



## Fuel to Trip Memo

Our goal as a business partner is to ensure your business is set up for success. With the introduction of fuel to trip processing, we want to ensure you have all the necessary information to successfully navigate this transition with us. Please see the Fuel to Trip Process instructions below as well as an example to fully illustrate this new process.

### Fuel to Trip Process Instructions

1. Call 24/7 to be dispatched
  - At this time, your fuel card will be activated
  - You will be allotted 225 gallons in a 24-hour period as a solo IC
  - You will be allotted 275 gallons in a 24-hour period as a team
  
2. At the pump, enter your driver number and then your trip number
  1. Your trip number is identified on your stop list and manifest
  2. It is the 7 numbers before the dash

DRIVER: Test Driver Universal Lim 7002 PAGE: 01

**SCHEDULED ARRIVAL FOR FIRST STOP:**  
THU 5/14/20 AT 01:12 CST  
 All times Listed are "LOCAL" time.

1. TRIP #: 3627825 DATE: 5/12/20 TRAILER: L60001

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**LOADING MANIFEST** 2.

	DATE LOADED 5/12/20	MANIFEST NUMBER <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">3627825-1</span> 36278251
	DESTINATION DLS RDFS	ROADRUNNER DALLAS
002TEST	TRAILER NO. L60001	TRAILER SEAL NO.

- This enables the fuel purchase to be attributed to the trip
  - Once entered, you will be able to fuel up to your allotted amount
  - Fueling will be valid only if you have been dispatched
  - If you have not been dispatched, you will **NOT** be able to fuel
  
- 3. After completing your trip, Transflo your paperwork associated with the trip
  - The cost of fuel will not be taken out of settlement until your trip has been processed through Transflo



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- If paperwork has not been processed through transflo, fuel will automatically be deducted on the 7<sup>th</sup> day after initial dispatch, and it will not match your trip

### Settlement View and Execution

- Your fuel purchases will now be linked to your trip numbers in settlement
- Your fuel will be deducted from settlement when you transflo your documents after load completion
- If you do not transflo your documents
  - Fuel will be deducted 7 days after initial DSP
  - Revenue from the specific trip will not be settled if transflo is not done timely
- Your Settlement will show your fuel purchases by trip:

STP3624270		5/06/20	LHMLS	RDFS	ATL	1,149 MILES	1.5200	1,746.48
STP3624270		5/06/20	FSURC	FUEL	SURCHARGE	1,149 MILES	.1900	218.31
STP3624270		5/06/20	LHMLS	SUNL	MIA	661 MILES	1.5200	1,004.72
STP3624270		5/06/20	FSURC	FUEL	SURCHARGE	661 MILES	.1900	125.59
STP3624270		5/06/20	LHS23	L/H	STOP	1 STOPS		60.00
STP3624270		5/07/20	CCPUR	CRD	CARD PURC/CASH ADV			(376.17)
STP3624270		5/07/20	CCFEE	CRD	CARD RRTS FEE			(1.50)
STP3624270		5/09/20	CCPUR	CRD	CARD PURC/CASH ADV			(343.37)
STP3624270		5/09/20	CCFEE	CRD	CARD RRTS FEE			(1.50)
								2,432.56* SUBTOTAL

- You will also be able to view pending fuel purchases and how they are linked to trips

PHI3626930	H	5/11/20	LHMLS	LSLS	ORL	977 MILES	1.3200	1,289.64
PHI3626930	H	5/11/20	FSURC	FUEL	SURCHARGE	977 MILES	.1900	185.63
PHI3626930	H	5/11/20	LHMLS	SUNL	MIA	221 MILES	1.3200	291.72
PHI3626930	H	5/11/20	FSURC	FUEL	SURCHARGE	221 MILES	.1900	41.99
PHI3626930	H	5/11/20	LHS32	L/H	STOP	1 STOPS		60.00
PHI3626930	H	5/11/20	TOLLS	ToLL	Surcharge			62.50
PHI3626930	H	5/12/20	CCPUR	CRD	CARD PURC/CASH ADV			(210.76)
PHI3626930	H	5/12/20	CCFEE	CRD	CARD RRTS FEE			(1.50)
								1,719.22* SUBTOTAL

### Example of New Fuel to Trip Process For Missing Trips:

- Settlement is run every Wednesday
- Any fuel prior to the previous Wednesday will be deducted whether or not documentation was submitted through Transflo
- It is critical that all documentation is submitted when loads are complete. This will ensure proper settlement timing and accurate matching of your fuel purchases to the proper trip.
- **Rule of thumb: Transflo your trip documents as soon as the trip is complete**



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## Fuel to Trip FAQ

### **When will fuel to trip be active?**

June 1, 2020 at 1500 CST

### **Will my fuel card still have a limit with fuel to trip?**

Yes. It will remain 225 gallons for a solo IC in a 24-hour period. For teams, the limit is 275 gallons in a 24-hour period.

### **If I'm not dispatched on a load, will I still be able to fuel?**

No. You must be dispatched to fuel.

### **Do I need to call 24/7 to be dispatched?**

Yes. You must call to be dispatched on a load before you will be able to fuel. You may also dispatch yourself from the Haul NOW app.

### **With fuel to trip, when will deductions be taken out?**

If documents are submitted in a timely manner, fuel will be deducted when the trip settles. If documents are not turned in, fuel will automatically be deducted after 7 days of sitting on hold.

### **What information will I need to enter at the pump with fuel to trip?**

Your tractor number and trip number, which can be found on your manifest. Your trip number will be the first 7 digits before the dash.

### **When do I need to Transflo my paperwork?**

As soon as possible after the trip. However, it will be taken out of settlement after 7 days.

### **Can I still purchase fuel through another means besides my fuel card?**

Yes. If you purchase fuel with cash or with an outside credit card, please make sure to send to [cashfuelreceipts@rrts.com](mailto:cashfuelreceipts@rrts.com) in order to have accurate fuel tax reporting completed.