

DRIVER INSTRUCTIONS

STATE LAWS REQUIRE THE OPERATOR TO KEEP A RECORD OF DISTANCE DRIVEN AND THE FUEL PURCHASED BY JURISDICTION. YOU ARE THE **ONLY PERSON** WHO CAN PROVIDE THIS INFORMATION

EACH TRIP REPORT MUST COVER ALL DISTANCES TRAVELED.

ATTACH ALL ORIGINAL FUEL RECEIPTS

PROPERLY COMPLETED TRIP REPORTS WILL AVOID FINES AND ASSESSMENTS AGAINST YOUR COMPANY.

IF YOUR VEHICLE OR UNIT BREAKS DOWN AND YOU GET A SUBSTITUTE VEHICLE OR UNIT, PREPARE A SEPARATE TRIP REPORT TO COVER THE DISTANCE TRAVELED AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE OR UNIT USED.

ALL FUEL RECEIPTS MUST IDENTIFY:

- 1) COMPANY NAME
- 2) CITY
- 3) STATE/PROVINCE
- 4) UNIT #
- 5) INVOICE #
- 6) GALLONS/LITRES
- 7) PRICE PER GALLON/LITRE
- 8) TOTAL PRICE
- 9) DRIVER SIGNATURE

Prior To Operating The Vehicle:

1. Enter the company name.
2. Enter the unit #
3. Enter the driver name
4. Indicate the starting city, state. This **MUST** be the point where the trip begins.
5. Enter the destination. This is the most distant point you will travel from the starting location.
6. Record the date, state/prov., STARTING odometer reading on the first line of the trip fields.

While Operating The Vehicle:

7. The vehicle operator must complete the state/province distance (miles) information. INDICATE THE STATE BEING EXITED, record odometer reading each time a state line is crossed during the trip, or WHENEVER A PICK-UP OR DELIVERY is made within a state.
8. The vehicle operator must complete the Fuel Purchased section each time fuel is placed in the vehicle (exclude reefer fuel) ALL ORIGINAL FUEL RECEIPTS Must be enclosed to receive tax paid credit for purchases.
9. Indicate the ending odometer reading.
10. Calculate total miles driven and record in total miles section.
11. Sign the completed Driver Trip Report.
12. Submit the DTR to Kris-Way Truck Leasing

TRACTOR/UNIT NO.

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STATE LAWS REQUIRE THAT AN ACCURATE RECORD OF MILES DRIVEN AND FUEL PURCHASED IN EACH STATE. FAILURE TO SUBMIT THIS REPORT WILL RESULT IN ADDITIONAL EXPENSES TO YOUR COMPANY. ORIGINAL FUEL MUST BE ATTACHED.

DRIVER TRIP REPORT

Company Name ABC Company Month-Year 10-10

Driver John Doe John Doe
Please Print Signature

ORIGIN Guilford Me DESTINATION Elkin, NC

| Mo | Day | State/Province | Highway/Turnpike/Interstate | ROUTES TRAVELLED | Odom Reading (As You Leave State) | Distance Miles | Fuel Gal |
|-------|-----|----------------|-----------------------------|------------------|-----------------------------------|----------------|----------|
| | | | | Beg Odom | 188065 | | |
| 10 | 1 | ME | 7/28/95 | | 188253 | 188 | |
| 10 | 1 | NH | 95 | | 188269 | 16 | |
| 10 | 1 | MA | 290/99/84 | | 188368 | 99 | |
| 10 | 1 | CT | 84 | | 188468 | 100 | |
| 10 | 1 | NY | 84 | | 188540 | 72 | |
| 10 | 2 | PA | 84/81 | | 188787 | 247 | 117 |
| 10 | 2 | MD | 81 | | 188799 | 12 | |
| 10 | 2 | WV | 81 | | 188825 | 26 | |
| 10 | 2 | VA | 81/77 | | 189104 | 279 | |
| 10 | 2 | WV | 77 | | 189157 | 53 | |
| 10 | 2 | VA | 77/81 | | 189435 | 278 | |
| 10 | 2 | WV | 81 | | 189461 | 26 | |
| 10 | 2 | MD | 81 | | 189473 | 12 | |
| 10 | 3 | PA | 81/84 | | 189718 | 245 | 121.3 |
| 10 | 3 | NY | 84 | | 189790 | 72 | |
| 10 | 3 | CT | 84 | | 189884 | 99 | |
| 10 | 3 | MA | 84/90/99/495 | | 189987 | 98 | |
| 10 | 3 | NH | 95 | | 190003 | 16 | |
| 10 | 3 | ME | 95/77/23 | | 190192 | 189 | |
| | | | | Ending Odom | | | |
| Total | | | | | | 2127 | |

Staple All Original Fuel Receipts To Record

If Rental Please Submit With Return Of Rental Unit

Total Miles/Fuel Purchases For This Trip

| State/Prov | Miles | Gallons | State/Prov | Miles | Gallons | State/Prov | Miles | Gallons |
|------------|-------|---------|------------|-------|---------|------------|-------|---------|
| ME | 377 | | MD | 24 | | | | |
| NH | 32 | | WV | 105 | | | | |
| MA | 197 | | VA | 557 | | | | |
| CT | 199 | | | | | | | |
| NY | 144 | | | | | | | |
| PA | 492 | 238.3 | | | | | | |

AL - Alabama
AK - Alaska
AZ - Arizona
AR - Arkansas
CA - California
CO - Colorado
CT - Connecticut
DE - Delaware
DC - Dist of Columbia
FL - Florida
GA - Georgia
ID - Idaho

IL - Illinois
IN - Indiana
IA - Iowa
KS - Kansas
KY - Kentucky
LA - Louisiana
ME - Maine
MD - Maryland
MA - Massachusetts
MI - Michigan
MN - Minnesota
MS - Mississippi

MO - Missouri
MT - Montana
NE - Nebraska
NV - Nevada
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NY - New York
NC - North Carolina
ND - North Dakota
OH - Ohio
OK - Oklahoma

OR - Oregon
PA - Pennsylvania
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VT - Vermont
VA - Virginia
WA - Washington
WV - West Virginia

WI - Wisconsin
WY - Wyoming

MX - Mexico
AB - Alberta
BC - British Columbia
MB - Manitoba
NB - New Brunswick
NS - Nova Scotia
ON - Ontario
QC - Quebec