



## Transflo Express Trip Sheet

Scan all related Load Documents at any Transflo Express Truck stop within 24 hours of delivery.

**Carrier**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Order**

**Number:** \_\_\_\_\_

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

### Instructions

- 1) Go to a Transflo Express Truck stop Scan location. You can find a list of scan locations at [www.transfloexpress.com](http://www.transfloexpress.com). Any Pilot/Flying J, Travel Center of America (TA) or Loves locations have the truckstop scanning capability.
- 2) One tripsheet per load and one load per scan which should be done within 24 hours after the trip is completed. Truck stop scanning will start the carrier payment process, so please send in your load paperwork as quickly as possible.
- 3) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this trip sheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed
- 4) 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 truck stop scan location. Cashier will scan documents for you. It should take about one minute.
- 5) Cashier may ask you for our Fleet ID. If asked, tell the cashier the ID is found under the barcode on this page. The cashier will then enter the ID.
- 6) Upon completion of the scan process, the cashier will return your original documents AND a confirmation receipt.
- 7) Review the confirmation receipt to ensure that the date and page count is correct. Also, verify the ID to ensure that the documents were sent to us correctly.
- 8) You may view the images on the Transflo Express Confirmation Viewer by logging on to [www.transfloexpress.com](http://www.transfloexpress.com) and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.

