TRACTOR/TRUCK NO.	OISPATCH AN (Interstate Fuel and I					TRIF	NO.	
TRAILER NO.								
TRAILER NO	(COI	MPANY NAME)				-		
FLEET NO.								
LOCATION	(	ADDRESS)						
☐ DIESEL ☐ GAS ☐ L.P.G.	-					STA	PLE	
ALALABAMA	DRIVER/CONTRACTOR					A	LL	
AKALASKA AZARIZONA  DISPATCH SPECIAL INSTRUCTIONS	ORIGIN					ORIG		
ARARKANSAS CACALIFORNIA						FUEL &		
COCOLORADO CTCONNECTICUT	DESTINATION					TO		
DEDELAWARE DCDIST. OF COLUMBIA	DESTINATION						RECEIPTS HERE	
FLFLORIDA GAGEORGIA	B/L # PRO#		TF	RIP LEASE #		"""		
IDIDAHO ILILLINOIS ININDIANA	SHIPPER			CONSIGNEE				
ININDIANA IAIOWA KSKANSAS	ADDRESS			ADDRESS				
KYKENTUCKY LALOUISIANA	CITY	TATE ZIP		CITY		STATE ZIP		
MEMAINE TRIP REPORT	DATE/TIME LOADED/_	DATE/TIME LOADED/ DELIVERY DATE/TIME/					REQUIRED TEMP	
MAMASSACHUSETTS (DRIVER TO COMPLETE ALL AREAS – MIMICHIGAN SEE INSTRUCTIONS AND SAMPLE ON BACK)	PLACARDS REQUIRED YES NO TYPE							
MNMINNESOTA MSMISSISSIPPI	STOP-OFF POINTS 1.	2		3		4		
MOMISSOURI MTMONTANA	ODOMETER READING							
NENEBRASKA NVNEVADA NHNEW HAMPSHIRE DATE OR HIGH		MILEAGE	GAL	1	PURCHASES GAL./		T	
NJNEW JERSEY NMNEW MEXICO  PROVINCE US	ED ▼ STATE EXIT ▼	NON-TOLL T	OLL LITER		LITERS	VENDOR	CLIENT USE	
NYNEW YORK NCNORTH CAROLINA								
NDNORTH DAKOTA OHOHIO								
OKOKLAHOMA OROREGON								
PAPENNSYLVANIA RIRHODE ISLAND								
SCSOUTH CAROLINA SDSOUTH DAKOTA								
TNTENNESSEE TXTEXAS UTUTAH								
VTVERMONT VAVIRGINIA								
WAWASHINGTON WVWEST VIRGINIA								
WIWISCONSIN WYWYOMING								
MXMEXICO ABALBERTA								
BCBRITISH COLUMBIA MBMANITOBA								
NBNEW BRUNSWICK NLNEWFOUNDLAND								
and LABRADOR NTN.W. TERRITORIES NSNOVA SCOTIA								
NUONTARIO								
PEPR. EDWARD ISLAND QCQUÉBEC	▲ ENDING ▲							
SKSASKATCHEWAN YTYUKON	ENDING						I	
	▲TOTAL MILES/KILOMETERS ▲				DRIV	/ER/CONTRACTOR'S SIGN/	ATURE	
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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 DEADHEAD/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.

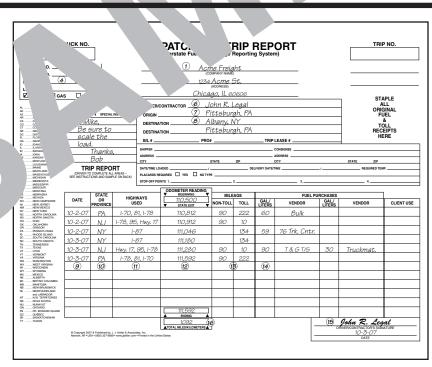
SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATE LISTING.
THESE STATES WILL NOT ISSUE CREDIT FOR TOLL MILES UNLESS TOLL RECEIPTS CAN BE PRODUCED.

(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



- 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