

2023
IFTA / IRP AUDIT WORKSHOP
Registration Information

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

Sirata Beach Resort
St. Pete, Florida



January 31 – February 2, 2023



Sirata Beach Resort
 5300 Gulf Boulevard
 St. Pete Beach, FL 33706
 (800) 374-9000

IFTA/IRP Audit Workshop – Direct Hotel Reservations Information:

Reservations for the Sirata Beach Resort can be made by calling the Sirata Group Reservations. Please contact [Jakeya Roberts, Sirata Group Reservations, at 727-363-5230](tel:727-363-5230) between the hours of 8:00 am and 5:00 pm Eastern Time. We do not recommend that you contact the Sirata outside of their normal business hours; however, if you are doing so, you are advised to leave a message for Group Reservations by including both your business and cell numbers for a return call. We strongly encourage you to make your reservation at the earliest possible time. The deadline for our group reservation is December 30, 2022.

Registration Deadline: Friday December 30, 2022

On-site Check-In: Monday, January 30, 2023
 1:00 – 5:00 p.m.

Registration Fees (in USD):

Member Jurisdiction Representative	\$590
IFTA Subscribers/IRP Affiliates	\$625
Industry and General Public	\$650



Sponsorship

Contact IFTA, Inc. dmeise@iftach.org

Hotel Fees (in USD):

Room Rate	\$179
Tax	13.00%
Parking	\$25 per day
Transportation	\$

WORKSHOP DRAFT AGENDA

Date / Time	Agenda Presentation	Speaker / Panel
January 30, 2023	Monday	
1:00 – 5:00 pm	On Site Check In and Assistance	IFTA and IRP Team
3:00 – 5:00 pm	Industry Advisory Committee (IAC) Meeting	
5:00 – 7:00 pm	Presenters Meeting – Workshop Planning Meeting	All Presenters
January 31, 2023	Tuesday	
7:00 am – 5:00 pm	On Site Check In and Assistance	IFTA and IRP Team
7:00 – 8:30 am	Breakfast (Provided)	
8:30 – 10:00 am	Auditor 101-New kid on the block <i>This breakout session is designed specifically for new auditors and/or those attending the workshop for the very first time. The session will provide a networking opportunity allowing attendees to get acquainted with some IFTA and IRP staff and audit committee members. The session will include an overview of the I2 Learning hub, commonly used acronyms, and some basic audit content for newly hired auditors.</i>	Tatrika Graphenreed (MI) Michelle Fassbender (JJ Keller) Caleb Ross (ID) Beverly Dierks (IN)
8:30 – 10:00 am	Auditor 301 <i>An open and interactive discussion of some of the common, but more challenging audit encounters such as leases, non-taxable fuel, non-reported/over-reported jurisdictions, and what to do with partially missing records.</i>	Ryan Sinks (OR) Jon Lepak (CA) Jackie Polk (Lee Trans)
8:30 – 10:00 am	401/Managers <i>From 2022 Agenda This session will give more experienced auditors and managers the opportunity to network and discuss deeper more involved topics. Two primary topics on the agenda for this breakout are 1) the peer review audit section and 2) the records review ballot and process. The peer review topic will allow attendees to discuss the various requirements and offer suggestions on how to improve the audit section of a peer review. The records review topic will cover the recent ballot as well as how joint shops perform record reviews and offer tips and techniques to make the process beneficial to both the jurisdiction and the auditee.</i>	Tiffany Black (IN) Sarah Kamhi (IN)
10:00 – 10:30 am	Break (Provided)	
10:30 – 11:15 am	Opening General Session <ul style="list-style-type: none"> - Welcome / Intros / Housekeeping - Ice Breaker - Game Show (Session 1) 	Rick Demuyneck (IA) Kelly Heaton (AR)
11:15 am -12:00 pm	Technology	Gary Bennion (XPO Logistics)

