

**ALWAYS SCAN  
THIS TRIP  
SHEET FIRST**

**RAVEN TRANSPORT  
Trip Sheet**



**Scan all related trip  
Documents within 24 hours  
after trip is completed.**

**(1 TRIP PER COVER SHEET)**

Name: \_\_\_\_\_ Truck #: \_\_\_\_\_ Trip #: \_\_\_\_\_ Date Delivered: \_\_\_\_\_

Driver Code: \_\_\_\_\_

Lumper Receipt Paid w/Comcheck

Trailer #: \_\_\_\_\_

Logs

# of Documents Scanned: \_\_\_\_\_

Bills

Put Driver Code, Unit#, and Trip#

A/D Sheets

on ALL Documents

**REIMBURSABLE EXPENSES**

**DO NOT SCAN FUEL RECEIPTS**

| TYPE          | AMOUNT |
|---------------|--------|
| TOLLS         |        |
| SCALES        |        |
| FAX           |        |
| PARTS/REPAIRS |        |
| LUMPER – CASH |        |
| HOTEL – CASH  |        |
| OTHER - MISC  |        |
|               |        |

| Comments: |
|-----------|
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**DID YOU SCAN YOUR LOGS?**



**RETAIN ALL ORIGINALS DOCUMENTS FOR**  
**30 DAYS**