

INSTRUCTIONS

Keep plenty of Trip Log forms with you and use them regularly. When you start a new month and/or as you start a long trip:

1. Enter your company name, your A-Log Account #, the Driver's name and the truck number on EVERY form.

Company: Company Name **Acct#** AlogAcct# **Driver** Drivers' Name Here **Truck #:** Unit # Here

2. Write down the date, the location of where you are, and the mileage from the Odometer.

Begin Trip Log:

Date: 4/3/05 **City/State** Los Angeles, CA **Odometer/ Hubodometer#** 123456

3. Every time you leave a state, use the space below to record the date you left the state, the name of the state you are leaving, the mileage on the speedometer as you cross the border and the highway you are traveling on at the time. (*If you need to keep track of unladen ,exempt or toll miles traveled, call our office for our Expanded Instructions). Anytime you fill up with fuel, use the Fuel Record side to write down the date of purchase, the state you are in when you purchase the fuel, the invoice number and the total gallons purchased. **Record every time you leave a state and every time you purchase fuel!** If you were to travel from Los Angeles, California to Laredo, Texas it would look something like:

State & Odometer Record:

Fuel Record:

(Keep all fuel receipts 4 years in case of audit)

Date	State (you are Leaving)	Odometer Miles @ Exit of State	Route	*Other	Purchase Date	State	Invoice #	Gallons
4/3/05	CA	123682	I-10		4/3/05	AZ	1234-5678	53.432
4/3/05	AZ	124074	I-10		4/5/04	TX	0246-8024	223.506
4/4/05	NM	124238	I-10					

4. Be sure to end each Trip Log with a Date, location and mileage notation. That way the computer can accurately calculate the miles. Begin a new Trip Log anytime you run out of room on the page, begin a new trip, or begin a new month.

End Trip Log:

Date: 4/5/05 **City/State** Laredo, TX **Odometer/ Hubodometer#** 124962

5. Be sure to sign and date each Trip Log as you turn it in for processing. FAX or mail it to the offices of A-Log.com as detailed on the front side of this form. Keep a copy for your records!

6. If you do not leave the state during the month you still need to complete a Trip Log. Follow Instructions #1, #2 and #4 exactly. But since you never leave the state, there would be no additional notes in the State & Odometer Record section. But be sure to keep the Fuel Record for all fuel purchases as previously instructed in #3 above.

7. If you need to keep track of Unladen miles or Toll Road mileage or other critical information to your company use the "Other" column. Call our office to discuss any needs you have or ask any questions! Our phone number is (909) 596-6221