



# CRST *Transflo Express Scanning Rules*



1. **Each trip must be scanned separately.** Do not scan multiple trips in the same scanned batch.
2. **Documents should be scanned as soon as possible after the load completes.**
3. **Tripsheets MUST be the first page (ON TOP) of the batch to be scanned.** (For team trucks, scan both trip sheets (one for each driver), logs for each driver, and only one of the BOL, receipts, etc in the batch. Each driver should NOT scan their trip sheet, log and trip documents in separate batches.)
4. **Fill out the tripsheet accurately and completely:**
  - a. Failure to completely fill in the bubbles on the form could cause delay in driver pay.
  - b. Use BLACK or BLUE ink on the trip sheet. (No gel pens or hi-lighters.)
5. **All documents in the batch must be face-up behind the tripsheet,** with nothing written or taped on the back of the pages. Include **ALL** pages of each Bill of Lading.
6. **Remove all Staples & Paperclips from all documents**
7. **Small Receipts must be taped on a separate sheet of plain paper.** (Tape and paper will be available at the truckstops.)
  - a. Multiple receipts **can** be taped to a single sheet of paper, but they should all be of the same type (i.e. all small toll receipts should be taped to the same sheet, all cash fuel receipts to a separate sheet, all lumper receipts to a separate sheet, etc. Any other miscellaneous receipts needed for reimbursement can be combined on a sheet. Drivers should put their Driver IDs on the individual documents/receipts pertaining only to their activity.)
8. **What NOT to Scan:**
  - a. Comdata Fuel receipts
  - b. Any other receipts for which you will not be reimbursed by CRST
9. **Document Retention:** Staple the Transflo Express receipt to the scanned batch, and retain scanned documents in your truck for 30 days. After 30 days, retain documents at residence for 6 months.

**If you have any questions regarding Transflo Express, contact your fleet manager.**