



INTERNATIONAL  
REGISTRATION  
PLAN, INC.

## **IFTA / IRP AUDIT WORKSHOP Registration Packet**

*IFTA, Inc. and IRP, Inc. wish to extend an invitation to attend the upcoming workshop*

**Marriott Mission Valley  
San Diego, California**



**February 11 – 13, 2020**

# 2020 IFTA/IRP Audit Workshop

## Challenge of Change – Incorporating Technology and Communication to Enhance Audit Technique

### Preliminary Agenda

Presiding:

Beth Duda-Rel, Chair, IFTA Audit Committee  
Heidi Crawford, Chair, IRP Audit Committee

#### IFTA Audit Committee

Beth Duda-Rel (AZ)  
Chair

Kelly Heaton (AR)  
Vice Chair

L. Michael Romeo (CT)  
David Nicholson (OK)  
Board Liaisons

#### Members:

Marsha Douglas Roy (QC)  
Joel Foreman (NE)  
Regan Johnson (MB)

Lynden Landholm (KS)  
Betsy McCabe (NV)  
Bille Pierson (ID)

Lynn Resides (PA)  
Mason Simpson (TN)

#### IRP Audit Committee

Heidi Crawford (NE)  
Chair

Michaela Van Dyke (NV)  
Vice Chair

Kevin Davis (ID)  
James Walker (NJ)  
Board Liaisons

Chester Cook (GA)  
Past Chair

#### Members:

Chris Barry (MA)  
Wayne Brown (ME)  
Charlie LeFew (VA)  
Diana Kay (FL)

Rick DeMuynck (IA)  
Rob Sheffield (SD)  
Misti Alvarez (ID)  
Stacey Hammock (WY)

Laurie Mason (NS)  
Christopher D'Onofrio (Penske)  
Brian Lehane (NECS)

Workshop Check-in and Assistance will be available from  
Monday, February 10<sup>th</sup> at 1 pm through Thursday, February 13<sup>th</sup> at 3 pm.

## Monday, February 10, 2020

<b>Workshop Check-In and Assistance Center</b>	<i>Committee Members</i>	1 – 5 pm
<b>Industry Advisory Committee Meeting</b>	<i>Dennis Vanderslice, ARI Fleet, IAC Chair</i>	3 – 5 pm
<b>Presenters Meeting</b>	<i>Beth Duda-Rel (AZ), IFTA AC Chair Heidi Crawford (NE), IRP AC Chair</i>	5 – 7 pm

## Tuesday, February 11

<b>Workshop Check-In and Assistance Center</b>	<i>IFTA Team and Committee Members</i>	7 am – 5 pm
<b>Breakfast Buffet (Provided)</b>		7 – 8:30 am
<b>Optional IFTA/IRP History</b>	<i>Ken Carey (IRP, Inc.)</i>	7:45 – 8:15 am
<b>General Session I</b>		8:30 – 9:30 am
Welcome / Intros / Housekeeping	<i>Ms. Duda-Rel, Ms. Crawford, Kelly Heaton (AR), Michaela Van Dyke (NV), and Suzanne Bueller (CA)</i>	
Ice Breaker	<i>Bille Pierson (ID), Regan Johnson (MB), Margie Hughes (Comdata), Stacey Hammock (WY)</i>	
<b>Networking Break (Provided)</b>		9:30 – 10 am
<b>General Session I Cont.</b>		10 – 12 pm
What's New in IFTA	<i>IFTA Board President and Mr. Carmen Martorana (IFTA, Inc.), Executive Director</i>	
What's New in IRP	<i>Tim Adams (IRP, Inc.) CEO</i>	
Keynote Speaker	<i>TBD</i>	
<b>Challenge of Change</b> – Incorporating technology and communication to enhance audit technique		
<b>Lunch (Provided)</b>		12 – 1:30 pm
<b>General Session II</b>		1:30 – 3 pm
ELD / Electronic Records Panel Discussion	<i>TBD</i>	
Electronic Records Standardization Working Group	<i>TBD</i>	
<b>Networking Break (Provided)</b>		3 – 3:15 pm
<b>Concurrent Sessions I</b>		3:15 – 5 pm
Auditor 101	<i>Mr. Heaton and Ms. Van Dyke</i>	
Auditor 301	<i>Ms. Hammock, Laurie Mason (NS), and Ms. Pierson</i>	
Manager	<i>Chester Cook (GA) and Mason Simpson (TN)</i>	
<b>Reception (Provided)</b>		6 – 7 pm

