

## TRIP SUMMARY INFORMATION

*We have provided you with sample summaries that you can use for your records. These documents are not required by Prorate but may be asked for to verify distances. More information regarding record keeping is available in the Guide.*

The following summarizes the requirements for the contents of records. You should review the International Registration Plan and the companion Audit Training Manual at <http://www.irponline.org/?page=Audit> to ensure you have addressed all the contents or records requirements as they apply to your specific operations.

Records containing the following elements shall be accepted as adequate:

- (a) For records produced by a means other than a vehicle-tracking system:
  - beginning and ending dates of the trip to which the records pertain
  - origin and destination of the trip
  - route of travel
  - beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
  - total distance of the trip
  - distance traveled in each jurisdiction
  - vehicle identification number or vehicle unit number
- (b) For Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS):
  - original GPS or other location data for the vehicle to which the records pertain
  - date and time of each GPS or other system reading
  - location of each GPS or other system reading
  - beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the period to which the records pertain
  - calculated distance between each GPS or other system reading
  - route of the vehicle's travel
  - total distance traveled by the vehicle
  - distance traveled in each jurisdiction
  - vehicle identification number or vehicle unit number
- (c) Summaries  
For records to be considered adequate your fleet's operations must be summarized as follows:
  - A monthly summary of the fleet's operations which includes both the full distance traveled by each vehicle in the fleet, and the distance traveled by each vehicle in each jurisdiction.
  - A quarterly summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet.
  - A summary of the quarterly summaries, which includes the both the full distance traveled by the fleet, and the distance traveled by the fleet in each jurisdiction, of the reporting period for the Registrant's application.

**MONTHLY SUMMARY  
INDIVIDUAL VEHICLE DISTANCE RECORD  
(IVDR)**

Client Name: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Make: \_\_\_\_\_  
 Serial Number: \_\_\_\_\_  
 Fleet Number: \_\_\_\_\_  
 Prorate Account Number: \_\_\_\_\_  
 Prorate Plate Number: \_\_\_\_\_

Month of \_\_\_\_\_, 20\_\_\_\_

Driver's Name \_\_\_\_\_

**ODOMETER READINGS:**

Begin of Month: \_\_\_\_\_  
 End of Month: \_\_\_\_\_

MONTH TOTAL: \_\_\_\_\_

DATE	TRIP ORIGIN                      DESTINATION		ODOMETER		DISTANCE					FUEL						
			Begin	End	BC	AB	SK	Other (Specify)	Total	BC	AB	SK	Other (Specify)	Total		
<b>TOTALS</b>					<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>

**MONTHLY SUMMARY  
INDIVIDUAL VEHICLE DISTANCE RECORD  
(IVDR)**

Client Name: There It Goes Inc  
 Unit Number: 24  
 Year: 2011  
 Make: Ford  
 Serial Number: 1FUY5841234567890  
 Fleet Number: 6  
 Prorate Account Number: 4962  
 Prorate Plate Number: 123456

Month of November 14, 2011

Driver's Name John Driver

**ODOMETER READINGS:**

Begin of Month: 32000  
 End of Month: 39372

**MONTH TOTAL: 71372**

DATE	TRIP	ODOMETER		DISTANCE					FUEL							
		Begin	End	BC	AB	SK	Other (Specify)	Total	BC	AB	SK	Other (Specify)	Total			
1-Oct	Calgary, AB - Lethbridge, AB - Great Falls, MT	32000	32479		302		MT	177	479		142		MT	83	225	
2-Oct	Great Falls, MT - Calgary, AB	32479	32958		302		MT	177	479		142		MT	83	225	
3-Oct	Calgary, AB - Revelstoke, BC (return)	32958	33784	454	372				826	213	175				388	
4-Oct	Prince George, BC	33784	34856	351	721				1072	165	339				504	
5-Oct	AB	34856	35928	351	721				1072	165	339				504	
Oct 6 - 10	NOT WORKING ACCIDENT - towed to shop	35928	35928													
Oct 11 - 12	Truck repaired on site	35928	35928													
Oct 13 - 14	WEEKEND	35928	35928													
15-Oct-11	Truck repaired on site	35928	35928													
16-Oct-11	Truck repaired on site	35928	35928													
17-Oct-11	Home terminal to east End (local)	35928	35948		20				20		9				9	
18-Oct-11	East End to 19th Ave SW (local)	35948	35963		15				15		7				7	
19-Oct-11	19th Ave SW - Terminal (local)	35963	35985		22				22		10				10	
20-Oct-11	Terminal - Airdrie, AB	35985	36042		57				57		27				27	
21-Oct-11	Airdrie, AB - Calgary, AB	36042	36099		57				57		27				27	
22-Oct-11	Calgary, AB - Edmonton, AB - return	36099	36705		606				606		285				285	
Oct 23 - 25	Calgary, AB - Vancouver, BC - Return	36705	38809	1732	372				2104	814	175				989	
Oct 26 - 29	Calgary, AB - Great Falls, MT - Lethbridge, AB	38809	39372		386		MT	177	563		182		MT	83	265	
				2888	3953				531	7372	1357	1859			249	3465
<b>TOTALS</b>				<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>KM</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>	<b>LITRES</b>

**Monthly Summary Example. See  
"Record Keeping" in the Prorate  
Information Guide.**

## ANNUAL SUMMARY INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)

Client Name: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Make: \_\_\_\_\_  
 Serial Number: \_\_\_\_\_  
 Fleet Number: \_\_\_\_\_  
 Prorate Account Number: \_\_\_\_\_  
 Prorate Plate Number: \_\_\_\_\_

July 1, 20 to June 30, 20

This form is to be completed by adding  
MONTHLY SUMMARY

Jurisdiction	CANADIAN JURISDICTIONS <i>(Specify)</i>					U.S. JURISDICTIONS <i>(Specify)</i>					MONTHLY TOTAL
	AB										
July											
Aug											
Sept											
Oct											
Nov											
Dec											
Jan											
Feb											
Mar											
Apr											
May											
June											
<b>TOTAL</b>											
<b>% of TOTAL</b>											0%

## ANNUAL SUMMARY INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)

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 Fleet Number: 6  
 Prorate Account Number: 4962  
 Prorate Plate Number: 123456

July 1, 20 10 to June 30, 20 11.

This form is to be completed by adding  
MONTHLY SUMMARY

Jurisdiction	CANADIAN JURISDICTIONS <i>(Specify)</i>					U.S. JURISDICTIONS <i>(Specify)</i>					MONTHLY TOTAL
	AB	BC				MT	ID				
July	1500										1500
Aug	2884	845			845						4574
Sept	4551	2358	2514	1200	2358	3649	2500				19130
Oct	1300							<b>Annual Summary Example. See "Record Keeping" in the Prorate Information Guide.</b>			1300
Nov	3953	2888			2888	531					
Dec	985	1213	15648		1213						19059
Jan	4158										4158
Feb	256	4512			4512	7500	1500				18280
Mar	1548										1548
Apr	1359										1359
May	1233		125								1358
June	4583										4583
<b>TOTAL</b>	28310	11816	18287	1200	11816	11680	4000				87109
<b>% of TOTAL</b>	32%	14%	21%	1%	14%	13%	5%				100%