

Instructions

1. Trip Date	Enter the date of the trip. (beginning and ending)	
2. Beginning Odometer Reading	The reading from odometer, hubodometer, engine control module (ECM), or similar device when the trip begins.	
3. Ending or Jurisdiction Line Odometer Reading	The reading from odometer, hubodometer, engine control module (ECM), or similar device when the unit crosses a jurisdiction line or the trip ends.	
4. Jurisdiction Miles	Calculate the total miles traveled in each jurisdiction. Use the beginning, ending, and jurisdictional line odometer readings to determine the miles traveled in each jurisdiction.	
5. Jurisdiction	<p>List the state or Canadian province:</p> <p>United States: Alabama (AL) Alaska(AK) Arizona(AZ) Arkansas (AR) California (CA) Colorado (CO) Connecticut (CT) Delaware (DE) District of Columbia (DC) Florida (FL) Georgia (GA) Idaho (ID) Illinois (IL) Indiana (IN) Iowa (IA) Kansas (KS) Kentucky (KY) Louisiana (LA) Maine (ME) Maryland (MD) Massachusetts (MA) Michigan (MI) Minnesota (MN) Mississippi (MS) Missouri (MO) Montana (MT) Nebraska (NE) Nevada (NV) New Hampshire (NH) New Jersey (NJ) New Mexico (NM) New York (NY) North Carolina (NC) North Dakota (ND) Ohio (OH) Oklahoma (OK) Oregon (OR) Pennsylvania (PA) Rhode Island (RI) South Carolina (SC) South Dakota (SD) Tennessee (TN) Texas (TX) Utah (UT) Vermont (VT) Virginia (VA) Washington (WA) West Virginia (WV) Wisconsin (WI) Wyoming (WY)</p> <p>Mexico (MX)</p> <p>Canada: Alberta (AB) British Columbia (BC) Manitoba (MB) New Brunswick (NB) Newfoundland and Labrador (NL) Northwest Territories (NT) Nova Scotia (NS) Ontario (ON) Prince Edward Island (PE) Quebec (QC) Saskatchewan (SK) Yukon Territory (YT)</p>	
6. Gallons of Fuel Purchased	Enter the total number of gallons of fuel placed into the qualified vehicle in each jurisdiction.	
7. Trip Origin	The city and state of the trip origin.	Columns 7 and 8 should reflect all of the locations listed on the driver logs.
8. Trip Destination	The city and state of the trip destination.	
9. Routes of Travel	List all routes the unit traveled in each jurisdiction between the origin and destination.	

IFTA/IRP Individual Trip Report (example)

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 your records for up to 4 years. Use of this form is **suggested**; not required. See next page for instructions.

Vehicle Identification/Unit number Unit 203	IRP Fleet number 1	Name of IFTA/IRP licensee Ohio Express Trucking, Inc.
Driver name Frodo Baggins	Trip origin city and jurisdiction Columbus, OH	Trip destination city and jurisdiction St. Louis, MO

1. Trip Dates	2. Beginning Odometer Reading	3. Ending or Jurisdiction Line Odometer Reading	4. Jurisdiction Miles	5. Jurisdiction	6. Gallons of Fuel Purchased	7. Trip Origin (city, state)	8. Trip Destination (city, state)	9. Routes of Travel
2/2/2016	101,233	101,330	97	OH		Columbus, OH		Broad St, I70
		101489	159	IN	85		New Lisbon, IN (Fuel)	I70, I465, I70
		101649	160	IL				I70
2/3/2016		101651	2	MO			St. Louis, MO	I70, I55, I64, 14 th St.
Total Trip Miles			418	Total Gallons		85		