

Driver Trip Report

Carrier		Driver name	
Trip / load number		BOL / customer reference	Truck / trailer
Trip beginning date	Trip ending date	Dispatcher / contact	

Pickup and delivery

Stop	Company / city / state / contact	Arrival date / time	Departure date / time
Pickup			
Delivery			
Other stops / states traveled / route notes			

Mileage

Beginning odometer		Ending odometer	Total odometer miles
Loaded miles	Empty miles	Difference / explanation, if mileage does not reconcile	

Fuel purchases

Date	Vendor / city / state	Gallons	Amount \$	Paid by	Receipt ref

Other trip expenses

Date	Expense / location	Amount \$	Paid by	Receipt ref
Advances received (\$) / reference		Unused advance returned (\$) / reference		
Notes / delays / exceptions / instructions received				

Documents returned: ☐ Signed BOL / POD ☐ Fuel receipts ☐ Expense receipts ☐ Other: _____

Driver signature / date	Office received by / date / missing documents
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Trip documentation only. Keep jurisdiction mileage and tax-credit evidence in the separate IFTA source record; settlement amounts are reviewed separately.