

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

[illegible]

ODOMETER READING AT END OF TRIP

TOTAL ODOMETER DISTANCE

Total Trip Distance

KEEP FOR YOUR RECORDS-DO NOT FILE

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

Revised 2/2011

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.

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