### INSTRUCTIONS

1. Record must account for all miles traveled and all fuel purchased for each trip.
2. Points of Travel must include origin, intermediate stops, and destination.
3. Total Miles is the difference between the last odometer reading and the Trip Start Odometer Reading.
4. The sum of Total Taxable Miles and Total Exempt Miles must equal Total Miles.
5. Total Highway Fuel is all fuel placed into the vehicle’s supply tank during a trip.
6. Total Non-Highway Fuel is fuel placed in auxiliary equipment fuel tanks or fuel purchased while operating on a trip permit.