

# TRIP REPORT COMPLETION INSTRUCTIONS

(All information required to comply with state laws.)

## A. START OF TRIP

At the start of a trip, enter the following information on the Trip Record.

1. MANIFEST NO.
2. DRIVER NAME
3. TRUCK NUMBER
4. NO. 1 TRAILER NUMBER
5. NO. 2 TRAILER NUMBER, if applicable.
6. START: City - State
7. DESTINATION: Most Distant City - State
8. STARTING DATE (Enter next to Truck No. and on Line No. 1)
9. NAME OF STATE WHERE TRIP STARTS, Line No. 1
10. ROUTE NUMBER
11. BEGINNING ODOMETER READING (omit tenths)

## B. DURING TRIP

During the trip, observe the following and make the required entries on the Trip Record.

1. STATE LINES  
Each time a state line is crossed, record the state abbreviation, route number, and odometer reading on the next blank line. **DO NOT** skip lines.
2. FUEL PURCHASES  
Each time fuel is purchased for the tractor, record the gallons in the "Fuel Purchase" column on the next line with state name, route number, odometer reading. If more than two (2) fuelings are made in a state go to the next line and record the state name, route number, odometer reading, and the amount of fuel purchased. Enter each purchase separately.
3. TURNPIKES AND TOLL ROADS  
When entering a turnpike or toll road, record the state name and odometer reading. Place an "X" in the TPK (Turnpike) column and record the entrance and exit gate numbers in the route number column for New York and Massachusetts toll roads. When leaving the turnpike or toll road, go to the next line and record the state name, route number, and odometer reading.
4. CHANGE OF VEHICLES  
If the tractor is changed during the trip, complete the Trip Record and begin a new one.
5. TRIPS REQUIRING MORE THAN 30 LINES  
If the Trip Record is completed through Line 30 and additional lines are needed, begin a new Trip Record. On Line 1 of the new Trip Record, record the same entries that were made on Line 30 of the completed Trip Record.

## C. END OF TRIP

At the end of a trip, enter the following information on the Trip Record on Line No. 30.

1. ENDING DATE
2. NAME OF STATE WHERE TRIP ENDS (state name must be same as preceding state).
3. ENDING ODOMETER READING
4. GALLONS OF BULK FUEL TAKEN AT END OF TRIP (The unit should always be fueled at the end of the trip.)
5. ENDING ODOMETER READING MUST BE GREATER THAN PRECEDING ODOMETER READING.

Review the Trip Record to make sure it has been properly completed.

## D. BROKEN ODOMETER

If the odometer should break during a trip, it will be necessary to complete the Trip Record and begin a new one which will be used for the remainder of the trip. Miles must be recorded on a separate Trip Record. The hobometer miles traveled within each state will be recorded in the "Odometer Reading" column on the same line as the state name. If the odometer is repaired during the trip, it will be necessary to begin still another Trip Record so odometer readings can be used.

## E. FUEL TICKETS

Each original fuel ticket must included:

1. A serially numbered invoice.
2. Name and address of purchaser and TSI's name.
3. Date of Purchase
4. License Number
5. Odometer Reading
6. Type of Fuel
7. Amount of Fuel
8. Tractor or Unit Number
9. Driver Signature

## STATES & ABBREVIATIONS

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