

# UNIT MONTHLY FLEET SUMMARY

**Purpose:** Use this form to record the monthly fleet summary of mileage and fuel information for trips completed during the month by vehicle.

**Instructions:** Follow the instructions on back of this form. File and maintain completed form for four years.

CARRIER INFORMATION						
CARRIER NAME		CARRIER ADDRESS		CITY	STATE	ZIP CODE
UNIT #	FLEET#	MONTH	YEAR	REMARKS		

MONTHLY MILEAGE AND FUEL				
BEGINNING MONTHLY ODOMETER	ENDING MONTHLY ODOMETER	TOTAL MILES	TOTAL FUEL PURCHASE	MPG

JURISDICTION														
	Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction	
Date	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel
<b>Total</b>														

## INSTRUCTIONS

**P540.200:** Requires a Report for Individual Vehicles Monthly, quarterly, and annual summaries of vehicle trips by vehicle number showing miles or kilometers by jurisdiction. Prepare a Monthly Fleet summary for each month of activity by unit number; **Maintain report and fuel receipts for four years.**

**Carrier Information** Enter the Name, Address, City, State, Zip Code, Unit#, Fleet#, Month, Year, and Remarks for the carrier.

**Monthly Odometers and Fuel:** Beginning Monthly Odometer, Ending Monthly Odometer, Total Miles, Total Fuel Purchase, and Miles per Gallon (MPG)

To Calculate Milers Per Gallon: Divide the Total Miles Traveled by the Total Gallons.

**Jurisdictions Information:** Enter the different jurisdictions traveled, Date, Mileage, and Fuel purchased for each trip.

**Totals:** Enter the date, mileage, fuel purchases for each jurisdiction and total them down into the total line. See Example below.

### Example:

MONTHLY MILEAGE AND FUEL														
BEGINNING MONTHLY ODOMETER			ENDING MONTHLY ODOMETER				TOTAL MILES		TOTAL FUEL PURCHASE			MPG		
190,855			194,834				3,979		723			5.50		
JURISDICTIONS														
	Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction		Jurisdiction	
	KS		MO		NE		IA							
Date	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel
03/01/09	125		123	155	308									
03/05/09	200		406	135										
03/12/09	175	109			367									
03/15/09	125		505	100										
03/20/09	250				381	121								
03/25/09	125		121	0	207		30							
03/31/09	356	103			175	0								
<b>Total</b>	<b>1,356</b>	<b>212</b>	<b>1,155</b>	<b>390</b>	<b>1,438</b>	<b>121</b>	<b>30</b>	<b>0</b>						