	<i>An update on the progress of alternative fuel vehicles and infrastructure, autonomous vehicles, and some of the new technologies that are being implemented in the freight industry.</i>	
12:00 – 1:00 pm	Lunch (Provided)	
1:00 – 2:00 pm	Bulk Fuel and Split Shop Struggles <i>Balancing bulk fuel to verify jurisdictional tax-paid credit. This session will begin with a perfect world scenario and digress to less than perfect real-world examples. What documents are sufficient and appropriate records to determine bulk fuel jurisdictional tax-paid credit? We invite you to share common bulk fuel issues in your jurisdiction.</i>	Heidi Crawford (NE) Eric Belford (MT)
2:00 – 3:00 pm	Sufficient and Appropriate <i>This session will examine the terms sufficient & appropriate in relation to Carrier records and the required record-keeping elements. This presentation will provide the IFTA/IRP community with resources to evaluate the sufficiency and appropriateness of distance and fuel records during an audit. The discussion will explore how auditors utilize and evaluate the carrier's records during the audit process, the application of sufficient and appropriate regarding IFTA and IRP, and how different aspects of a carrier's operation can affect how records are evaluated. A breakout group discussion utilizing specific scenarios will follow this presentation.</i>	Scott Kohnen (IN) Emily Ulmen (ND) Tina Munker (AZ)
3:00 – 3:15 pm	Sufficient and Appropriate Scenario Explanation	Beth Duda-Rel (AZ)
3:15 – 3:45 pm	Break (Provided)	
3:45 – 5:00 pm	Breakouts to discuss Sufficient and Appropriate Scenarios	Windy Anderson (FL) Teresa Garber (FL) Brian Lehane (IN NECS)
6:30 – 8:30 pm	Reception	
Date/Time	Agenda Presentation	Speaker / Panel
February 1, 2023	Wednesday	
7:00 am – 5:00 pm	On Site Check In and Assistance	IFTA, Inc.
7:00 – 8:30 am	Breakfast (Provided)	
7:30 – 8:30 am	Morning Cup of Joe <i>Fill up your coffee cup and come spend an hour with our Sponsor representatives and learn about their products, ask your questions, and see how they can help your organization.</i>	
8:30 – 9:00 am	IRP Update	Tim Adams, IRP, Inc.

9:00 – 9:20 am	Game Show	Rick Demuynck (IA)
9:20 – 9:50 am	IFTA Update	Carmen Martorana, IFTA, Inc.
9:50 – 10:00 am	Breakout Instructions	Rick Demuynck (IA) Kelly Heaton (AR)
10:00 – 10:30 am	Break (Provided)	
10:30 am – 12:00 pm	Concurrent Breakout 1 “Internal Controls” <i>How well do you know your auditee? An interactive session highlighting the importance of understanding an auditee’s internal control environment and applying that understanding to the audit.</i>	Kurt Strobe (NH) Michaela Van Dyke (NV) Stephen Adu (KY)
10:30 am – 12:00 pm	Concurrent Breakout 2 “Electronic Records” <i>The goal of this session is to review the requirements of the GPS/ELD systems, discuss GPS calculations and trade secrets, participate in interactive scenarios with GPS data, and hold an open discussion to allow networking and the sharing of additional ideas, tips, tricks, and other insights when dealing with GPS.</i>	Mason Simpson (TN) Kelly Zajac (AL) Marsha Douglas Roy (QE)
10:30 am – 12:00 pm	Concurrent Breakout 3 “Effective Taxpayer Communication- Written and Verbal” <i>Helpful information for jurisdictions and industry to improve the effectiveness and efficiency of communications throughout the audit process.</i>	Tatrika Graphenreed (MI) Beverly Dierks (IN) Rosie Julius (TX) Chris D’Onofrio (Penske) Teresa Grandon (Ryder)
12:00 - 1:00 pm	Lunch (Provided)	
1:00 – 2:30 pm	Concurrent Breakout 1 Concurrent Breakout 2 Concurrent Breakout 3	Same
2:30 - 3:00 pm	Break (Provided)	
3:30 - 5:00 pm	Concurrent Breakout 1 Concurrent Breakout 2 Concurrent Breakout 3	Same
Date / Time	Agenda Presentation	Speaker / Panel
February 2, 2023	Thursday	
7:00 am – 5:00 pm	On Site Check In and Assistance	IFTA, Inc.
7:00 – 8:30 am	Breakfast (Provided)	
8:30 – 9:30 am	Records Review <i>Ever wonder how to complete an IFTA or IRP Compliant Record Review? ND, SD, and CA will provide the basics on completing a record review, including examples of workpapers, letters, and redacted documents they have received. Following this presentation, you will have the information you</i>	Darrin Gerry (SD) Emily Ulmen(ND) Jon Lepak (CA) Elisa Amezcua (CA)

