



IFTA
International Fuel Tax Association Inc.

International Fuel Tax Association, Inc.
P. O. Box 7147
Mesa, AZ 85216-7147
www.iftach.org



INTERNATIONAL REGISTRATION PLAN, INC.

International Registration Plan, Inc.
4196 Merchant Plaza #225
Lake Ridge, VA 22192
www.irponline.org

AUDIT WORKSHOP Virtual Event

June 14 - 17, 2021

IFTA Audit Committee

Executive Committee:

Chair - Kelly Heaton (AR)
Vice-Chair - Bille Pierson (ID)
Ex-Officio - Beth Duda-Rel (AZ)
Board Liaison - L. Michael Romeo (CT)
Board Liaison - David Nicholson (OK)

Committee Members:

Marsha Douglas-Roy (QC)
Joel Foreman (NE)
Regan Johnson (MB)
Lynden Landholm (KS)
Chris Lawson (NJ)
Betsy McCabe (NV)
Lynn Resides (PA)
Mason Simpson (TN)

IRP Audit Committee

Executive Committee:

Chair - Rick DeMuyneck (IA)
Vice-Chair - Misit Alvarez (ID)
Board Liaison - Kevin Davis (ID)
Board Liaison - James Walker (NJ)

Committee Members:

Chris Barry (MA)
Kristie Zanis (NH)
Kelly Zajac (AL)
Windy Anderson (FL)
Beverly Dierks (IN)
Emily Ulmen (ND)
Michaela Van Dyke (NV)
Laurie Mason (NS)
Ryan Sinks (OR)
Christopher D'Onofrio (Penske)
Teresa Grandon (Ryder Transportation Services)

Sponsored By:



**Event
Partner**

IFTA, Inc. Team

Carmen Martorana
Monica Halstead
Debora Meise
Jason DeGraf
Tom King
Tammy Trinker
Maria Coronado



**CELTIC
Systems**

**Associate
Sponsor**

IRP, Inc. Team

Tim Adams
Ken Carey
Amy Cook
Jeff Hood
Robin Murphy
Claudia Trapp
Glenn Turner

Monday, June 14, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

10:00 - 11:00 Eastern	Presenters Meeting Only if necessary and pre-scheduled
11:00 - 12:00 Eastern Ms. Halstead and Gayle See (AB)	IFTA and IRP Fundamentals Have you ever wondered why and how these organizations started? How they operate now? Join us for a walk down memory lane and into the present to learn why and how we do what we do. Short presentations punctuated with discussions, so bring your general IFTA and IRP questions.
1:00 - 2:00 Eastern Mr. Resides Ms. Dierks and Ms. Anderson	Best Practices Guide Update Curious about the new Best Practices Guidelines for our two organizations? Join us in this session to experience the most up-to-date guidance! IFTA IRP
2:00 - 2:15 Eastern Ms. Trapp and Ms. Halstead	LMS Update

Tuesday, June 15, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

10:30 - 11:00 Eastern	Morning 'Cup of Joe' with ProMiles Join the ProMiles Team to learn about their company, products, and innovations. Bring your questions, comments, and conversation to this session hosted by this important Audit Workshop Event Partner.
11:00 - 12:30 Eastern Mr. Heaton and Mr. DeMuyck Ms. McCabe, Ms. Grandon, and Ms. Zanis Eric Belford (MT)	Opening General Session Welcome / Introductions / Housekeeping Ice Breaker Communication Techniques - How to Get the Information You Need from the Taxpayer Drawing upon his experience in law enforcement, Mr. Belford will share ideas on how to put the taxpayer at ease, creating open and honest lines of communication. He will also discuss signs to watch for that may indicate deception, how to probe deeper to determine if deception is taking place, and what steps you can take if you determine deception is occurring. While Eric will focus on communicating in a professional setting, this session will include tips and information you can use in both your business and personal lives.
12:30 - 1:00 Eastern Mr. Adams Mr. Martorana	What's New and Exploring the Future of: IRP IFTA
1:00 - 2:00 Eastern	Break
2:00 - 4:00 Eastern Ms. Zajac, Ms. Ulmen, Ms. Douglas Roy, and Mr. Landholm Mr. DeMuyck, Ms. Pierson, and Mr. Simpson	Attendee Choice Breakout Sessions <i>You may only attend one of the below sessions. Please select the session most appropriate for your position.</i> The Auditor's Journey: From Newbie to Know it All Decision processes at all levels of the IFTA/IRP auditor experience while moving through required audit procedures. This session is beneficial for auditors of all experience levels. Audit Manager Insights An open and interactive discussion for jurisdictional audit management on the 3% audit requirements, authority for settlements and payments, record reviews, audit selections, and carrier training programs.

Tuesday, June 15, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

4:00 Eastern to Close

Mr. Heaton, Mr. DeMuyneck,
Ms. Pierson, and Ms. Alvarez

Auditor Forum / Happy Hour

Join us for questions, furthering discussions, or just some social time! We'll break into smaller groups where you will have the choice of three different breakouts:

Q&A: Bring your auditing questions and scenarios! Auditing experts will facilitate this discussion of any auditing questions you may have.

