



## RECORDKEEPING REQUIREMENTS

It is **your** responsibility to know your IFTA recordkeeping requirements!!

### DISTANCE RECORDS

#### **Manual System**

Distance records, i.e. trip sheets, must include distance data on each individual vehicle for each trip. Distance records shall contain the following elements:

- the beginning and ending dates of the trip
- the origin and destination of the trip
- the route of travel (which highway(s) you travel)
- the beginning and ending reading from the odometer
- the total distance of the trip
- the distance traveled in each jurisdiction
- the vehicle unit number or VIN number

Distance and fuel records must be maintained for **all** travel (including personal trips) for a period of **four years**.

#### **Electronic System**

The vehicle-tracking system must produce distance records that include data on each individual vehicle for each trip. The vehicle-tracking system shall contain the following elements:

- the date and time of each system reading (every 10 minutes, at minimum)
- the latitude and longitude to include a minimum of 4 decimal places (0.0001) of each reading
- the odometer reading from the engine control module (ECM) of each system reading
- the vehicle unit number or VIN number

The data must be accessible in an electronic spreadsheet format such as XLS, XLSX, CSV, or delimited text file. Formats such as PDF, JPEG, PNG, or Word are not acceptable.

### FUEL RECORDS

#### **Over-The-Road Fuel Purchases**

The fuel receipt, invoice, or transaction listing must contain:

- the date of the fuel purchase
- the name and address of the seller
- the quantity of fuel purchased
- the type of fuel purchased
- the price per gallon or total price of the fuel purchased
- the vehicle unit number or VIN number
- the name of the purchaser of the fuel

#### **Bulk Fuel Purchases**

Retain the following records for bulk fuel tank(s):

- receipts for all deliveries
- quarterly inventory reconciliations
- the capacity of the tank(s)
- bulk fuel withdrawal records

Bulk fuel withdrawal records shall contain:

- the bulk fuel tank(s) location
- the date of each withdrawal
- the quantity of fuel withdrawn
- the type of fuel withdrawn
- the vehicle unit number or VIN number

**QUESTIONS?** Contact one of our IFTA auditors:

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Visit our website at <http://www.ardot.gov/divisions/internal-audit/motor-fuel-audit-section/> for a sample distance record, bulk fuel withdrawal and inventory reconciliation forms, and more.