INDIVDUAL VEHICLE MILEAGE AND FUEL SCHEDULE

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

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

CARRIER INFORMATION				
CARRIER NAME	CARRIER ADDRESS	CITY	STATE	ZIP CODE

TRIP AND VEHICLE INFORMATION					
VEHICLE DRIVER NAME	**UNIT #**	**FLEET#**	START TIME	END TIME	REMARKS

TRIP ORIGIN, DESTINATION, AND ROUTE OF TRAVEL (in order of occurrence)					
1. TRIP ORIGIN City/State	2. Route, City/State	3. Route, City/State	4. Route, City/State	5. Route, City/State	**6. TRIP DESTINATION City/State**

MILEAGE INFORMATION					FUEL INFORMATION			
DATE (mm/dd/yyyy)	BEGINNING **ODOMETER** READING	**JURISDICTIONS/STATES** (In order traveled by jurisdiction.)	ENDING **ODOMETER** READING	**JURISDICTION** MILES	FUEL INVOICE #	GALLONS PLACED IN VEHICLE	VENDOR NAME (If obtained from bulk storage, write bulk.)	CITY AND STATE
			TOTAL MILES TRAVELED		**TOTAL GALLONS**			**MILES PER GALLON**

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INSTRUCTIONS

P540 .100: Requires licensees to maintain detailed distance records which show operations on an individual-vehicle basis. Prepare an Individual Vehicle Mileage and Fuel Report for each trip or day of activity. **Maintain Schedule and fuel receipts for four years.**

Carrier Information
Enter the Name, Address, City, State, and Zip Code for the carrier.

Trip and Vehicle Information
VEHICLE DRIVER NAME - Driver of vehicle.
VEHICLE NUMBER - Enter the vehicle number assigned to vehicle.
FLEET NUMBER – Enter the fleet number assigned to vehicle.
START TIME - Enter the start time of the trip.
END TIME - Enter the end time of the trip.
REMARKS - Enter any needed information pertaining to trip.

Route of Travel
TRIP ORIGIN - Enter the city and state the trip began.
INTERMEDIATE STOPS - Enter the City and State – (in order of occurrence).
TRIP DESTINATION - Enter the city and state of the trip destination.

Mileage 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 MILES - The total number of miles traveled in EACH jurisdiction.
TOTAL MILES TRAVELED - Calculate and enter the total miles traveled during the trip or day.

To Calculate Total Miles 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 result must equal the sum of all the miles 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.

Miles Per Gallon
MILES PER GALLON – Calculate miles per gallon for the trip or day and enter

To Calculate Miles Per Gallon: Divide the Total Miles Traveled by the Total Gallons

MILEAGE AND FUEL SUMMARY

Summarize Individual Vehicle Mileage Report (IVMR) information for this trip in this section

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