

## INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT

**Purpose:** Use this form to record distance and fuel used for a trip or day of activity for a single vehicle.

**Instructions:** Follow the instructions on back of this form. File and maintain completed form for four years.

CARRIER INFORMATION				
CARRIER NAME	CARRIER ADDRESS	CITY	STATE	ZIP CODE

TRIP AND VEHICLE INFORMATION			
VEHICLE DRIVER NAME	VEHICLE UNIT NUMBER (OEN)	TRIP ORIGIN (city and state)	TRIP DESTINATION (city and state)

INTERMEDIATE STOPS (city and state - in order of occurrence)			
1.	2.	3.	4.

DISTANCE INFORMATION					FUEL INFORMATION			
DATE (mm/dd/yyyy)	BEGINNING ODOMETER READING	JURISDICTIONS (in order traveled)	HIGHWAYS USED (in order traveled by jurisdictions)	ENDING ODOMETER READING	JURISDICTION DISTANCE	GALLONS PLACED IN VEHICLE	VENDOR NAME (If obtained from bulk storage, write bulk)	CITY AND STATE
<b>TOTAL DISTANCE TRAVELED</b>					<b>TOTAL GALLONS</b>		<b>DISTANCE PER GALLON</b>	

CERTIFICATION			
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.			
NAME (print)	TITLE	SIGNATURE	DATE (mm/dd/yyyy)

**INSTRUCTIONS**

Prepare an Individual Vehicle Distance and Fuel Report for each trip or day of activity. Maintain report and fuel receipts for four years.

**Carrier Information**

All categories self-explanatory.

**Trip and Vehicle Information**

VEHICLE DRIVER NAME - Driver of vehicle.

VEHICLE UNIT NUMBER (OEN) - Owner Equipment Number assigned to the vehicle.

TRIP ORIGIN - City and state where trip began.

TRIP DESTINATION - City and state where the vehicle was unloaded/made the final stop of the day.

**Intermediate Stops**

Write, in order of occurrence, the city and state of ALL stops made between the trip origin and trip destination/the final stop of the day.

**Distance And Fuel Information**

DATE - Date trip began.

BEGINNING ODOMETER READING - Odometer reading at the beginning of the trip and when entering a new jurisdiction.

JURISDICTIONS (in order traveled) - Enter each jurisdiction traveled during the trip.

HIGHWAYS USED (in order traveled by jurisdiction) - Enter the highways traveled in each jurisdiction.

ENDING ODOMETER READING - The odometer reading at the end of the trip or day.

JURISDICTION DISTANCE - The total distance traveled in EACH jurisdiction.

TOTAL DISTANCE TRAVELED - Calculate and enter the total distance traveled during the trip or day.

**To Calculate Total Distance Traveled:** Subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The results must equal the sum of all of the distance traveled in all of the jurisdictions.

**Fuel Information**

GALLONS PLACED IN VEHICLE - In order of occurrence, enter the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

VENDOR NAME - In order of occurrence, enter the name of EACH vendor where fuel was purchased during the trip or day. If fuel was pulled from bulk storage, write BULK.

CITY AND STATE - City and state where the vendor or bulk storage is located.

**Total Gallons**

TOTAL GALLONS of fuel placed in vehicle during the trip or day.

**Distance Per Gallon (MPG)**

DISTANCE PER GALLON - Calculate miles per gallon for the trip or day and enter.

**To Calculate Distance Per Gallon:** Divide the Total Distance Traveled by the Total Gallons.

**DISTANCE AND FUEL SUMMARY**

Summarize Individual Vehicle Distance and Fuel information for this trip in this section.

JURISDICTION	DISTANCE	GALS	JURISDICTION	DISTANCE	GALS	JURISDICTION	DISTANCE	GALS
ALABAMA (AL)			MANITOBA (MB)			OKLAHOMA (OK)		
ALBERTA (AB)			MARYLAND (MD)			ONTARIO (ON)		
ARIZONA (AZ)			MASSACHUSETTS (MA)			OREGON (OR)		
ARKANSAS (AR)			MICHIGAN (MI)			PENNSYLVANIA (PA)		
BRITISH COLUMBIA (BC)			MINNESOTA (MN)			PRINCE EDWARD ISLAND (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (QC)		
COLORADO (CO)			MISSOURI (MO)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MONTANA (MT)			SASKATCHEWAN (SK)		
DELAWARE (DE)			NEBRASKA (NE)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEVADA (NV)			SOUTH DAKOTA (SD)		
FLORIDA (FL)			NEW BRUNSWICK (NB)			TENNESSEE (TN)		
GEORGIA (GA)			NEWFOUNDLAND & LABRADOR (NF)			TEXAS (TX)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			UTAH (UT)		
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			VIRGINIA (VA)		
IOWA (IA)			NEW YORK (NY)			WASHINGTON (WA)		
KANSAS (KS)			NORTH CAROLINA (NC)			WEST VIRGINIA (WV)		
KENTUCKY (KY)			NORTH DAKOTA (ND)			WISCONSIN (WI)		
LOUISIANA (LA)			NOVA SCOTIA (NS)			WYOMING (WY)		
MAINE (ME)			OHIO (OH)					