

INSTRUCTIONS

P540.200: Requires a Report for Individual Vehicles Monthly, quarterly, and annual summaries of vehicle trips by vehicle number showing miles or kilometers by jurisdiction. Prepare a Monthly Fleet summary for each month of activity by unit number; **Maintain Schedule and Fuel Receipts for four years.**

Carrier Information Enter the Name, Address, City, State, Zip Code, Unit#, Fleet#, Month, Year, and Remarks for the carrier.

Monthly Odometers and Fuel

Beginning Monthly Odometer, Ending Monthly Odometer, Total Miles, Total Fuel Purchase, and Miles per Gallon (MPG)

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

Jurisdictions Information

Enter the different jurisdictions traveled, Date, Mileage, and Fuel purchased for each trip.

Totals

Enter the date, mileage, fuel purchases for each jurisdiction and total them down into the total line. See Example below.

Example:

MONTHLY MILEAGE AND FUEL														
BEGINNING MONTHLY ODOMETER			ENDING MONTHLY ODOMETER			TOTAL MILES		TOTAL FUEL PURCHASE		MPG				
190,855			194,834			3,979		723		5.50				
JURISDICTIONS														
	Jurisdiction (KS)		Jurisdiction (MO)		Jurisdiction (NE)		Jurisdiction (IA)		Jurisdiction ()		Jurisdiction ()		Jurisdiction ()	
Date	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel
03/01/09	125		123	155	308									
03/05/09	200		406	135										
03/12/09	175	109			367									
03/15/09	125		505	100										
03/20/09	250				381	121								
03/25/09	125		121	0	207		30							
03/31/09	356	103			175	0								
Total	1,356	212	1,155	390	1,438	121	30	0						