

TO REMOVE CUSTOMER'S COPY, STRIP OFF THIS STUB. EXTRACT COPY FROM INSIDE THE ENVELOPE.



ADMIN CENTER COPY
 STATE LAWS REQUIRE THE DRIVER TO KEEP A RECORD OF MILES DRIVEN AND FUEL PURCHASED IN EACH STATE FOR EACH TRIP. FAILURE TO SUBMIT THIS REPORT WILL RESULT IN A CHARGE FOR THE DETERMINED TAX LIABILITY

DRIVER TRIP REPORT

No. _____

CUSTOMER NAME

CUSTOMER NUMBER

DEPARTING: CITY STATE

TRUCK/TRACTOR NO.

DESTINATION: MOST DISTANT CITY STATE

TRAILER NO. TOTAL MILES

STATE MILEAGE

MO	DAY	YEAR	ST	CITY/RT	ENTERING SPEEDOMETER READING	L/E	TOLL MILES	WEIGHT	AXLES
					STARTING SPEEDOMETER READING (no tenths) →				

ORIGINAL FUEL AND TOLL RECEIPTS MUST BE ENCLOSED TO RECEIVE CREDIT ← ENDING SPEEDOMETER READING

FUEL PLACED IN VEHICLE (Exclude Reefer Fuel)

MO	DAY	YEAR	ST	TICKET INVOICE NO	GALLONS	10ths		VENDOR NAME	CITY

↑ Indicate "L" if Liters

DRIVER'S SIGNATURE _____

DRIVER INSTRUCTIONS

PRIOR TO OPERATING THE VEHICLE:

1. Enter the customer (company) name.
2. Indicate the departing city and state. This is where the trip MUST begin. Enter the destination. This is the most distant point you will travel from the departing location.
3. Indicate the entire Penske vehicle number of the truck/tractor and the trailer
4. Record the date, (mo/da/yr), state code, STARTING speedometer reading and whether you are loaded or empty on the first line of the State Mileage section.

WHILE OPERATING THE VEHICLE:

5. The vehicle operator must complete the State Mileage information, INDICATING THE STATE BEING ENTERED, each time a state line is crossed during the trip or WHENEVER A PICK-UP OR DELIVERY is made within a state. If toll road miles are driven in New York record actual toll miles driven in the state and include the tollway receipt to support the toll miles. Always indicate whether you are loaded or empty.
 - If you are traveling New York, enter the weight of the vehicle combination.
 - If you are traveling Oregon, enter the DECLARED WEIGHT of the vehicle combination and the TOTAL NUMBER of axles.
6. The vehicle operator must complete the Fuel Placed in Vehicle section every time fuel is placed in the vehicle (exclude reefer fuel). Each fuel placement must be represented by an ORIGINAL RECEIPT. Indicate an "L" if fuel placed in vehicle was in liters.

AFTER THE TRIP IS COMPLETED, THE DRIVER SHOULD:

7. Indicate the ending speedometer reading, at the end of the State Mileage section.
8. Calculate TOTAL MILES driven and record in the TOTAL MILES section.
9. Sign the completed Driver Trip Report.
10. Submit the Driver Trip Report to Penske Truck Leasing.

STATE/PROVINCE ABVS	
ALABAMA	AL
ALASKA	AK
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COL	DC
FLORIDA	FL
GEORGIA	GA
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PENNSYLVANIA	PA
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY
MEXICO	MX
ALBERTA	AB
BRITISH COLUMBIA	BC
MANITOBA	MB
NEW BRUNSWICK	NB
NEWFOUNDLAND	NF
NW TERRITORY	NT
NOVA SCOTIA	NS
ONTAROP	ON
QUEBEC	PQ
PRINCE EDWARD I	PE
SASKATCHEWAN	SK
YUKON	YT