

4. Required Mileage Documentation

Description

Mileage documentation is the foundation of every IFTA filing and one of the most heavily scrutinized areas during an IFTA audit. Every mile reported on a quarterly IFTA return must be supported by reliable records documenting vehicle movement and state mileage allocations.

Why Mileage Documentation Is Important

- Determines total fleet mileage
- Supports state mileage allocations
- Supports tax calculations
- Validates jurisdiction reporting
- Reduces audit risk

Required Mileage Records

- ✓ ELD Trip Records
- ✓ GPS Tracking Records
- ✓ Vehicle Mileage Reports
- ✓ Driver Logs
- ✓ Dispatch Records
- ✓ Trip Sheets
- ✓ Odometer Readings

Vehicle Identification Requirements

Unit Number, VIN, Vehicle Description, Driver Assignment, and Trip Dates should be maintained for all records.

Trip Information Requirements

Origin, Destination, Route Information, Beginning Odometer, Ending Odometer, Total Miles, and State Mileage Allocation.

State Mileage Documentation

Maintain documentation supporting state entries, exits, border crossings, route calculations, and jurisdiction mileage totals.

Mileage Calculator Documentation

Retain route maps, calculated mileage, origin and destination addresses, intermediate stops, and mileage summaries.

Common Documentation Problems

Missing mileage, unsupported routes, incomplete trip records, odometer discrepancies, and missing state allocations.

Best Practices

Review mileage monthly, verify ELD imports, review exception reports, retain route documentation, and investigate discrepancies immediately.

Warning Signs

Missing ELD trips, missing state mileage, unusual mileage totals, odometer discrepancies, unresolved mileage exceptions, and unsupported route calculations.

How Advanced IFTA Helps

ELD Integration, GPS Tracking, State Mileage Reporting, Mileage Calculator, Adjustment Tracking, Exception Reporting, and Audit Readiness Monitoring.

Recommended Actions

1. Review mileage reports monthly.
2. Verify state allocations.
3. Retain ELD and GPS records.
4. Maintain trip documentation.
5. Document mileage adjustments.
6. Investigate discrepancies immediately.
7. Retain records for at least four years.

Tags

Audit Readiness, Mileage Reporting, IFTA Audit, ELD Integration, State Mileage, GPS Tracking, Compliance, Fleet Management, Documentation, Advanced IFTA