

1. Enter the unit number assigned to the tractor you are driving.
2. The number assigned to the trailer you are to pull.
3. The customer account name.
4. Driver name(s) and employee number(s)
5. Enter the odometer and hubodometer reading at the start of the trip. (same as first reading in state detail section.)
6. Enter the hourmeter reading from the trailer at the start of the trip.
7. City and State where the trip starts.
8. The date the trip started.
9. **STATE DETAIL SECTION (during trip)**
9. Record the date at the beginning of the trip.
10. Record the state the vehicle is dispatched from on the first state line. Use abbreviations above. On each subsequent state line, record the state you are entering (states must be listed in bordering order).
11. The major highways traveled in each state.
12. Place an "X" in the TPK (turnpike) column to denote entry onto a toll road in **Massachusetts** and **New York**. (Record the meter reading upon entry and upon exit from the toll road. **Attach original toll ticket to the back of the trip report.**)
13. Record the odometer reading upon entering each state.
14. Record the number of gallons of fuel placed in vehicle (include bulk and road purchases). **ORIGINAL** fuel tickets must be attached and posted to the trip report. **DO NOT SHOW** tenths. Round fuel to the nearest whole gallon. Each Original fuel ticket must include:
 - A. A serially Numbered Invoice
 - B. Name and Address of purchaser and seller (Purchaser's Name and Permittee's name must agree).
 - C. Date of Purchase
 - D. License Number
 - E. Meter Reading
 - F. Type of Fuel
 - G. Amount of Fuel
 - H. Tractor or Unit Number
15. Record name and location where fuel is purchased.
16. Enter "X" in "unloaded" mile column to denote unloaded miles.
17. For miles run on temporary permits, attach the temporary permit to the trip report.
18. Record state at end of trip, along with trip ending odometer reading.
19. **END OF TRIP**
19. Total fuel purchases.
20. Record city and state at most distant point or turn around point.
21. Record city and state when trip ended.
22. Record ending odometer and hubodometer reading (same as last reading in the State Detail Section) in the space provided. Record total miles by subtracting beginning reading from ending reading.
23. Record ending hourmeter reading from the trailer. Record total hours by subtracting beginning reading from ending reading.
24. * Each time a deliver is made, fill in the data requested in each box. Be sure to record all data requested.
 - * Circle the D or P to indicate if it is a delivery, pickup or both.
 - * If detained, record number of hours in the comments section.
 - * Record any special situations that may affect your pay in the comments section.

INDICATE ALL LOCAL MILES AND LOCAL DAYS.
*****MAKE SURE EVERY STOP IS ACCOUNTED FOR*****