What Documentation Should Support Adjustments?

FAQs · https://atsfleetmanagement.com/docs/what-documentation-should-support-adjustments/

Overview

Every adjustment should be supported by documentation that explains why the correction was necessary.

Common Supporting Records

Mileage Adjustments

- GPS records
- Route calculations
- Dispatch records
- Driver logs
- ELD reports

Fuel Adjustments

- Fuel receipts
- Fuel card statements
- Vendor invoices
- Purchase summaries

Why Documentation Matters

Unsupported adjustments may be challenged during an audit.