



DRIVER / CONTRACTOR NAME		UNIT NUMBER	TRAILER NO.(S)	TRIP NUMBER(S)
START DATE (DD/MM/YY)	END DATE (DD/MM/YY)	ODOMETER START	ODOMETER END	ODOMETER TOTAL
/ /	/ /	**Must equal last trips ending		KMS <input type="checkbox"/> Miles <input type="checkbox"/>

**\* \* Please Print Neatly \* \***

# PTLP TRIP REPORT COVER PAGE

**\* \* Please Print Neatly \* \***

[illegible]

PAYNE FREIGHT BILL NUMBERS	

#### DRIVER COMMENTS/PAYROLL NOTES

[illegible]

Number of Pages being  
Scanned including this page

10/10/2016

## DRIVER'S CHECK LIST ( ☒ of Scanned items)

- 1) SIGNED CLEAR BILL OF LADING ☐
- 2) SHIPPER'S BILL OF LADING ☐
- 3) WEIGHT SLIPS ☐
- 4) CASH FUEL RECEIPTS ONLY ☐
- 5) CANADA CUSTOMS DOCUMENTS ☐
- 6) CUSTOMS BOND DOCUMENTS ☐
- 7) TRIP EXPENSE REPORT ☐
- 8) LUMPER RECEIPTS ☐



**PLEASE COMPLETE AND SCAN TRIP SHEET, ALL PODs & CUSTOMS PAPERWORK WITHIN 24 HOURS OF DELIVERY**

**\*\*\*FAILURE TO DO SO WILL EFFECT PAYROLL\*\*\***

**ORIGINAL DOCUMENTATION STILL NEEDS TO BE HANDED IN**

