

5. Required Fuel Documentation

Description

Fuel documentation is one of the most critical components of IFTA compliance and audit readiness. Every fuel tax credit claimed on an IFTA return must be supported by proper documentation demonstrating that fuel was purchased, taxes were paid, and used in qualified motor vehicles.

Why Fuel Documentation Is Important

- Supports fuel tax credits
- Supports MPG calculations
- Supports tax liability calculations
- Improves audit readiness
- Reduces compliance risk

Required Fuel Documentation

- ✓ Fuel Receipts
- ✓ Fuel Card Reports
- ✓ OCR Fuel Receipt Records
- ✓ Fuel Purchase Reports
- ✓ Fleet Fuel Reports

Required Receipt Information

Purchase Date, Time, Vendor Name, Vendor Address, State, Gallons Purchased, Fuel Type, Total Purchase Amount, and Tax-Paid Fuel Information.

Bulk Fuel Documentation

Fuel Purchase Invoices, Supplier Documentation, Delivery Records, Bulk Tank Inventory Reports, Withdrawal Logs, and Vehicle Assignment Records.

Common Fuel Documentation Problems

Missing fuel receipts, incomplete receipts, duplicate purchases, missing fuel card transactions, missing bulk fuel records, and incorrect vehicle assignments.

Best Practices

Upload receipts immediately, verify OCR results, reconcile fuel records monthly, investigate fuel exceptions, and maintain complete documentation.

Warning Signs

Missing receipts, duplicate purchases, missing gallons, unusual MPG values, missing bulk fuel records, missing fuel exceptions, and large fuel tax credits.

Fuel Documentation Audit Checklist

- ✓ All receipts uploaded
- ✓ OCR reviewed
- ✓ Fuel card transactions reconciled
- ✓ Bulk fuel records updated
- ✓ Duplicate transactions removed
- ✓ Fuel exceptions resolved

How Advanced IFTA Helps

OCR Fuel Receipt Capture, Fuel Receipt Storage, Fuel Purchase Tracking, Fuel Card Integration, Bulk Fuel Tracking, Vehicle Fuel Assignment, Exception Reporting, and Audit Readiness Monitoring.

Tags

Audit Readiness, Fuel Reporting, IFTA Audit, Fuel Receipts, OCR Processing, Fuel Tax Credits, Compliance, Fleet Management, Documentation, Advanced IFTA