Department of Revenue Services
State of Connecticut

(New 05/18)

IFTA P540.100
Individual Vehicle Mileage Report

Helpful Hint!

Print Trip Report form on an 8 ½ x 11" envelope and keep receipts inside.

Company name	
Driver name	Date trip started
Unit number	Fleet number
Starting odometer	

Record the odometer reading at:

- the beginning of each day or trip, **and**
- the end of each day or trip.

One form must be used per trip.

All travel must be included.

					Mileage Information							Fuel Purchases			
Date	Origin/ Destination	Beginning Odometer	Route/ Highway No.	Odometer at State Line	State	Miles (Loaded)	Miles (Empty)	Total Miles	Station or Vendor	Location (City)	State	Invoice No.	Gallons

Ending Odometer = Beginning Odometer for next trip		**These should match!!**		Total Gallons	
Total Miles= Ending Odometer less Beginning Odometer		Total Trip Miles		MPG Test: (Total Trip Miles / Total Gallons)=	

Tip: Include/attach map printout to show exact route(s) of travel.   See instructions on Back.

Instructions

IFTA P540.100, *Individual Vehicle Mileage Report***:** Requires licensees to maintain detailed distance records which show operations on an individual-vehicle basis. Prepare an Individual Vehicle Mileage and Fuel Report for each trip or day of activity. **File and maintain a completed IFTA P540.100 schedule for four years**.

Carrier Information

Enter the name, address, city, state, and ZIP Code for the carrier.

Ending odometer reading is the odometer reading at the end of the trip or day.

Jurisdiction miles are the total number of miles traveled in **each** jurisdiction.

Trip and Vehicle Information

Total miles traveled are the total miles traveled during the trip or day.

Vehicle driver name is the driver of vehicle.

Vehicle number is the number assigned to vehicle.

Fleet number is the fleet number assigned to vehicle.

To calculate Total Miles Traveled: Subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The result must equal the sum of all the miles traveled in all of the jurisdictions.

Start time: Enter the start time of the trip.

End time: Enter the end time of the trip.

Fuel Information

Remarks: Enter any needed information pertaining to trip.

Gallons placed in vehicle: In order of occurrence, enter the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

Route of Travel

Vendor name: In order of occurrence, enter the name of **EACH** vendor where fuel was placed in vehicle during the trip or day.

Trip origin: Enter the city and state the trip began.

Intermediate stops: In order of occurrence, enter the city and state purchased during the trip or day. If fuel was pulled from bulk storage, write "bulk".

City and State is the City and State where the vendor or bulk storage is located.

Trip Destination: Enter the City and State of the trip destination.

Mileage and Fuel Information

Total Gallons is the total gallons of fuel placed in vehicle during the trip or day.

Date is the date trip began.

Beginning Odometer Reading is the odometer reading at the beginning of the trip and when entering a new jurisdiction.

Miles per Gallon: Calculate miles per gallon for the trip or day and enter.

Highways Used: Enter the highways traveled in each jurisdiction in order traveled by jurisdiction.

To Calculate Miles Per Gallon: Divide the Total Miles Traveled by the Total Gallons.

Mileage and Fuel Summary								
Summarize Individual Vehicle Mileage Report (IVMR) information for this trip in this section								
JURISDICTION	**MILEAGE**	**GALS**	**JURISDICTION**	**MILEAGE**	**GALS**	**JURISDICTION**	**MILEAGE**	**GALS**
ALBERTA (AB)			MANITOBA (MB)			OKLAHOMA (OK)		
ALASKA (AK)			MARYLAND (MD)			ONTARIO (ON)		
ALABAMA (AL)			MAINE (ME)			OREGON (OR)		
ARKANSAS (AR)			MICHIGAN (MI)			PENNSYLVANIA (PA)		
ARIZONA (AZ)			MINNESOTA (MN)			PRINCE EDWARD ISLAND (PE)		
BRITISH COLUMBIA (BC)			MISSOURI (MO)			QUEBEC (QC)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			RHODE ISLAND (RI)		
COLORADO (CO)			MONTANA (MT)			SOUTH CAROLINA (SC)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH DAKOTA (SD)		
DISTRICT OF COLUMBIA (DC)			NEW BRUNSWICK (NB)			SASKATCHEWAN (SK)		
DELAWARE (DE)			NORTH CAROLINA (NC)			TENNESSEE (TN)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TEXAS (TX)		
GEORGIA (GA)			NEBRASKA (NE)			UTAH (UT)		
IOWA (IA)			NEWFOUNDLAND (NF)			VIRGINIA (VA)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VERMONT (VT)		
ILLINOIS (IL)			NEW JERSEY (NJ)			WASHINGTON (WA)		
INDIANA (IN)			NEW MEXICO (NM)			WISCONSIN (WI)		
KANSAS (KS)			NOVA SCOTIA (NS)			WEST VIRGINIA (WV)		
KENTUCKY (KY)			NEVADA (NV)			WYOMING (WY)		
LOUISIANA (LA)			NEW YORK (NY)					
MASSACHUSETTS (MA)			OHIO (OH)					
TOTALS			**TOTALS**			**TOTALS**		

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