

Instructions – Individual Vehicle Distance Report

As required by the International Registration Plan (IRP), an Individual Vehicle Distance Report must account for all distance traveled. The template provided offers a recommended format. The following fields record pertinent operating information.

1. Record the IRP registrant name.
2. Document the truck/unit operator.
3. Report the vehicle identification number or power unit.
4. Record invoice number of the current trip.
5. Document the date of travel.
6. Report the city/town where the trip begins.
7. Record the jurisdiction where the trip begins.
8. Document the distance traveled per jurisdiction.
9. Odometer readings:
 - a. Report the reading at the beginning of each day or trip. This reading will be the same as the 'End Odometer' of the previous trip.
 - b. Report the readings at the crossing of each turn around point and/or jurisdictional line.
 - c. Report the final reading of the day or trip.
10. Record the route of travel followed to include highways used.
11. Document the total distance traveled per jurisdiction.
12. Document the total distance traveled for the trip.
13. Record the date of the fuel purchase.
14. Report the city and state of the service station location.
15. Document the cost of the gallon of fuel purchased.
16. Record the number of gallons purchased.
17. Provide the unit operator's signature.

