



## **GENERAL INFORMATION**

A Daily Vehicle Mileage and Fuel Report must account for all miles traveled and all fuel received. If you use a substitute vehicle, prepare a separate Daily Vehicle Mileage and Fuel Report to account for the miles traveled and fuel received by the substitute vehicle.

## **INSTRUCTIONS**

1. Vehicle Identification Number or Unit Number of power unit.
2. Fleet Number of power unit.
3. Fuel Type:  
(D) diesel, (G) gasoline, (P) propane, (GH) gasohol, (NG) Natural gas.
4. Name of the IRP registrant or fuel tax licensee.
5. Fuel Filer - complete if different than 4.
6. Driver(s) Name(s).

## **MILEAGE INFORMATION**

7. Trip Date
8. Highways used - e.g.; I90, STH 69
9. Jurisdiction Name - abbreviation of the jurisdiction in which your vehicle is traveling, e.g., WI for Wisconsin, etc.
10. Odometer Reading:
  - a. Record at the beginning of each day or trip.
  - b. When leaving each jurisdiction.
  - c. At the end of each day or trip.
11. Jurisdiction Miles - record the mileage traveled in each jurisdiction by trip date.
12. Total trip miles - Record total trip miles.

## **FUEL INFORMATION**

13. Gallons received.
14. Vendor name (name from whom you received fuel).

## **TRIP INFORMATION**

15. Origin - Where trip started.
16. Destination - Where trip ended.

