

IFTA Distance and Fuel Record

The individual vehicle record that supports a quarterly IFTA return.

IFTA Procedures Manual, record keeping (P510 to P530)
Keep for 4 years from the return due date or filing date, whichever is later

REGISTRANT / CARRIER	FLEET	UNIT NUMBER	DRIVER	QUARTER
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Distance record

DATE	ORIGIN	DESTINATION	ROUTE OF TRAVEL	JURISDICTION	ODOMETER START	ODOMETER END	DISTANCE IN JURISDICTION	TOTAL TRIP DISTANCE

Fuel purchases

DATE	SELLER NAME AND ADDRESS	JURISDICTION	FUEL TYPE	GALLONS OR LITRES	PRICE OR TOTAL	RECEIPT NO.	UNIT NO.

Why this sheet and not the return. The quarterly return is a summary. What an audit asks for is the record behind it: distance by jurisdiction per trip, tied to odometer readings, and a receipt for every tax-paid gallon or litre claimed as a credit. A fuel receipt that does not name the seller, the date, the fuel type and the quantity may be disallowed, and a disallowed receipt becomes distance you are taxed on twice. Record distance in the jurisdiction where it was run, not where the load was going. **Odometer readings are what make the record provable**, so start and end each trip with a reading rather than a trip-meter total. Check your base jurisdiction's own instructions: record-keeping periods and accepted formats vary.