

18. Building an Audit Package

Description

Building an Audit Package is one of the most effective ways to prepare for an IFTA audit. An audit package is a centralized collection of all mileage, fuel, filing, vehicle, adjustment, and compliance documentation needed to support IFTA returns during an audit.

Why an Audit Package Matters

- Improves audit readiness
- Reduces audit stress
- Speeds auditor requests
- Demonstrates compliance
- Reduces risk of findings

Documents to Include

- ✓ Quarterly IFTA Returns
- ✓ Mileage Reports
- ✓ Fuel Reports
- ✓ Fuel Receipts
- ✓ ELD Records
- ✓ GPS Reports
- ✓ Vehicle Records
- ✓ Adjustment Documentation
- ✓ Exception Reports
- ✓ Filing Confirmations

Best Practices

Organize records by quarter, maintain electronic copies, verify document completeness, review packages annually, and update records throughout the year.

Warning Signs

Missing receipts, missing mileage reports, unsupported adjustments, incomplete vehicle files, unresolved exceptions, and missing filing confirmations.

How Advanced IFTA Helps

Historical Reporting, ELD Integration, Fuel Reporting, Mileage Reporting, Document Storage, Adjustment Tracking, Exception Reporting, and Audit Readiness Monitoring.

Recommended Actions

1. Create an audit package for each year.
2. Organize records by quarter.
3. Verify documentation completeness.
4. Resolve missing records immediately.
5. Review packages annually.
6. Retain records for at least four years.

Tags

Audit Readiness, Audit Package, IFTA Audit, Compliance, Documentation, Fuel Reporting, Mileage Reporting, Fleet Compliance, Audit Preparation, Advanced IFTA