	<i>need to set up a records review program in your own jurisdiction.</i>	
9:30 – 10:00 am	Advanced Spreadsheet Tips and Tricks	
10:00 – 10:30 am	Break (Provided)	
10:30 – 11:00 am	Game Show Final	Rick Demuynck (IA)
11:00 am – 12:00 pm	Regional Breakouts (See handout) <ul style="list-style-type: none"> • Northeast • Southeast • Midwest • West • Canada 	
12:00 – 1:00 pm	Lunch (Provided)	
1:00 – 1:30 pm	Concurrent Breakouts - Reports	
1:30 – 2:00 pm	Regional Breakouts - Reports	
2:30 – 3:30 pm	Town Hall	Bille Pearson (ID) Misti Alvarez (ID)
3:30 – 4:00 pm	Wrap-up and Closing Remarks	Rick Demuynck (IA) Kelly Heaton (AR)

Date/Time	Committee Meeting Day
February 3, 2023	Friday
8:00 – 10:00 am	Separate Meeting Room – IFTA and IRP Joint Audit Committee Meeting
10:00 am – 12:00 pm	Separate Meeting Room – IFTA Audit Committee Meeting
10:00 am – 12:00 pm	Separate Meeting Room – IRP Audit Committee Meeting

Registration Information – IFTA/IRP Audit Workshop

REGISTRATION DEADLINE	December 30, 2022	
REGISTRATION FEES (Listed in US Funds)	Check One:	
Jurisdiction Member	<input type="checkbox"/>	\$590
Jurisdiction Member (Committee or POP Funded)	<input type="checkbox"/>	\$0
Sponsor	<input type="checkbox"/>	\$0
IFTA Subscriber/IRP Affiliate	<input type="checkbox"/>	\$625
Industry and General Public	<input type="checkbox"/>	\$650

*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 accounting@iftach.org regarding all ACH payments.*

Individual or group invoices are available upon request.

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

SPONSORSHIP INFORMATION

Friends
Supporters
Associates
Event Partner





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
Communications & Training Director
(480) 748-5763
dmeise@iftach.org

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
 - Jurisdiction Management
 - Trucking Company
 - 3rd Party Vendor
5. Please tell us how many years of audit experience you have:
- 1 – 3 Years
 - 4 – 10 Years
 - More than 10 years
6. Do you have food allergies or restrictions? **YES** **NO**
7. Please identify your food allergies/restrictions here:
8. I have read and acknowledge the **Code of Conduct**: **YES** **NO**

Payment Information – IFTA/IRP Audit Workshop

Penalty:	A \$50.00 (USD) penalty will be added to all registration fees not paid, not paid in full, or not received by IFTA, Inc. on or before January 23, 2023 .
Liability:	Persons that pre-register and fail to attend, without paying the fee or canceling in writing 5 working days in advance of the meeting (1/23/2023), will be liable for the full cost of their registration fees.
Cancellation:	<p>Cancellation of attendance must be provided to IFTA, Inc. in writing no later than January 23, 2023. On-site cancellations or lack of cancellation notice will result in a full registration fee being assessed.</p> <p>Persons that pre-register and fail to attend, and had their travel paid for by IFTA, Inc., will be liable for all pre-paid expenses if their reservation was not canceled by 1/23/2023.</p>
Refunds:	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 (1/23/2023) in advance of the meeting. All refunds will be completed by the same method the fee was paid whether by ACH, PayPal, or check.
Payment:	<p>Accepted methods of payment include the following:</p> <ul style="list-style-type: none"> • Credit Card via PayPal (a link will lead you there when you register for this event online at www.iftach.org, and select the “Buy Now” option) • ACH / Electronic • Check or Money Order <p>For questions please contact the IFTA Team at accounting@iftach.org.</p> <p style="text-align: center;">IFTA, Inc. FEIN: 86-0640757</p> <p style="text-align: center;">MAKE CHECKS OR MONEY ORDERS PAYABLE TO IFTA, INC. (in US Funds) and Mail to: PO Box 7147 Mesa, AZ 85216-7147</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"></div> <div style="text-align: center;"></div> <div style="text-align: center;"></div> </div>
Questions:	<div style="display: flex; align-items: center;">  <div> <p>Contact IFTA, Inc. Debora Meise Phone: 480.748.5763 Email: dmeise@iftach.org</p> </div> </div>