

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.

Vehicle Identification/Unit number	IRP fleet number	Name of IFTA/IRP licensee	Name of filer, if other than licensee
List drivers		Trip origin city and jurisdiction	Trip destination city and jurisdiction

Mileage and fuel totals										
1. →Beginning trip odometer*→						2. Fuel type: Gasoline Diesel Propane				
3. Date	4. City and routes used	5. Jurisdiction	6. Odometer*	7. Miles	8. Vendor, city, and jurisdiction of fuel stop	9. Date of stop	10. Fuel invoice number	11. Volumes		
12. End of trip odometer →				← 13. Total trip miles			14. Total fuel →			

*Indicate HUB if hubometer miles are used

Mileage and fuel instructions

1. Beginning trip odometer* Indicate HUB if hubometer miles are used
2. Fuel type Choose one: Gasoline, diesel, or propane
3. Date Enter trip date
4. Routes used List all cities, highways, and interstates traveled
5. 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
Arkansas	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	Mexico	MX
District of Columbia	DC	New Mexico	NM		
Florida	FL	New York	NY	Alberta	AB
Georgia	GA	North Carolina	NC	British Columbia	BC
Idaho	ID	North Dakota	ND	Manitoba	MB
Illinois	IL	Ohio	OH	New Brunswick	NB
Indiana	IN	Oklahoma	OK	Newfoundland and Labrador	NL
Iowa	IA	Oregon	OR	Northwest Territories	NT
Kansas	KS	Pennsylvania	PA	Nova Scotia	NS
Kentucky	KY	Rhode Island	RI	Ontario	ON
Louisiana	LA	South Carolina	SC	Prince Edward Island	PE
Maine	ME	South Dakota	SD	Quebec	QC
Maryland	MD	Tennessee	TN	Saskatchewan	SK
Massachusetts	MA	Texas	TX	Yukon Territory	YT
Michigan	MI	Utah	UT		

6. Odometer* Indicate HUB if hubometer miles are used
7. Miles List all miles traveled within the jurisdiction.
Document your odometer readings at each jurisdictional border crossing.
8. Vendor, city, and jurisdiction of fuel stop
9. Date of stop
10. Fuel invoice number
11. Volumes purchased List the number of volumes/liters (indicate if using liters) placed into the vehicle
12. End of trip odometer Indicate HUB if hubometer miles are used
13. Total trip miles Add the amounts listed in this column to provide total miles traveled
14. Total fuel Add the amounts listed in this column to provide total volumes purchased