Topic Specific: If you have a specific issue you're looking for more information or discussion on, email the suggested topic to Kelly Heaton at kelly.heaton@ardot.gov.

Purely Social: If you've had your fill of audit discussions for the day why not take some time to just catch up with colleagues or make some new IRP and IFTA friends.

Wednesday, June 16, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

10:30 - 11:00 Eastern	Morning 'Cup of Joe' with Celtic Join the Celtic Team this morning to learn about their organization, products, and innovations. Bring your questions and learn about this important Audit Workshop Associate Sponsor.
11:00 - 11:30 Eastern Mr. Sinks and Matthew Kirkpatrick (AR)	Auditing Vehicle Tracking Systems Join us for an engaging session covering the important current recommendations for auditing records from vehicle tracking systems. This course will start with a base level, Auditing 101 approach, and include the following topics: Testing Internal Controls Substantive Testing of Data Drawing Conclusions
11:30 - 12:30 Eastern Mr. Heaton and Mr. DeMuyne	Standardization of Electronic Audit Records (Ballot) Join us for an informative discussion of this ballot. Ballot Content Key Points of the ballot language Review comments received through the ballot process
12:30 - 1:00 Eastern Mr. Heaton and Mr. DeMuyne	Getting to Know Your Audit Committees
1:00 - 2:00 Eastern	Break

Wednesday, June 16, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

2:00 - 3:00 Eastern

Rotating Concurrent Breakout Sessions

You will be assigned a rotation for attending each concurrent breakout session. All attendees will be able to participate in all sessions.

Gary Bennion (XPO Logistics) and Mahlon Gragen (ATC Transportation)

Industry Breakout

Technology: What's Here... What's Coming...How to Use it...

During this session we'll hear about the technology transportation companies utilize to help them improve safety on our highways, reduce their carbon footprint, refine efficiencies and lowering operating costs. We will also delve into technology being developed and tested and learn what changes it could bring to the industry. In addition to learning how this technology benefits the carrier, you will also learn about the type of information you can expect to receive when you audit companies utilizing it.

Be sure to bring any questions you have regarding this timely topic!

Mr. Berry, Mr. Foreman, and Mr. Landholm

Interactive Auditing Scenarios

Collaborating with peers to share audit techniques using audit scenarios.

Ms. Alvarez, Ms. Mason, and Ms. Douglas-Roy

Sampling and Projection Breakout

Scenario-based session geared to inspire discussions on how to implement sampling and projections within your audit based on the IFTA and IRP Best Practice guides.

Come ready to talk about your sampling and projecting experiences and ask and field questions from your peers.

3:00 Eastern to Close

Mr. Heaton, Mr. DeMuyneck, Ms. Pierson, and Ms. Alvarez

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Thursday, June 17, 2021 - IFTA/IRP Audit Workshop - VIRTUAL

8:00 am Pacific; 9:00 am MST (AZ); 10:00 am Central; 11:00 am Eastern; 12:00 pm Atlantic

10:30 - 11:00 Eastern

Morning 'Cup of Joe' with the Inc.'s (IFTA and IRP)

Kick off the final morning of the Audit Workshop with the IFTA and IRP Teams. Bring your questions, comments, or just stop in to socialize!

11:00 - 12:00 Eastern

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12:00 - 1:00 Eastern

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1:00 - 2:00 Eastern

Break

2:00 - 2:30 Eastern

Mr. Bennion, Mr. Landholm, and Ms. Alvarez

Breakout Session Review - Lessons Learned

Come one come all to hear the impressions, conclusions, and ongoing questions developed from the breakout sessions.

2:30 - 3:30 Eastern

Ms. Pierson, Margie Hughes (Comdata), and Jackie Polk (Lee Trans Services)

Sharing Real Experiences from the Virtual Workplace

A discussion based session geared to learning from one another's experiences in a transitioning workplace. This will be an interactive session where we will all share successes and failures we have had as we navigate the changing landscape of the workplace.

How have you changed your communication methods and adapted to your daily routine?

Come ready to talk about tools and technologies we can use to move forward as the open road rolls out in front of us...

3:30 - 4:00 Eastern

Ms. Pierson and Ms. Alvarez

Town Hall

Participate in this open forum to discuss issues of importance to the IRP and IFTA audit communities. Please bring your questions and pending issues from the week's sessions for discussion.

Mr. Heaton and Mr. DeMuyck

The Rick and Kelly Show

General Session Closing
Final Thoughts

4:00 - 5:00 Eastern

Ms. Pierson, Ms. Alvarez, Mr. Heaton, and Mr. DeMuyck

IFTA and IRP Joint Audit Committee Meeting

5:00 Eastern

Virtual Happy Hour

Grab your drink of choice and catch up with your audit colleagues one last time before the workshop adjourns!