## Wednesday, February 12

<b>Workshop Assistance Center</b>			<i>IFTA Team</i>	7 am – 5 pm
<b>Breakfast Buffet (Provided)</b>				7 – 8:30 am
<b>Optional Auditor Forum – Open Q&amp;A</b>		<i>Ms. Duda-Rel, Ms. Crawford, Mr. Heaton, and Ms. Van Dyke</i>		7:30 – 8:15 am
<b>General Session III</b>				8:15 – 8:30 am
Breakout Sessions Preview		<i>Ms. Duda-Rel, Ms. Crawford, Mr. Heaton, and Ms. Van Dyke</i>		
<b>Concurrent Breakout Scenarios I</b>				8:30 – 10 am
(1) Industry Breakout		<i>Mr. Vanderslice, Jackie Polk (Lee Trans Services), and Ms. Hughes</i>		
(2) Burden of Proof – Adequate/Inadequate Records		<i>Debra Teague (NM), Marsha Douglas-Roy (QC), and Wayne Brown (ME)</i>		
(3) Audit Scenarios		<i>Joel Foreman (NE), Lynden Landholm (KS), Diana Kay (FL), and Misti Alvarez (ID)</i>		
<b>Networking Break (Provided)</b>				10 – 10:30 am
<b>Concurrent Breakout Scenarios II</b>				10:30 am – 12 pm
(1) Industry Breakout		<i>Mr. Vanderslice, Ms. Polk, and Ms. Hughes</i>		
(2) Burden of Proof – Adequate/Inadequate Records		<i>Ms. Teague, Ms. Douglas-Roy, and Mr. Brown</i>		
(3) Audit Scenarios		<i>Mr. Foreman, Mr. Landholm, Ms. Kay, and Ms. Alvarez</i>		
<b>Lunch (Provided)</b>				12 – 1:30 pm
<b>Concurrent Breakout Scenarios III</b>				1:30 – 3 pm
(1) Industry Breakout		<i>Mr. Vanderslice, Ms. Polk, and Ms. Hughes</i>		
(2) Burden of Proof – Adequate/Inadequate Records		<i>Ms. Teague, Ms. Douglas-Roy, and Mr. Brown</i>		
(3) Audit Scenarios		<i>Mr. Foreman, Mr. Landholm, Ms. Kay, and Ms. Alvarez</i>		
<b>Networking Break (Provided)</b>				3 – 3:30 pm
<b>Regional Breakouts</b>				3:30 – 5 pm
Reference attached region map				
(1) Region I		<i>IFTA and IRP Committee Representatives</i>		
(2) Region II		<i>IFTA and IRP Committee Representatives</i>		
(3) Region III		<i>IFTA and IRP Committee Representatives</i>		
(4) Region IV		<i>IFTA and IRP Committee Representatives</i>		

## Thursday, February 13

<b>Workshop Assistance Center</b>	<i>IFTA Team</i>	7 am – 3 pm
<b>Breakfast Buffet (Provided)</b>		7 – 8:30 am
<b>Jurisdiction Only Session</b>		8:30 – 10 am
<p><b>Jurisdiction members only.</b> This is an opportunity to present concerns from your jurisdiction to field ideas and answers to current issues.</p>		
<b>Networking Break (Provided)</b>		10 – 10:30 am
<b>General Session IV</b>		10:30 am – 12 pm
Breakout Sessions' Overviews	<i>Breakout Session Presenters</i>	
Approach, Analyze and Report when working with Electronic Data	<i>Ms. Duda-Rel and Ms. Hughes</i>	
<b>Lunch (Provided)</b>		12 – 1 pm
<b>General Session IV Cont.</b>		1 – 2:30 pm
Town Hall	<i>Ms. Duda-Rel, Mr. Heaton, Ms. Crawford, and Ms. Van Dyke</i>	
Workshop Wrap Up	<i>Ms. Duda-Rel, Mr. Heaton, Ms. Crawford, and Ms. Van Dyke</i>	
<b>Joint Audit Committee Meeting</b>	<i>Ms. Duda-Rel and Ms. Crawford</i>	2:30 – 4 pm

## Friday, February 14

<b>IFTA Audit Committee Meeting</b>	<i>Ms. Duda-Rel</i>	8 am – 12 pm
<b>IRP Audit Committee Meeting</b>	<i>Ms. Crawford</i>	8 am – 12 pm

## Marriott Mission Valley



8757 Rio San Diego Drive  
San Diego, CA 92108  
(619) 692-3800

[Marriott Mission Valley Website](#)

**IFTA/IRP Audit Workshop – Direct Hotel Reservations Link:**  
[Book your group rate for IFTA/IRP Audit Workshop Feb2020](#)

Registration Deadline

*On-line registration will be provided by **November 5th***

**January 20, 2020 (Monday)**

On-site Check-In

February 10 (Monday)  
1:00 – 5:00 p.m.

