



1. LOGIN WITH YOUR ASSIGNED USER NAME AND PASSWORD

This will bring you to the trip report form which will have your company name, and you're your TRUCKTAX client account number pre-loaded.

2. BEGIN BY ENTERING YOUR TRIP SUMMARY INFORMATION

DRIVER'S TRIP REPORT SUMMARY SECTION (A)	
CARRIER NAME <small>PRE-LOADED AT LOGIN</small>	<input type="text"/> *
UNIT #:	<input type="text"/> *
TRIP START DATE (DAY/MO/YR):	<input type="text"/>
TRIP STARTED AT CITY:	<input type="text"/>
MOST DISTANT POINT OR TURN AROUND CITY:	<input type="text"/>
ODOMETER START:	<input type="text"/>
TOTAL ODOMETER TRIP MILES/KM	<input type="text"/>
YARD FUEL ISSUED - Gallons: <input type="radio"/>	Litres: <input type="radio"/>
G/L QUANTITY	<input type="text"/>
IS DISTANCE INFO IN <input type="radio"/>	KILOMETERS <input type="radio"/>
	MILES <input type="radio"/>

DRIVER'S TRIP REPORT SUMMARY SECTION (B)	
DRIVER NAME:	<input type="text"/> *
TRIP #:	<input type="text"/>
TRIP END DATE (DAY/MO/YR):	<input type="text"/>
TRIP ENDED AT:	<input type="text"/>
Email:	<input type="text"/> *
ODOMETER END:	<input type="text"/>
CLIENT ACCOUNT NUMBER:	<input type="text"/> *
G/L QUANTITY	<input type="text"/>

- (a). Enter Unit Number, (b). Trip Number if applicable (c). Date the Trip Started (d). Date the trip Ended
- (e). Enter the City where the trip started (f). Enter the city where the trip ended
- (g). Enter the Most distant turnaround point or trip destination (h) Enter your email address
- (I) Enter the Beginning Odometer reading (j) Enter the Ending Odometer reading
- (k) Check the "Is distance information in Kilometers or Miles" box to tell us if your distance information is in miles or kilometers.
- (L) If your fuel is supplied from your own bulk facility please indicate if the quantity issued is in Gallons or Litres.

United States: (305) 921-9718

www.trucktaxplus.com

Canada: (905) 477-7773.

www.trucktax.ca

Fax: (246)-271-4625



3. YOU ARE NOW READY TO ENTER YOUR TRIP DETAILS

DATE (DAY/MO/YR)	STATE / PROV. DO THIS BY CLICKING THE SELECTION BOX AND SELECTING THE STATE OR PROVINCE	ODOMETER READING AT STATE / PROVINCIAL ENTRY	TRIP MILES / KM	ROUTE / HIGHWAYS USED	TOTAL KMS/ MILES ON TOLL ROAD

- a. Enter the trip date by clicking the date field and selecting the trip date from the pop-up calendar.
- b. Click the state field and select the state you wish to show as the trip state from the state/province list
- c. **ENTER YOUR ODOMETER READING OR TRIP MILES**

Here you have an option of entering odometer readings or the actual trip miles/kilometers whichever is easier for you.

▶ HOWEVER, DO NOT ENTER BOTH.

If entering Odometer readings, enter the odometer readings based on whether you are using entry or exit for your recording capture timing.

If your trip distance is available in total miles or kilometers traveled in each state/province, then skip the Odometer field and go to the miles/kilometers field and enter the miles/kilometers travelled in each state or province.

If some of your miles/kilometers were traveled on toll roads, enter the miles/kilometers applicable to your toll roads.

▶ NEXT, GO TO THE HIGHWAY USED FIELD AND ENTER THE HIGHWAYS USED



4. ENTERING YOUR FUEL PURCHASE INFORMATION

- a. Select the state/province where the fuel was purchased by clicking the state/province field and selecting the state or province.
- b. Enter the fuel purchase date by clicking the date field and selecting the date from the calendar that pops up for your convenience.
- c. Next, go to the Vendor field and enter the name of the place or company where the fuel was purchased.
- d. Next, go to the fuel Gallons or Litres column and enter the quantity.
- e. Next, go to the **G/L** field and enter a **"G"**, if the fuel purchased was in **GALLONS** or enter **"L"** if the fuel purchased was in **LITRES**.
- f. Next, enter the amount paid.

RECORD OF FUEL PURCHASES - DRIVERS MUST RETAIN FUEL RECEIPTS FOR FUTURE AUDITS, OR FAX COPY TO US FOR STORAGE

STATE / PROV. Just click the field to select the State/Province	DATE (DAY/MO/YR) Click the Icon to Select from the Popup Calendar	VENDOR'S NAME	Fuel Purchase LOCATION (CITY, STATE / PROV)	Enter amount of GALLONS OR LITRES purchased	Enter G / L to tell us the fuel volume type	COST

5. *SENDING THE TRIP INFORMATION TO US.*

HERE YOU HAVE TWO OPTIONS.

a. **SUBMIT AND CONTINUE** ►

Click submit and continue if you have more trips to submit and wish to stay online entering your other trips to submit.

b. **SUBMIT AND END** ►

Click submit and end when you have no more trips to enter.

THE BOTTOM-LINE?

THIS ONLINE TRIP REPORTING SYSTEM, IS THE BETTER WAY TO PREPARE, MANAGE AND SUBMIT DRIVER TRIP REPORTS FOR IFTA-FUEL TAX PROCESSING AND STORING OF ORIGINALS FOR FUTURE AUDITS.