



Keep original paperwork for 90 days after submitting to our office



Truck # _____ Load # _____

All documents must have truck# & load #

Beginning Odometer _____

Ending Odometer _____

- Lumpers? Yes No
- Amount? \$ _____
- Who Paid For it? Driver/Mag _____ Broker _____
- Did the broker agree to reimburse? Yes No
- Detention Owed? Yes No
- How many Hours? _____
- Spoke to broker? Yes No
- Signed in/ out times on BOL? _____
- Any shortages or damages? Yes No
- If yes: Date: _____ Time: _____ Reported.
- Name/Contact of person it was reported to & list of what was shortage or damaged:

Other reimbursable expenses?

Check Documents Enclosed

Total # Pages _____

- BOL # Pages _____
- Logs
- Scale Tickets
- Lumper Receipts
- Other _____

- Fill out 1 Trip Cover sheet per load!
- Tape small receipts and BOLs to standard size paper
- Count and note the number of pages to be scanned
- Check page count for accuracy
- Fill out all fields on report
- Retain paperwork for 90 days!!

**Must have revised Rate sheet for all loads with detention in order to be reimbursed the same week as BOL's are sent in. **

Stop 1: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 2: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 3: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 4: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 5: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 6: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 7: _____ Date: _____ Fuel - P/U - DEL - Other

Stop 8: _____ Date: _____ Fuel - P/U - DEL - Other