### **Registration Fees (in USD):**

Member Jurisdiction Representative

\$530.00

Industry and General Public

\$595.00

Exhibitor and Sponsorship Levels

Contact IFTA, Inc.  
[dmeise@iftach.org](mailto:dmeise@iftach.org)



### **Hotel Fees (in USD):**

Room Rate

\$173.00

Tax

12.5%

Transportation

\$15 round trip

*Quote based on Super Shuttle service provided from San Diego International Airport (SAN)*

Alternate transportation options are available by visiting <https://www.san.org/to-from/Public-Transportation> .

**Registration Form - IFTA/IRP AUDIT WORKSHOP**

<b>REGISTRATION DEADLINE</b>		<b>January 20, 2020</b>
<b>REGISTRATION FEES (Listed in US Funds) Check One:</b>		
<b>Jurisdiction Member</b>	<input type="radio"/>	<b>\$530.00</b>
<b>IFTA Audit Committee</b>	<input type="radio"/>	<b>\$0.00</b> (verification required)
<b>IRP Audit Committee</b>	<input type="radio"/>	<b>\$0.00</b> (verification required)
<b>IFTA Funded Traveler</b>	<input type="radio"/>	<b>\$0.00</b> (verification required)
<b>Industry and General Public</b>	<input type="radio"/>	<b>\$595.00</b>
<b>Exhibitor and Sponsorship Packages Available</b>	<input type="radio"/>	<b>Contact IFTA, Inc.</b>
<b>I have read and acknowledge the Code of Conduct</b>	<input type="radio"/>	<b>Required (Pg. 12)</b> <i>Failure to check this box will result in a failure to register</i>

*Cash is **not** accepted as a form of registration payment.  
Attendees can pay their registration fees by **check, money order, or Credit Card via PayPal.**  
Jurisdiction representatives may also pay registration fees by **ACH** and should contact IFTA, Inc.  
at [travel@iftach.org](mailto:travel@iftach.org) regarding all ACH payments.*

*Individual or group invoices are available upon request.*

<b>FIRST NAME:</b>		<b>LAST NAME:</b>	
<b>TITLE:</b>			
<b>COMPANY/ ORGANIZATION:</b>			
<b>MAILING ADDRESS:</b>			
<b>CITY:</b>	<b>STATE / PROVINCE:</b>	<b>ZIP /POSTAL CODE:</b>	
<b>TELEPHONE:</b>		<b>E-MAIL:</b>	

**Registration Questions - IFTA/IRP AUDIT WORKSHOP**

1. Are you a first time attendee? YES  NO

2. Do you audit: IFTA  IRP  BOTH

3. What topic would you most like to hear discussed?

4. Please check the listing which best identifies your position:

- Jurisdiction Auditor
- Trucking Company
- 3<sup>rd</sup> Party Vendor
- Jurisdiction Management

5. Please tell us how many years of audit experience you have:

6. Please identify your region based on the IRP regional map:




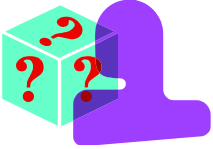
7. Do you have food allergies or restrictions? YES  NO

