



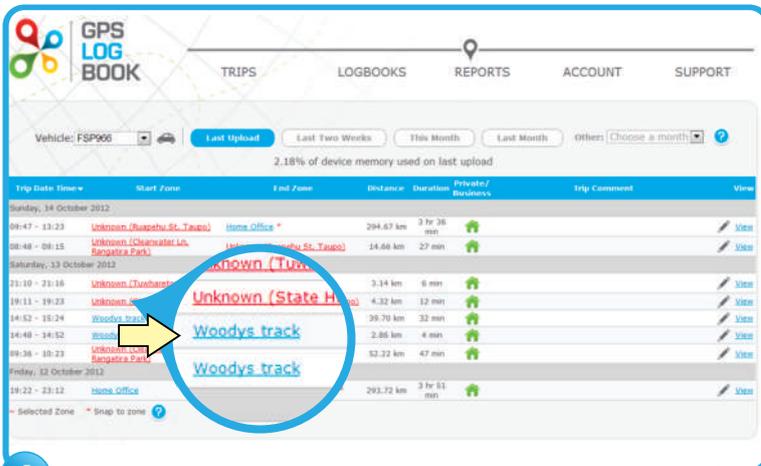
# RUC OFF-ROAD REFUND CLAIMS

These detailed instructions direct RUC refund seekers on using the NEW Tracking Zone function to calculate off-road mileage, by setting tracking zones, capturing odometer readings and then downloading a Tracking Zone Report to facilitate completing the RUCOR claim form.

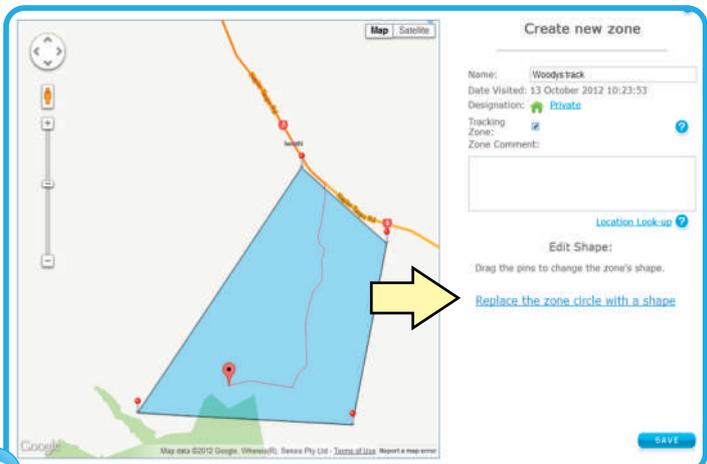
## Easily Claim Off-road Mileage Back From Your Ruc Licences

- A. Create Tracking Zones
- B. Capture Odometer readings for each RUC Licence
- C. Output a Tracking Zone Report
- D. Complete the RUCOR claim form

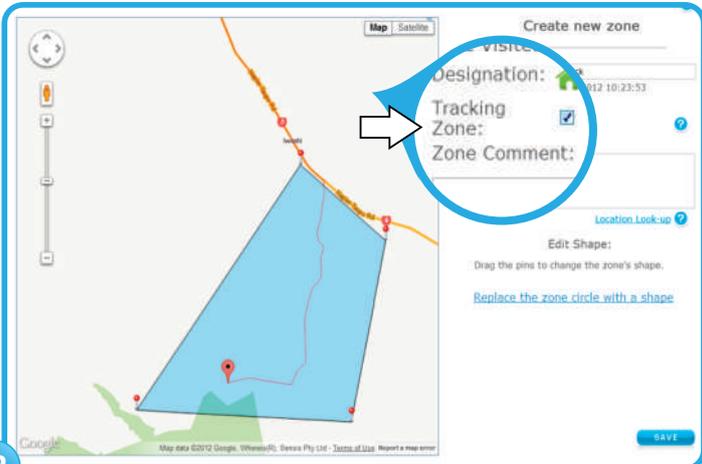
### A. Create Tracking Zones



1 Once logged in and viewing the Trips page, click on the zone name that you wish to track off-road mileage in.



2 Click "Replace the zone circle with a shape" and draw an outline shape by clicking points on the map. Name the Zone in the top text box. You can always redraw the shape by clicking "Discard this shape and draw a new one"



