

**INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT
(Must be kept by driver for each trip)**

License Year _____

1. The Individual Vehicle Distance Record and Fuel Report must account for all distance traveled and all fuel received.
2. If you use a substitute vehicle, prepare a separate Individual Vehicle Distance and Fuel Report to account for the distance traveled and fuel received by the substitute vehicle.

Account Number		Registrant Name (Printed) _____ Address _____			Driver's Name (Printed) _____		Driver's Signature _____				
Fleet Number		Vehicle Identification Number (VIN) _____		Trip Origin _____ City: _____ Jurisdiction: _____			Destination _____ City: _____ Jurisdiction: _____				
Trip Number		Unit Number	Manifest Number	Start Date _____ Mo. Day Yr.		End Date _____ Mo. Day Yr.		Fuel Type _____ Diesel _____ Gasoline _____ Other _____		Rate Per Trip Distance Per Gallon	
(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) Jurisdiction Distance Traveled	(7) Name and Address (City & State) of Fuel Stop		(8) Fuel Purchased Gallons/Liters	(9) Fuel Invoice Number	
1											
2											
3											
4											
5											
6											
7											
8											
				End Odometer _____		Total Trip Distance _____			Total Fuel _____		
				Beginning Odometer _____							
				TOTAL Distance _____							

This form must be kept by the driver. Each item must be completed. Enter name of 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, Column 2 and 5, etc. Record distance traveled in each jurisdiction in Column 6. The difference between the "end odometer" reading in Column 5 should agree with total trip distance recorded in Column 6. If hubodometer distance is used enter in Column 5, and indicate with "HUB".