

## REQUIRED PAPERWORK

Below is a list of documents required per our existing policy: that all trip documents, including any logs, must be turned in prior to processing any trip for final settlement. Please make sure all documents are completed, signed and legible and that you write your trip & unit numbers including your name on all documents before you turn them in. Any missing and/or incomplete documents can delay your trip(s) from being processed and paid.

- **Trip Report:** This form has a barcode that directs your paperwork to our system when scanning. Do not write on or near this barcode. If you use an ELD device, complete top portion only. If you are required to fill out paper logs, you must complete this in full.
- **Bill of Lading:** Required for each trip you pick up. Most shippers should provide this document, but if one is not provided, the driver is responsible for completing a blank one. Have both the Shipper & Receiver sign this document as this is a legal document and is needed to bill the customer for the freight charges.
- **TONU:** An Admiral BOL is also required to receive payment for any TONU's. Indicate the Trip number and "Truck Ordered, Not Used" in the body of the BOL.
- **Fuel Receipts:** All Non EFS fuel purchase (cash) receipts must be turned in with your trip report. If you purchased fuel using your EFS Card, you do not need to turn in.
- **Logs:** If you're required to complete paper logs, they need to be turned in with each trip up to and including the day prior to the delivery date.
- **Toll Receipts:** Copies of Toll Receipts must be turned in with trip when you have used toll roads. If you use transponders such as I-Pass, please note that on the trip report and when you receive your statement, write your truck number on it and fax or email to the Safety Department.
- **Permits & Escorts for Oversize Loads:** Copies of permits purchases through an outside source need to be turned in with each trip. If Admiral ordered your permits, you do not need to turn these in. Copies of all escorts need to be turned in. Please contact the Permit Department on any pending escort bills.
- **Misc. Receipts:** All other receipts not noted above accumulated during the trip need to be turned in that may be needed for billing, reimbursement, and DOT audit purposes such as weight tickets, etc.
- **Vehicle Inspection Reports:** When transporting vehicles, you are required to complete a Vehicle Inspection Report in addition to the Bill of Lading for each vehicle and note any damage prior to shipping. This document must have complete VIN numbers (vehicle identification number) and be signed by both the Shipper & Receiver. This document is needed if a claim is filed.

## SENDING IN YOUR PAPERWORK

All required paperwork noted above must be sent to AMMF electronically. This is the most efficient and reliable method when submitting your paperwork for processing and settlement and allows us to be more time efficient on all paperwork needed to keep in compliance with the DOT regulations, fuel tax reporting and get you paid quickly! This process also prevents almost all lost or late paperwork, and we can satisfy our billing customers so they too have access to the paperwork so we can get paid more quickly. We offer three options for sending your paperwork electronically. Here are the three options:

1. You can **Transflo** from your mobile device or from a truck stop.
2. You can **Fax** your documents to **612-843-8260**.
3. You can **Email** your documents to [tripdocs@ammf.com](mailto:tripdocs@ammf.com)

**Please carefully read and follow the instructions below before submitting your paperwork. You are not required to mail in your paperwork after it's been sent, but you should hold onto these for 90 days in case we need you to mail an original document.**

- Please send only 1 trip at a time so your paperwork doesn't get mixed up with another trip. Make sure your trip and unit numbers are on all documents including your name.
- Send all the required paperwork noted above, starting with the trip report followed by all other remaining documents in any order.
- Smaller documents/receipts can be taped onto a larger piece of paper provided they are of similar type i.e. fuel, toll receipts etc. **Example:** Fuel receipts should be on a separate piece of paper from toll receipts.
- Toll receipts are small and not always clearly readable even before you scan them. Be sure and write your unit number on the ticket to help identify. Do not write over any information on these receipts and be sure to note the amount on your trip report.
- Retain any confirmation number if you use scanning in case we need to track your paperwork. Since there is no tracking/confirmation if you email or fax, we may ask you to resend if not received.
- No need to call us to confirm if we received your paperwork or to tell us how you sent it. Your paperwork can take up to 1 hour to receive and 2-4 hours to process and any fees that apply will be deducted from your settlement.
- Please help us avoid paperwork delays with your settlement payment and Admirals invoice payment by verifying the correct paperwork is with the correct trip number. Also, verify you have a BOL and POD signature for each stop on the trip and if the paperwork states 1 of 3 pages, all three pages are imaged. Images need to be clear and legible.