



## LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

### OFFICE OF MOTOR VEHICLES INTERNATIONAL REGISTRATION PLAN

P.O. BOX 64848, BATON ROUGE, LA 70896-4848

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## ACCEPTABLE MILEAGE RECORDS FOR AUDITS

Under the provisions of Article XVI of the International Registration Plan, (IRP), each base jurisdiction (state) administrator shall audit the supporting trip-mileage records of the registrants displaying apportioned base plates from his jurisdiction. To qualify for apportionment, a registrant must operate interstate and must maintain accurate mileage records of the trip movements of his apportioned vehicles.

The Registrant must retain all records that support the apportioned application for a period of three years following the close of the Registration year. These records must be maintained on each individual vehicle from July 1 – June 30 of each mileage reporting period.

### **CARRIERS MUST RECORD ALL MILEAGE FOR EACH TRIP ON A SOURCE DOCUMENT THAT CONTAINS THE FOLLOWING:**

- |   |                                    |
|---|------------------------------------|
| 1. <b>ODOMETER readings - Mandatory</b>       | 7. Unit Number or VIN              |
| 2. Trip Date(s) (beginning and ending)        | 8. Vehicle fleet number            |
| 3. Trip origin & destination (for every trip) | 9. Registrant's (carrier's) name   |
| 4. Route of travel                            | 10. Trailer number                 |
| 5. Total trip miles                           | 11. Driver's signature and/or name |
| 6. Mileage by Jurisdiction (State)            |                                    |

In recording the actual mileage of a vehicle, the Registrant must record **ALL trip movement** (interstate and intrastate), including loaded, empty, deadhead and/or bob-tail miles. The Carrier must ensure the mileage records contain beginning and ending speedometer/odometer readings for all miles driven during the reporting period. Carriers must prepare monthly, quarterly, and yearly summaries by jurisdiction for each apportioned vehicle.

### **EXAMPLES OF INDIVIDUAL VEHICLE MILEAGE RECORDS (IVMR'S):**

- |   |  |
|---|--|
| 1. Driver logs (by vehicle, jurisdiction) | 4. Any other records which contain the required information. Computer printouts are <b>IF</b> supported by the specified IVMR's. |
| 2. Driver trip sheets                     |  |
| 3. Receiving documents (rental one-way)   |  |

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**ELECTRONIC LOGGING DEVICE (ELD) RECORDS MUST CAPTURE THE FOLLOWING INFORMATION:**

1. Original GPS or other location data for the vehicle to which the records pertain
2. Date and time of each GPS or other system reading
3. Location of each GPS or other system reading
4. Beginning and ending reading from the odometer, hubodometer, engine control module (ECM) or any similar device for the period to which the records pertain
5. Calculated distance between each GPS or other system reading
6. Route of the vehicle's travel
7. Total distance traveled by the vehicle
8. Distance traveled in each jurisdiction
9. Vehicle identification number or vehicle unit number

Registrants are responsible for maintaining mileage records and submitting the records for audit as required by the State of Louisiana. For more information, relative to recordkeeping and audits, refer to Sections 14 and 15 of the IRP Manual.

The following must be completed and signed by the Registrant/Owner or a duly appointed Agent/Officer of the Registrant.

**I have received a copy of the IRP Manual. I understand failure to maintain adequate mileage records for my/our fleet, as required, could result in the cancellation of my apportioned privileges. These records shall be made available, upon request, during normal business hours for examination and audit by the LA Department of Public Safety & Corrections.**

<b>NAME OF REGISTRANT</b>	<b>LA APPORTIONED ACCOUNT #</b>
<b>SIGNATURE &amp; TITLE</b>	<b>DATE</b>