

**2023 IFTA/IRP Audit Workshop
January 31 – February 2, 2023
Sirata Beach Resort
St. Pete Beach, Florida**

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
Date / Time	Agenda Presentation	Speaker / Panel
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 12 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 Demuynck (IA) Kelly Heaton (AR)
11:15 am -12:00 pm	Technology <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>	Gary Bennion (XPO Logistics)
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 need to set up a records review program in your own jurisdiction.</i>	Darrin Gerry (SD) Emily Ulmen(ND) Jon Lepak (CA) Elisa Amezcua (CA)
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