643318

UNIT MONTHLY FLEET SUMMARY

Purpose: **Use this form to record the monthly fleet summary of mileage and fuel information for trips completed during the month by vehicle.**

Instructions: **Follow the instructions on back of this form. File and maintain completed form for four years.**

CARRIER INFORMATION				
CARRIER NAME	CARRIER ADDRESS	CITY	STATE	ZIP CODE

UNIT #	FLEET#	MONTH	YEAR	REMARKS

MONTHLY MILEAGE AND FUEL				
BEGINNING MONTHLY ODOMETER	ENDING MONTHLY ODOMETER	TOTAL MILES	TOTAL FUEL PURCHASE	MPG

JURISDICTION														
	Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction	
Date	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel
Total														

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 report 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**						