

# 15. Monthly Audit Review Procedures

## Description

Monthly Audit Review Procedures help carriers identify compliance issues before they become filing errors or audit findings. A monthly review process allows fleet managers to verify mileage, fuel, adjustments, exception reports, vehicle activity, and documentation on a consistent basis.

## Why Monthly Reviews Matter

- Identify issues early
- Improve filing accuracy
- Reduce audit risk
- Verify supporting documentation
- Improve compliance readiness

## Monthly Review Areas

- ✓ Mileage Reports
- ✓ Fuel Reports
- ✓ Fuel Receipts
- ✓ ELD Imports
- ✓ State Mileage Allocations
- ✓ Adjustment Activity
- ✓ Exception Reports
- ✓ Vehicle Activity

## Mileage Review Procedures

Verify all ELD trips imported successfully, review state mileage allocations, investigate missing mileage, and reconcile vehicle activity reports.

## Fuel Review Procedures

Review fuel purchases, reconcile fuel card reports, verify OCR receipts, identify duplicates, and resolve missing fuel exceptions.

## Adjustment Review Procedures

Verify every adjustment has documentation, notes, supporting records, and a valid business reason.

## Exception Report Review

Review Missing Mileage, Missing Fuel, High MPG, Low MPG, Duplicate Fuel, and State Mileage Exceptions monthly.

## Warning Signs

Unresolved exceptions, missing receipts, unusual MPG values, unsupported adjustments, missing state mileage, and unexplained mileage gaps.

## Best Practices

Perform reviews at the same time each month, document findings, assign corrective actions, and maintain review records for audit support.

## How Advanced IFTA Helps

ELD Integration, OCR Fuel Receipt Capture, Exception Reporting, Mileage Calculator, Audit Readiness Monitoring, Historical Reporting, and Compliance Analytics.

## Recommended Actions

1. Review mileage reports monthly.
2. Review fuel reports monthly.

3. Resolve exceptions promptly.
4. Verify supporting documentation.
5. Document corrective actions.
6. Retain review records for at least four years.

**Tags**

Audit Readiness, Monthly Reviews, Compliance, IFTA Audit, Exception Reports, Mileage Reporting, Fuel Reporting, Fleet Compliance, Documentation, Advanced IFTA