VEHICLE TRIP SHEET

Trip, driver, KM, fuel and expense record for one journey

TRIP SHEET NO.	DATE

Transporter / Company Name _____ Phone _____

1 TRIP & VEHICLE DETAILS

Vehicle No.	Vehicle Type / Body	Party / Consignor	LR / Bilty No.
From	Via	To	Load (Weight / Packages)
Departure (Date & Time)	Arrival (Date & Time)	Trip Days	Freight Amount

2 DRIVER DETAILS

Driver Name	Licence (DL) No.	Driver Mobile
Helper / Cleaner Name	Helper Payment	Driver Allowance (Bhatta) per Day

3 KM READINGS

OPENING KM	CLOSING KM	KM RUN	LOADED KM	EMPTY KM
odometer at the start	odometer at the end	closing - opening	distance with goods	KM run - loaded KM

4 FUEL LOG

#	DATE	PLACE / PUMP	ODOMETER (KM)	LITRES	RATE	AMOUNT	PAID BY*	BILL / SLIP NO.
1							D / C	
2							D / C	
3							D / C	
4							D / C	
5							D / C	
			TOTAL					

*Paid by: circle D if the driver paid in cash, or C if the company paid (fuel card, credit pump or FASTag).

5 OTHER TRIP EXPENSES

#	EXPENSE HEAD	DETAILS	PAID BY*	AMOUNT
1	Toll / FASTag		D / C	
2	Loading / Unloading (Hamali)		D / C	
3	Halting / Detention		D / C	
4	Driver Allowance (Bhatta)		D / C	
5	Helper Payment		D / C	
6	Parking / Weighbridge		D / C	
7	Repairs / Tyre / Puncture		D / C	
8	Other		D / C	
		TOTAL		

6 SETTLEMENT

WITH THE DRIVER

a. Advance at departure _____

b. Road advances (UPI / cash) _____

c. Total advance (a + b) _____

d. Expenses paid by driver (D) _____

e. Balance (c - d) _____

+ driver returns / - company pays

TRIP SUMMARY

Total diesel (litres) _____

Mileage (KM run ÷ litres) _____ km/l

Total trip cost (fuel + all expenses) _____

Cost per KM (trip cost ÷ KM run) _____

Trip margin (freight - trip cost) _____

Remarks _____

Driver's Signature _____ Checked By (Supervisor) _____ Approved By (Accounts) _____

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