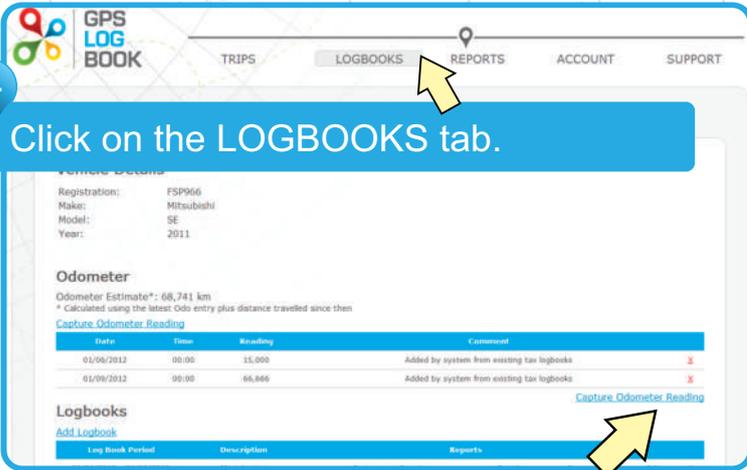
3 Click the "Tracking Zone" tickbox to enable the entire area for trip tracking. Press Save.

**NOTE:**

- When creating Tracking Zones you must ensure that the zone only include private or off-road areas
- When you create a Tracking Zone it will include all trips from your last three syncs
- Contact us for re-processing of trips that go back further than the last three syncs (support@gpslogbook.co.nz)
- Tracking Zones that already exist will track all future trips so creating them as early as possible or in advance is a good idea!

## B. Capture Odometer Readings

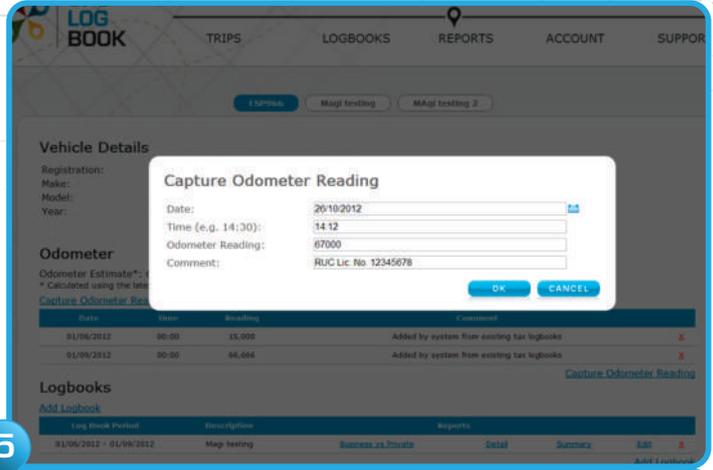
4 Click on the LOGBOOKS tab.



Then click "Capture Odometer Reading"

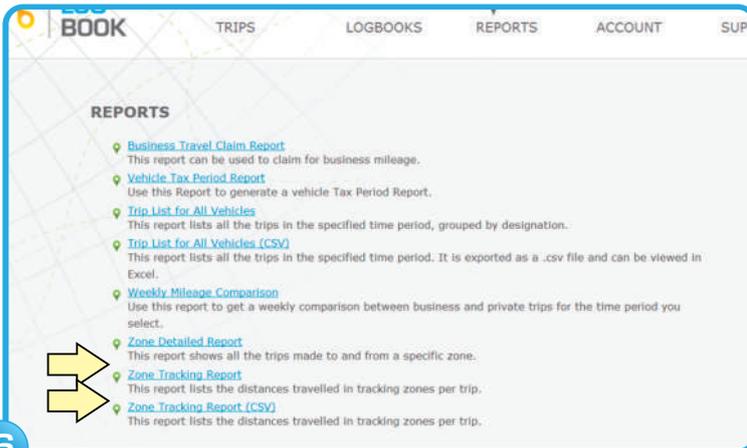
HINT: Odometer readings can be captured at any time, even long after the actual reading. GPS Log Book will soon launch a smartphone app for capturing your odometer readings in your vehicle!

