

INDIVIDUAL VEHICLE MILEAGE AND FUEL REPORT
 (Must be kept by the driver for each trip)
 License Year _____

INDIVIDUAL VEHICLE MILEAGE AND FUEL CHART
 (Must be kept by driver for each trip)

- 1) The individual vehicle mileage record and fuel report must account for all miles traveled and all fuel received.
- 2) If you use a substitute vehicle, prepare a separate Individual Vehicle Mileage and Fuel Report to account for the miles traveled and the fuel received by the substitute vehicle.

Account Number		Registrant Name (Printed)			Address			Driver's Name (Printed)		Driver's Signature		
Fleet Number		VIN Number			Trip Origin City:			Jur:		Destination City		
Trip Number		Unit Number		Manifest Number	Start Date		End Date		Fuel Type		Rate per Trip	
					Mo. Day Yr.		Mo. Day Yr.		Diesel _____ Gasoline _____ Other _____ Please Specify _____		MPG	
-1 Line	-2 Jurisdiction	-3 Date (Mo/Day/Yr)		-4 Highway or Route Traveled	-5 Show Odometer Reading a. At Beginning of Trip b. When Exiting Jurisdiction c. At End of Trip		-6 Jurisdictional Miles Traveled		-7 Name and Address City & State (Of Fuel Stop)		-8 Fuel Purchased (Gallons)	-9 Fuel Invoice Number
1												
2												
3												
4												
5												
6												
7												
8												
Notes:				End Odometer _____ (Minus) Beginning - Odometer _____ =		Total Trip Miles _____				Total Fuel _____		

This form must be kept by the driver. Each item must be completed. Enter name of the jurisdiction in which trip begins on Line 1, Column 2. Enter Odometer reading at beginning of trip on line 1, column 5. Record name of next jurisdiction entered and odometer reading on Line 2, Columns 2 and 5, etc. Record miles traveled in each jurisdiction in column 5. The difference between the 'end odometer' and 'beginning odometer' reading in column 5 should agree with total trip miles recorded in column 6. If hubodometer miles are used, enter in Column 5, and indicate with "HUB".

THIS FORM MAY BE REPRODUCED