



# Texas IRP Acceptable Distance Records for Audit

Texas Department of Motor Vehicles

Under the provisions of Article X of the International Registration Plan (IRP), Texas Department of Motor Vehicles (TxDMV) is required to audit three (3) percent of the number of fleets whose registration it renews annually. A registrant must maintain adequate records to enable TxDMV to verify the distances reported on the registrant's apportioned application and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

A registrant must retain all records in support of an apportioned application for a period of three (3) years following the close of the registration year to which the apportioned application pertains. These records must be maintained for each vehicle apportioned during the reporting period of July 1 – June 30.

A registrant must operate each apportioned vehicle interstate during a reporting/registration period. If an apportioned vehicle did not operate interstate during a reporting/registration period, the registrant shall submit a letter of explanation with the apportioned application to TxDMV.

In recording the actual distance of a vehicle, the driver must record all trip movement (every mile/kilometer driven interstate and intrastate), including loaded, empty, deadhead, bobtail, off-road, permitted and/or personal miles/kilometers. All odometer readings must be consecutive.

Records containing the following elements shall be deemed adequate for audit:

1) For records produced by a means other than a vehicle-tracking system:

- a) the beginning and ending dates of the trip to which the Records pertain
- b) the origin and destination of the trip
- c) the route of travel
- d) the beginning and ending reading from the odometer, hubodometer, Engine Control Module (ECM), or any similar device for the trip
- e) the total distance of the trip
- f) the distance traveled in each jurisdiction
- g) the vehicle identification number or vehicle unit number

2) For records produced by a vehicle-tracking system that utilizes latitudes and longitudes, a record must be created and maintained at a minimum of every 15 minutes when the vehicle's engine is on and contain the following data elements:

- a) the vehicle identification number or vehicle unit number
- b) the date and time of each system reading
- c) the latitude and longitude to include a minimum of 4 decimal places (0.0001) or each system reading
- d) the odometer reading from the engine control module (ECM) of each system reading. If no ECM odometer is available, a beginning and ending dashboard odometer or hubometer for the trip will be acceptable.

The data must be accessible in an electronic spreadsheet format such as XLS, XLSX, CSV, or delimited text file. Formats from a vehicle tracking system that provide a static image such as PDF, JPEG, PNG, or Word are not considered accessible.

3) Summaries:

- a) a summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled in the month by each apportioned vehicle in each jurisdiction
- b) a summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter
- c) a summary of the quarterly summaries

I have read the above and understand I must maintain adequate records for my apportioned fleet. These records will be made available for audit in an accessible format upon request by TxDMV. My failure to maintain adequate records or failure to respond to TxDMV's request for records for audit will result in a 20/50/100 percent fee assessment of the apportionable fees paid for the registration period to which the requested records pertain. I further understand that I must keep my contact information (phone number, email address, physical and mailing addresses) current with TxDMV.

Applicant Information				
Name of Registrant			TxFLEET Account Number	
Work Phone Number		Cell Phone Number		Email Address
Mailing Address		City	State	Zip
Signature of Registrant/Agent				Date

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.021 and 552.023 of the Government Code, you also are entitled to receive and review this information. Under Section 559.004 of the Government Code, you are also entitled to have us correct erroneous information.

For more information on Acceptable Distance Records, visit our website at [www.TxDmv.gov](http://www.TxDmv.gov). For comments concerning the audit process call 888/368-4689 or email [MCD\\_Respond@TxDmv.gov](mailto:MCD_Respond@TxDmv.gov).