

IFTA / IRP Individual Trip Report

Use this form to report mileage and fuel information for each trip. Keep completed reports for your records and do not submit this with your tax return or renewal. For audit purposes, keep records for up to 4 years for IFTA and 6 1/2 years for IRP. See next page for instructions. Use of this form is suggested, not required.

Driver Associate Name		Vehicle Identification Number (last 6 digits)		Trip ORIGIN city and jurisdiction		Trip DESTINATION city and jurisdiction				
MILEAGE						FUEL				
1. Beginning trip odometer*→				2. Fuel type: ___Gasoline ___Diesel ___Propane						
3. Date	4. City & Routes Used	5. Jurisdiction	6. Odometer*	7. Miles	8. Vendor, City, & Jurisdiction	9. Date of Stop	10. Fuel Invoice Number	11. Gallons Purchased		
12. End of Trip Odometer →					←13. Total Trip Miles			14. Total Fuel→		

Mileage and Fuel

- Beginning Trip Odometer*
Indicate HUB if hubometer miles are used
- Fuel Type
Choose one: Gasoline, Diesel, or Propane
- Date
Enter trip date
- Routes Used
List all cities, highways, and interstates traveled
- Jurisdiction
List state or Canadian province (jurisdiction):

Alabama	AL	Minnesota	MN	Vermont	VT
Alaska	AK	Mississippi	MS	Virginia	VA
Arizona	AZ	Missouri	MO	Washington	WA
Arkansa	AR	Montana	MT	West Virginia	WV
California	CA	Nebraska	NE	Wisconsin	WI
Colorado	CO	Nevada	NV	Wyoming	WY
Connecticut	CT	New Hampshire	NH		
Delaware	DE	New Jersey	NJ		
District of Columbia	DC	New Mexico	NM		
Florida	FL	New York	NY		
Georgia	GA	North Carolina	NC		
Idaho	ID	North Dakota	ND		
Illinois	IL	Ohio	OH		
Indiana	IN	Oklahoma	OK		
Iowa	IA	Oregon	OR		
Kansas	KS	Pennsylvania	PA		
Kentucky	KY	Rhode Island	RI		
Louisiana	LA	South Carolina	SC		
Maine	ME	South Dakota	SD		
Maryland	MD	Tennessee	TN		
Massachusetts	MA	Texas	TX		
Michigan	MI	Utah	UT		
- Odometer*
Indicate HUB if hubometer miles are used
- Miles
List all miles traveled within the jurisdiction. Document your odometer readings at each jurisdictional border crossing.
- Vendor, city, and jurisdiction of fuel stop
- Date of stop
- Fuel Invoice number
- Gallons purchased
List the number of gallons/liters (indicate if using liters) placed into the vehicles
- End of Trip Odometer
Indicate HUB if hubometer miles are used
- Total Trip Miles
Add the amounts listed in this column to provide total miles traveled
- Total fuel
Add the amounts listed in this column to provide total gallons purchased