



TRANSFLO Express[®] Trip Sheet



Scan all related trip documents from your mobile phone or device or at any TRANSFLO Express[™] Truckstop daily or as soon as practical.

Smith Transport, Inc.

Smith Ref./Load #: _____

Driver Code: _____

Tractor #: _____

Trailer #: _____

Route: Origin City: _____

Dest./T Call City: _____

Expense receipts enclosed – Tolls - \$ _____ Lumpers - \$ _____ Scale - \$ _____ Fuel - \$ _____ Misc \$ _____

Instructions

- 1) **PLEASE USE YOUR MOBILE DEVICE PRIMARILY.** Download the APP and scan documents using your Transflo Mobile+ APP or scan at a TRANSFLO Express[™] Truck stop scan location. You can find a list of scan locations at www.transfloexpress.com.
- 2) **ONE TRIP SHEET PER LOAD AND ONE LOAD PER SCAN** which should be done daily or as soon as practical after the trip is completed. By performing this function daily you will ensure your pay is prompt and accurate while greatly assisting the Billing and Driver Payroll process.
- 3) If not using your mobile device, 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. Some locations may have a self-serve kiosk too.
- 4) **USE THE LEAST AMOUNT OF SHEETS POSSIBLE.** 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 the fleet ID. If asked, tell the cashier the fleet ID is **SMTA** and it's also found under the barcode on this page. The cashier will then enter the fleet 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 page count is correct.
- 8) You may view the images on the TRANSFLO Express[™] Confirmation Viewer by logging on to www.transfloexpress.com and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.

