



Distance Reporting

The time has come for distance reporting to renew the IRP registration of your vehicle fleet. Distance reporting is needed to license vehicles for travel outside Québec. The amount payable for registration is set on the basis of the distance reported. This amount covers the registration fee, insurance premium, taxes and an administrative charge.

IMPORTANT

Under section 320 of the IRP international agreement, all estimated kilometres must be justified, otherwise the average per-vehicle kilometres travelled will be used and multiplied by the number of vehicles in the fleet.

How to report distance

1. Make an "X" in the **Prorata** column for each jurisdiction where you expect your vehicle(s) will travel during the coming registration year. These jurisdictions will be shown on the vehicle's registration certificate for IRP travel.
2. Enter either the actual or estimated number of km for a jurisdiction.
3. Describe the method used to estimate distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year. This only applies to estimating distance. Should you enter an estimate of distance for more than one jurisdiction, please use the calculation sheet enclosed with the Distance Reporting form.
4. Sign the form.

Jurisdictions must border one on the other for your distance report to be valid. See the map overleaf.

Enclosed is the Distance Reporting (IRP) form that you must fill out and return by mail before **November 19, 2010**. Make sure all sections are filled out.

Actual or estimated km?

By **actual km**, we mean the distance travelled by your IRP-registered vehicle(s) during the reference period, that is, from July 1, 2009 to June 30, 2010. You must enter the exact km, not give approximate or rounded-off numbers.

Estimated km is the distance you expect your vehicle(s) to cover from April 1, 2011 through March 31, 2012. Only enter an estimate if not reporting actual distance. An estimate should be as accurate as possible, since you could be asked for supporting documentation.

Checking off a jurisdiction year after year where your vehicle(s) did not really travel could result in higher costs.

If a vehicle registered under IRP has travelled in a jurisdiction with a trip permit during the reference period, you must use the actual distance covered.

The SAAQ can refuse an unrealistic estimate and use the distance chart to determine the estimated number of kilometres.

Method of calculating estimated kilometres

To calculate the distance you expect your vehicle(s) to cover in a jurisdiction during the coming registration year, here is a suggested method:

estimated kilometres = the number of kilometres that will be traveled, per trip, in a jurisdiction times the number of trips expected during a year

For example, if you expect to be making trips in Connecticut and Delaware, as the sample form shows, calculate the distance as follows:

Connecticut (CT) = 66 km multiplied by 24 trips = 1 584 km
 Delaware (DE) = 182 km multiplied by 36 trips = 6 552 km

IMPORTANT

Enter your calculation and the result on the form; or use the enclosed sheet.

The number of estimated kilometres reported in a jurisdiction must be for round-trips.

Distance Reporting - IRP
 Québec City area: 418 528-4343, Elsewhere in Québec: 1 800 837-6030, Fax No.: 418 646-5677

1234, Québec inc
 Transport XYZ
 1 rue de la Gare
 Québec (Québec) G1H 2J3

418 555-1234
 jlarue@transport.qc.ca

418 555-5678

FILE NO. 12345678
 IRP REGISTRANT NO. QC-23456
 FLEET NO. 009
 EFFECTIVE DATE 2011-04-01
 EXPIRY DATE 2012-03-31

CANADA			UNITED STATES		
Province	Actual	Estimated	State	Actual	Estimated
ALBERTA			ALABAMA		
BRITISH COLUMBIA			ARIZONA		
MANITOBA	X	8 421	ARKANSAS		
ONTARIO	X	12 829	CALIFORNIA		
QUÉBEC	X	25 624	COLORADO		
NEW BRUNSWICK			CONNECTICUT	X	1 584
NEW FOUNDED			DELAWARE	X	6 552
NEW YORK			FLORIDA		
NEWFOUNDLAND			GEORGIA		
			ILLINOIS		
			INDIANA		
			IOWA		
			KANSAS		
			KENTUCKY		
			LOUISIANA		
			MAINE		
			MARYLAND		
			MASSACHUSETTS		
			MISSISSIPPI		
			MINNESOTA		
			MISSOURI		
			MONTANA		
			NEBRASKA		
			NEVADA		
			NEW HAMPSHIRE		
			NEW JERSEY	X	36 927
			NEW MEXICO		
			NEW YORK	X	38 621
			NORTH CAROLINA		
			NORTH DAKOTA		
			OHIO		
			OKLAHOMA		
			OREGON		
			PENNSYLVANIA	X	28 423
			RHODE ISLAND		
			SOUTH CAROLINA		
			SOUTH DAKOTA		
			TENNESSEE		
			TEXAS		
			UTAH		
			VERMONT	X	27 425
			VIRGINIA		
			WASHINGTON		
			WEST VIRGINIA		
			WISCONSIN		
			WYOMING		

TOTAL ACTUAL (1) 164 027 TOTAL ESTIMATED (2) 8 136

TOTAL ACTUAL (1) + (2) = 172 159

TOTAL ESTIMATED (2) + (4) = 8 136

TOTAL ACTUAL (1) + (3) = 295 423

TOTAL KILOMETRES 303 559

Distance calculated using PC MILLER software:
 Hartford (Ct) = 66 km x 24 = 1,584 km
 Dover (De) = 182 km x 36 = 6,552 km

SIGNATURE OF CONTACT PERSON: *Jean Larue* NAME (PRINT): Jean Larue DATE (Y-M-D): 2010/10/08

