

2023 IFTA/IRP Audit Workshop

January 31 – February 2, 2023

Sirata Beach Resort St. Pete Beach, Florida

WORKSHOP DRAFT AGENDA

Date / Time	Topic	Presenter	Location
January 30, 2023			
Monday			
1:00 – 5:00 pm	On Site Check In and Assistance	IFTA and IRP Team	King Foyer
2:30 – 5:00 pm	Industry Advisory Committee (IAC) Meeting	Charles Ledig, Penske (Chair)	Royal Palm
5:00 – 6:30 pm	Presenters Meeting – Workshop Planning Meeting	All Presenters	Royal Palm
6:30 – 8:30 pm	Reception	Sponsored by ProMiles	Breezeway Deck
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	King Foyer
7:00 – 8:30 am	Breakfast (Provided)		Breezeway Deck
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)	Mediterranean Palm
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) Jackie Polk (Lee Trans) Matthew Kirkpatrick (AR)	Royal Palm
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</i>	Tiffany Black (IN) Sarah Kamhi (IN) Lacie Morrow (NC)	Majestic Palm

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	<i>offer tips and techniques to make the process beneficial to both the jurisdiction and the auditee.</i>		
10:00 – 10:30 am	Break (Provided)		Queen Foyer
10:30 – 11:15 am	Opening General Session Anthems ProMiles Video Welcome by Robert R. Kynoch Intros / Housekeeping Ice Breaker Game Show (Session 1) Sponsored by Celtic	Rick Demuyneck (IA) Kelly Heaton (AR)	Majestic Palm
11:15 am -12:00 pm	Technology in Trucking – Update <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)	Majestic Palm
12:00 – 1:00 pm	Lunch (Provided)		Breezeway Deck
1:00 – 2:00 pm	Bulk Fuel – The Good, Bad and UGLY! <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> Split Shop Struggles <i>Hear from a panel of jurisdictions from split shops on how they communicate and work with IFTA and IRP processing and audit within their jurisdiction.</i>	David Nicholson (OK) Heidi Crawford (NE) Panel TBD	
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</i>	Scott Kohonen (IN) Emily Ulmen (ND) Tina Munker (AZ)	

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	<i>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>		
3:00 – 3:15 pm	Sufficient and Appropriate Scenario Explanation	Beth Duda-Rel (AZ)	
3:15 – 3:45 pm	Break (Provided)		Queen Foyer
3:45 – 5:00 pm	Breakouts to discuss Sufficient and Appropriate Scenarios – Locations to be announced	Windy Anderson (FL) Jesse Roberts (AR) Brian Lehane (NECS) Christopher Bautista (NV) Jayme Gildea (ND)	
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)		Breezeway Deck
7:30 – 8:15 am	Morning Cup of Joe w/ ProMiles <i>Fill up your coffee cup and come spend some tie with our Event Partner, ProMiles. Learn about their product, ask your questions, and see how they can help your organization.</i>	Gary Markham Gary Land Gene Hall	Mediterranean Palm
8:30 am	General Session		Majestic Palm
8:30 – 9:00 am	IRP Update	Tim Adams, IRP, Inc.	
9:00 – 9:20 am	Game Show	Rick Demuynck (IA) Kelly Heaton (AR)	
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 Straube (NH) Michaela Van Dyke (NV) Stephen Adu (KY)	Mediterranean Palm

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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)	Royal Palm
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)	Majestic Palm
12:00 - 1:00 pm	Lunch (Provided)		Breezeway Deck
1:00 – 2:30 pm	Concurrent Breakout 1 “Internal Controls” Concurrent Breakout 2 “Electronic Records” Concurrent Breakout 3 “Effective Taxpayer Communication- Written and Verbal”		Mediterranean Palm Royal Palm Majestic Palm
2:30 - 3:00 pm	Break (Provided)		Queen Foyer
3:30 - 5:00 pm	Concurrent Breakout 1 “Internal Controls” Concurrent Breakout 2 “Electronic Records” Concurrent Breakout 3 “Effective Taxpayer Communication- Written and Verbal”		Mediterranean Palm Royal Palm Majestic Palm
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)		Breezeway Deck

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8:30 am	General Session		Majestic Palm
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)	
9:30 – 10:00 am	Advanced Spreadsheet Tips and Tricks	Lynae Van Horn (ID) Matthew Kirkpatrick (AR)	Majestic Palm
10:00 – 10:30 am	Break (Provided)		Queen Foyer
10:30 – 11:00 am	Game Show Finale - Sponsored by Celtic	Rick Demuynck (IA) Kelly Heaton (AR)	Majestic Palm
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)		Breezeway Deck
1:00 pm	General Session		Majestic Palm
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
7:00 – 8:30 am	Committee Breakfast – Royal Palm
8:00 – 10:00 am	IFTA and IRP Joint Audit Committee Meeting – Mediterranean Palm
10:00 am – 12:00 pm	IRP Audit Committee Meeting – Mediterranean Palm
10:00 am – 12:00 pm	IFTA Audit Committee Meeting – Date Blue Palm

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Thank you to our Sponsors!

