

INSTRUCTIONS

An Individual Vehicle Distance and Fuel Report (IVDFR), must account for all miles traveled and all fuel purchased. If you use a substitute vehicle prepare a separate IVDFR to account for the miles traveled and fuel received by the substitute vehicle. When completed, this information will be transferred to the Monthly Unit Distance and Fuel Summaries.

SPECIFIC INSTRUCTIONS (Numbers correspond to sample below)

1. Vehicle Identification Number (VIN) or Unit Number of power unit.
2. Fleet Number of power unit.
3. Fuel Type: D-Diesel, G-Gasoline, P-Propane, GH-Gasohol, NG-Natural Gas
4. Legal name of the IRP registrant or fuel tax licensee.
5. Name of fuel filer (if different from #4).
6. Driver(s)' Name(s).
7. Trip Origin (where trip started).
8. Destination (where trip ended).
9. Date(s) of trip.
10. Highways used, e.g., I-80, Hwy 75.
11. Jurisdiction name-enter the abbreviation of the jurisdiction in which the vehicle is traveling.
12. Odometer Reading:
 - a. Record at the beginning of the trip,
 - b. Record when leaving each jurisdiction, and
 - c. Record at the end of the trip.
13. Record the mileage traveled in each jurisdiction by trip date.
14. Record total trip miles. (should equal total odometer miles)
15. Vendor name and address of each fuel stop.
16. Fuel invoice number.
17. Number of gallons purchased.

Individual Vehicle Distance and Fuel Report (IVDFR)

(TO BE USED AS A SOURCE DOCUMENT FOR IFTA AND IRP REPORTING)

To be completed by driver or EACH trip

Read instructions and see example on reverse side

Power Unit Vehicle Identification No. or Unit No. 1 709	Power Unit Fleet Number 2 1	Fuel Type 3 D	Name (Fuel Filer/IRP Registrant) 4 ABC Trucking	Name of Fuel Filer (if other than IRP Registrant) 5 N/A			
Name of Driver(s) 6 Pat Moore		Trip Origin (City and State) 7 Grand Island, NE		Destination (City and State) 8 St. Joseph, MO			
DISTANCE INFORMATION			FUEL INFORMATION				
Date	Highways Used	Jurisdiction Name	Odometer* Reading	Jurisdiction Distance	Name and Address of Fuel Stop	Fuel Invoice Number	Gallons Purchased
ODOMETER READING AT BEGINNING OF TRIP			12a 76723				
			Odometer reading when Exiting Jurisdiction				
9 4/4/11	10 I-80, Hwy 2	NE	12b 76874	13 151			
	I-29	IA	76884	10			16
	I-29	MO	77057	173	Jim's Service, St. Joseph, MO	15 4965387	122 17
	I-29	IA	77087	10			
	Hwy 2, I-80	NE	77218	151			
ODOMETER READING AT END OF TRIP			12c 77219	14 495	Total Trip Distance		
TOTAL ODOMETER DISTANCE			12d 495	KEEP FOR YOUR RECORDS-DO NOT FILE			

*If hubodometer distance is used, indicate "HUB".

Revised 2/2011