIP REPORT (DRIVER TO COMPLETE ALL AREAS – SEE INSTRUCTIONS AND SAMPLE ON BACK)

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING BEGINNING 110,500 / STATE EXIT	MILEAGE NON-TOLL	MILEAGE TOLL	FUEL PURCHASES GAL./LITERS	VENDOR	GAL./LITERS	VENDOR	CLIENT USE
10-2-07	PA	I-70, 81, I-78	110,812	90	222	60	Bulk			
10-2-07	N.J	I-78, 95, Hwy. 17	110,912	90	10					
10-2-07	NY	I-87	111,046		134	59	76 Trk. Cntr.			
10-3-07	NY	I-87	111,180		134					
10-3-07	N.J	Hwy. 17, 95, I-78	111,280	90	10	90	T & G T/S	30	Truckmat.	
10-3-07	PA	I-78, 81, I-70	111,592	90	222					
9	10	11	12		13	14				

ENDING 111,592
TOTAL MILES/KILOMETERS 1092 16

15 John R. Legal
DRIVER/CONTRACTOR'S SIGNATURE
10-3-07
DATE

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12.) Odometer Readings
13.) Mileage – Non-Toll & Toll
14.) Fuel Purchased – Gallons/Liters & Vendor (When fuel is purchased, enter each purchase separately and show the number of gallons/liters on the same line as the state in which the purchase was made in the column marked "GAL./LITERS".) When bulk fuel is used, indicate "BULK" in the vendor column under fuel purchases and attach all bulk receipts.
15.) Your Full Legal Signature
16.) Total Miles/Kilometers

SAMPLE