



**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? \_\_\_\_\_
- How many Hours? \_\_\_\_\_ Yes No
- 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