8. Please identify your food allergies/restrictions here:

9. I have read and acknowledge the Code of Conduct. YES



## Registration Information

<b>Penalty:</b>	A <b>\$50.00</b> (USD) penalty will be added to <b>all</b> registration fees not paid, not paid in full, or not received by IFTA, Inc. on or before <b>February 4, 2020</b> .
<b>Liability and Cancellation:</b>	<p>Persons that pre-register and fail to attend, without paying the fee or canceling in writing <b>5 working days in advance</b> of the meeting (<b>2/4/20</b>), will be liable for the <b>full</b> cost of their registration fees.</p> <p>Cancellation of attendance <b>must</b> be provided to IFTA, Inc. in writing <b>no later than February 4, 2020</b>. On site cancellations or lack of cancellation notice will result in a <b>full</b> registration fee being assessed.</p>
<b>Refunds:</b>	Refunds are only for those persons having paid the registration fees in advance and have provided written notice of their cancellation five (5) working days ( <b>2/4/20</b> ) in advance of the meeting. All refunds will be completed by the same method the fee was paid whether by ACH, PayPal, or check.
<b>Payment:</b>	<p>Cash is not accepted as a form of registration payment. Attendees can pay their registration fees by check, money order, or Credit Card via PayPal. Jurisdiction representatives may also pay registration fees by ACH and should contact IFTA, Inc. at <a href="mailto:travel@iftach.org">travel@iftach.org</a> regarding all ACH payments. Please ensure these payments are <u>clearly</u> marked for identification purposes. Individual or group invoices are available upon request.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>IFTA, Inc. FEIN: 86-0640757</p> </div> <div style="text-align: center;">  </div> </div> <p style="text-align: center;"><b>MAKE CHECKS OR MONEY ORDERS PAYABLE TO IFTA, INC.</b> (in US Funds) <b>Mail to:</b> 912 W. Chandler Blvd., B-6 Chandler, AZ 85225-4910</p> <div style="text-align: right; margin-top: 10px;">  </div>
<b>Questions:</b>	<p><b>REGISTRATION QUESTIONS AND ASSISTANCE</b></p> <div style="display: flex; justify-content: center; align-items: center; margin-bottom: 10px;">  </div> <p><b>Contact IFTA, Inc.</b> Tammy Trinker Phone: (480) 212-3457 Email: <a href="mailto:tdrinker@iftach.org">tdrinker@iftach.org</a></p>

## **Other Information**

### **EXHIBITOR INFORMATION** **Single and Double Meeting Package Pricing Available**

#### **Exhibitor Fee Entitles Delegates to the Following:**

- \* Exhibitor Registration for 1 Person
- \* One Exhibitor Table
- \* Access to 1 Electrical Outlet
- \* Access to Complete Meeting Functions

**For additional set-up needs, it is the responsibility of the Exhibitor/Sponsor to contact the hotel and make the necessary arrangements. Below is the hotel contact that can assist in arranging additional needs for our exhibitors and sponsors.**

Katryna Dillard  
Events Manager  
katryna.dillard@marriottmv.com  
(619) 209-6610

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### **SPONSORSHIP INFORMATION** **4 LEVELS AVAILABLE**

- \* **Supporters**
- \* **Associates**
- \* **Partners**
- \* **Event Sponsor**

If you are interested in sponsoring events during this workshop please contact IFTA, Inc. for additional information and pricing. If you are interested in the double meeting price package for the Exhibitor opportunities please contact IFTA, Inc.

IFTA, Inc.  
Debora Meise  
Senior Director  
(480) 748-5763  
[dmeise@iftach.org](mailto:dmeise@iftach.org)

## IRP Regions

Please use the below regional breakdown to respond to registration question 6. The regional breakout sessions will be based on the IRP regions identified below. Locate your jurisdiction and note the region # (I through IV) for question 6. This question is a requirement and must be answered.



### **Region I**

Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, Newfoundland, New Hampshire, New Jersey, New York, Nova Scotia, Ontario, Pennsylvania, Prince Edward Island, Quebec, Rhode Island and Vermont

### **Region II**

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia

### **Region III**

Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin

### **Region IV**

Alberta, Arizona, British Columbia, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Saskatchewan, Utah, Washington, and Wyoming

## Code of Conduct at IFTA Events

Events of members of the International Fuel Tax Agreement (IFTA) community provide outstanding opportunities to foster professional development, share best practices and promote efficient and effective Agreement administration.

IFTA, Inc. strives to provide an optimal atmosphere for collegial discussion and exchange at all IFTA sponsored and co-sponsored events. IFTA, Inc. is committed to fostering a positive environment at all events, based upon trust, respect, open communications and ethical behavior. The Board of Trustees of IFTA, Inc. has adopted this Code of Conduct at IFTA Events to promote these values.

Participants in IFTA events must avoid inappropriate actions or comments based on race, gender, age, religion, sexual orientation. IFTA event participants should interact with other event attendees in a cooperative and collegial manner and show consistent respect to other participants at all times.

Violations of this Code of Conduct should be reported promptly to a team member of IFTA, Inc. In cases of violations of this Code of Conduct Policy the Board of Trustees shall authorize such actions as may be appropriate, including but not limited to requiring participants to leave an event and precluding event attendees who have violated this Code of Conduct from attending future events.

Approved and Adopted by IFTA, Inc. Board of Trustees  
October 24, 2019