



# TRANSFLO Express<sup>®</sup> Trip Sheet

Scan all related trip Documents at  
any TRANSFLO Express<sup>™</sup> Truckstop  
as soon as practical.

## SPADY TRANSPORT, LTD

Date: \_\_\_\_\_ Driver: \_\_\_\_\_

Tractor/Trailer No: \_\_\_\_\_ # of pgs including cover: \_\_\_\_\_

Notes: \_\_\_\_\_

### Instructions

- 1) Go to a TRANSFLO Express<sup>™</sup> Truck stop Scan location. You can find a list of scan locations at [www.transfloexpress.com](http://www.transfloexpress.com). Any Pilot, Flying J and Loves locations have the truck stop scanning capability.
- 2) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed.
- 3) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express<sup>™</sup> Truck stop scan location. Cashier will scan documents for you. It should take about one minute.
- 4) Cashier may ask you for the fleet ID. If asked, tell the cashier the fleet ID is found under the barcode on this page. The cashier will then enter the fleet ID.
- 5) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt. Please keep this receipt and turn in with your paperwork.
- 6) Review the confirmation receipt to ensure that the page count is correct.

