What Records Should I Retain?

FAQs · https://atsfleetmanagement.com/docs/what-records-should-i-retain/

Overview

Carriers must maintain sufficient records to support all information reported on IFTA returns.

Records to Retain

Mileage Records

- Trip reports
- Route information
- ELD mileage records
- GPS data
- State mileage summaries

Fuel Records

- Fuel receipts
- Fuel card transactions
- Bulk fuel records
- Purchase summaries

Filing Records

- Filed returns
- Tax payments
- Supporting calculations
- Adjustment records

Retention Recommendation

Most jurisdictions require records to be retained for at least four years.

Why Record Retention Matters

Missing documentation is one of the most common causes of audit assessments and penalties.

How Advanced IFTA Helps

Advanced IFTA centralizes mileage records, fuel receipts, adjustments, exception reports, and filing data to help maintain audit-ready documentation.