



# LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

## OFFICE OF MOTOR VEHICLES

### INTERNATIONAL REGISTRATION PLAN

P.O. BOX 64848, BATON ROUGE, LA 70896-6409

225.925.6146 OPTION 5/irpdocuments@la.gov

## 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.

All records in support of the apportioned application must be retained for the current registration year and three prior years. These records must be maintained on each individual vehicle from July 1 – June 30 of each mileage reporting period.

### DETERMINATION OF VEHICLE TRIP MILEAGE:

- |                                    |  |
|------------------------------------|--|
| 1. Speedometer/Odometer            | 3. State Maps                              |
| 2. Mileage Chart (standard routes) | 4. Household Goods Carrier's mileage guide |

### MILEAGE OPERATED EACH DAY IS TO BE RECORDED ON A SOURCE DOCUMENT WHICH SHOULD CONTAIN:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. Date (starting and ending)      | 6. Unit Number or VIN              |
| 2. Trip origin & destination       | 7. Vehicle Fleet number            |
| 3. Route of travel                 | 8. Registrant's (carrier's) name   |
| 4. Total trip miles                | 9. Trailer number                  |
| 5. Mileage by jurisdiction (State) | 10. Driver's signature and/or name |

A monthly and a yearly recap by jurisdiction should be prepared for each apportioned vehicle.

In recording the actual mileage of a vehicle, the carrier must record ALL trip movement (interstate and intrastate), including loaded, empty, deadhead and/or bob-tail miles. Beginning and ending speedometer/odometer readings are to be compared each month to ensure all miles are accounted for.

### 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 acceptable IF supported by the specified IVMR's. |
| 2. Driver trip sheets                     |  |
| 3. Receiving documents (rental one-way)   |  |

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.**

NAME OF REGISTRANT	LA APPORTIONED ACCOUNT #
SIGNATURE & TITLE	DATE

DPSMV1621 (R0918)