# DISPATCH AND TRIP REPORT

## Interstate Fuel and Mileage Reporting System

### DISPATCH

- **TRACTOR/TRUCK/Bus Unit No.**
- **Trailer No.**
- **Trailer No.**
- **Fleet No.**
- **Location**
  - [ ] Diesel
  - [ ] Gas
  - [ ] L.P.G.

### DRIVER/CONTRACTOR SPECIAL INSTRUCTIONS

- **Driver/Contractor**

### ORIGIN

- **Shipper**
- **Address**
- **City**
- **State/Prov.**
- **Zip**

### DESTINATION

- **Consignee**
- **Address**
- **City**
- **State/Prov.**
- **Zip**

- **B/L #**
- **Pro #**
- **Charter Order #**
- **Trip Lease #**

- **Date/Time Loaded**
- **Delivery Date/Time**
- **Required Temp.**

### PLACARDS REQUIRED

- [ ] Yes
- [ ] No

### STOP-OFF POINTS

1.
2.
3.
4.

### SPECIAL INSTRUCTIONS

- **Drivers/Contractor’s Signature**
- **Date**

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### TRIP REPORT

- **Date**
- **State or Province**
- **Highways Used**

<table>
<thead>
<tr>
<th>ODOMETER READING</th>
<th>MILES/KILOMETERS</th>
<th>FUEL PURCHASES</th>
<th>MILES/KILOMETERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING</td>
<td>NON-TOLL</td>
<td>GAL/ LITERS</td>
<td>EMPTY</td>
</tr>
<tr>
<td>JURISDICTION EXIT</td>
<td>TOLL</td>
<td>VENDOR</td>
<td>LOADED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE/TIME LOADED</th>
<th>DELIVERY DATE/TIME</th>
<th>REQUIRED TEMP.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HIGHWAYS USED

- **AL** ALABAMA
- **GA** GEORGIA
- **MA** MASSACHUSETTS
- **NM** NEW MEXICO
- **SD** SOUTH DAKOTA
- **TX** TEXAS
- **WA** WASHINGTON
- **WY** WYOMING

- **AL** ALASKA
- **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
- **TN** TENNESSEE
- **UT** UTAH
- **VT** VERMONT
- **VA** VIRGINIA
- **WA** WASHINGTON
- **WV** WEST VIRGINIA
- **WI** WISCONSIN
- **WY** WYOMING

### TOTAL MILES/KM

- **Beginning**
- **Ending**

- **Driver/Contractor’s Signature**
- **Date**

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SAMPLE

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

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**DRIVER INSTRUCTIONS**

- **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.**
- **FOR IFTA/IRP COMPLIANCE, THE CARRIER MUST RETAIN THIS FORM FOR 4 YEARS.**

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**SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATES:**

- **MASSACHUSETTS TURNPIKE MILES ARE NOT SUBJECT TO IFTA FUEL TAXES; RETAIN TOLL RECEIPTS AND FUEL INVOICES. ANNUAL USE TAX MUST BE FILED WITH MASSACHUSETTS ON THE COST OF FUEL FOR WHICH THE EXEMPTION WAS TAKEN.**
- **IN NEW YORK, MILES ON PUBLIC HIGHWAYS, INCLUDING THE NEW YORK THRUWAY, ARE SUBJECT TO IFTA FUEL TAXES. HOWEVER, TOLL-PAIRED MILES ON THE NEW YORK THRUWAY ARE NOT SUBJECT TO NEW YORK'S HIGHWAY USE TAX (HUT).**

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**PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE OR UNIT USED.**

- **ALL FUEL RECEIPTS MUST IDENTIFY:**
  1. **PURCHASER’S/COMPANY NAME**
  2. **SELLER NAME/ADDRESS**
  3. **UNIT #**
  4. **GALLONS/LITERS PURCHASED**
  5. **PRICE PER GALLON/LITER OR TOTAL PRICE**
  6. **FUEL TYPE**
  7. **DRIVER/OPERATOR SIGNATURE**
  8. **DATE OF PURCHASE**
  9. **JURISDICTIONS MAY REQUIRE ADDITIONAL INFORMATION**

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**TRIP REPORT**

<table>
<thead>
<tr>
<th>DATE</th>
<th>STATE</th>
<th>BEGINNING MILES</th>
<th>ENDING MILES</th>
<th>FUEL PURCHASED</th>
<th>MILES/KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3-07</td>
<td>PA</td>
<td>123</td>
<td>124</td>
<td>50</td>
<td>123</td>
</tr>
<tr>
<td>1-3-07</td>
<td>NY</td>
<td>134</td>
<td>135</td>
<td>60</td>
<td>234</td>
</tr>
<tr>
<td>1-3-07</td>
<td>NJ</td>
<td>135</td>
<td>136</td>
<td>70</td>
<td>236</td>
</tr>
</tbody>
</table>

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**COMPANY NAME, ADDRESS**

1.) Company Name, Address
2.) City & State/Province
3.) Tractor/Truck/Bus Unit No.
4.) Trailer #
5.) Fleet #
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/Kilometers
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 jurisdiction 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.) For companies choosing to track loaded/unloaded miles/kilometers
16.) Total Miles/Kilometers
17.) Your Full Legal Signature

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**SAMPLE**

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**DISPATCH AND TRIP REPORT**

<table>
<thead>
<tr>
<th>TRACTOR/TRACTOR/BUS UNIT NO.</th>
<th>TRIP NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) 2109</td>
<td></td>
</tr>
</tbody>
</table>

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**CHARTER ORDER #**

- **Tribe St.**
- **Acme Fresh, 1234 Acme St.**
- **Chicago, IL 60606**

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**FUEL RECEIPTS**

- **Original**
- **Toll**
- **FUEL**

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