

What Auditors Look For

Description

This guide explains the records, documentation, and reporting areas auditors review during an IFTA audit. Understanding these areas helps carriers prepare proactively and reduce audit risk.

Primary Areas Reviewed

- Mileage Records
- Fuel Records
- Tax Filings
- Supporting Documentation

Mileage Records Review

Auditors verify total fleet mileage, state mileage, trip records, GPS data, dispatch records, driver logs, and vehicle activity reports.

Fuel Records Review

Auditors review fuel receipts, fuel card reports, bulk fuel purchases, fuel tax documentation, gallons purchased, and purchase locations.

Tax Filing Review

Auditors compare quarterly IFTA returns, amendments, tax calculations, credits, liabilities, and filing history against supporting records.

Vehicle Records Review

Vehicle registrations, VINs, lease agreements, ownership records, and IRP registrations are commonly requested.

Driver Records Review

Driver logs, dispatch records, duty status records, and trip documentation may be used to verify mileage accuracy.

ELD Records Review

Trip history, GPS locations, vehicle movement, route history, and driver assignments are reviewed to support reported mileage.

Adjustment Review

All mileage and fuel adjustments should include explanations and supporting documentation. Unsupported adjustments are common audit findings.

Exception Report Review

Missing Mileage, Missing Fuel, High MPG, Low MPG, and Variance Exceptions may be reviewed during audits.

Bulk Fuel Review

Bulk fuel purchase invoices, inventory reports, withdrawal logs, and vehicle assignments may be requested.

Common Red Flags

Missing fuel receipts, missing mileage, unsupported adjustments, duplicate transactions, large tax credits, and incomplete documentation.

Best Practices

Maintain organized electronic records, upload fuel receipts promptly, review exception reports monthly, document adjustments, and retain records for at least four years.

Tags

Audit Readiness, IFTA Audit, Compliance, Fuel Reporting, Mileage Reporting, Audit Documentation, ELD Integration, Exception Reports, Fleet Compliance, Advanced IFTA