5 Input a date and a time. Capture the odometer reading and **enter your RUC Licence Number** in the Comment field.

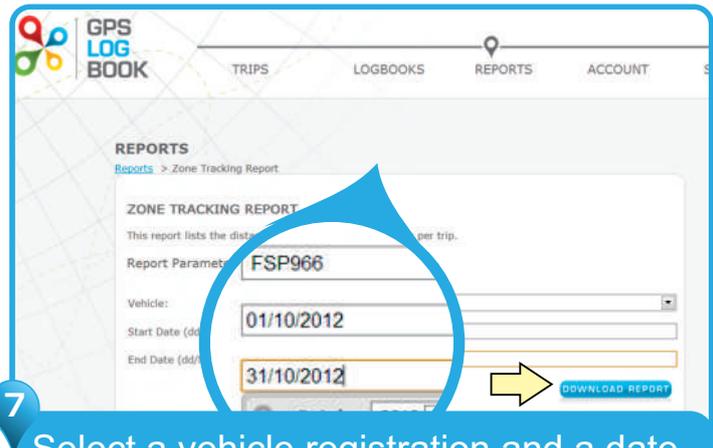


## C. Output a Tracking Zone Report

6 Select either Tracking Zone Report for PDF or CSV (Excel).



7 Select a vehicle registration and a date range, then click DOWNLOAD. Look for messages from your browser and select SAVE, ALLOW or KEEP!



8 The downloaded report will detail all your trip mileage within Tracking Zones.

Trips will be totalled by Odometer reading and Odometer comment i.e. RUC Licence number

Within each Odometer reading trips will be totalled by Trip Comments e.g. "with trailer"

Zone Tracking Report for 23 Aug 2012 to 31 Aug 2012

Registration: FSP966  
 Make: Mitsubishi  
 Model: SE  
 Year: 2011

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Time (hh:mm:ss)	Trip Comment	Total Distance In Zone (km)	Total Time In Zone (hh:mm:ss)
<b>Summary:</b>					
Total Distance: 10,000 km					
Start Date: 1 Aug 2012 14:33					
End Date: RUC Lic. No. 12345678					
2012/08/23 11:08	2012/08/23 11:08	00:00:00	with trailer	0.4	00:01:32
2012/08/23 11:22	2012/08/23 11:22	00:00:00	with trailer	0.2	00:01:11
2012/08/24 06:35	2012/08/24 06:35	00:00:00	with trailer	0.2	00:01:29
<b>Sub Total</b>				<b>0.4</b>	<b>00:04:32</b>
<b>Grand Total</b>				<b>2.0</b>	<b>00:12:44</b>

Comment: without trailer

## D. Complete the RUCOR Claim Form

**NOTE:**

- Ensure that you associate the correct trip kilometres with the correct date range, and kilometre reading of each Road User Charges Licence Number.
- Ensure that you are only claiming for off-road or private road trips.

Download the RUCOR form at <http://www.nzta.govt.nz/resources/road-user-charges/docs/rucor.pdf>

On the RUCOR claim form, fill-in your off-road trip data. Ensure that you match the correct off-road kilometres and dates with the correct RUC licence number.

Select GPS from the drop-down list and Specify GPS LOG BOOK as type

**RUCOR**

**Road user charges application for refund for off-road travel**

**Off-road customer number** (see note 3)  Company name / Surname / Customer name  Please tick if this is your first off-road refund claim

**Please ensure all fields are completed.** Incomplete forms will not be processed. Please read notes on the back of the form and print clearly.

Registration plate	RUC licence number	Distance claimed (see note 4)	Reason code (see note 5)	Method used to record distance claimed	Specify type (see note 6)
RUC696	123456789	357	11	GPS	GPS LOG BOOK
RUC696	123456791	456	11	GPS	GPS LOG BOOK

Brief description of off-road travel  
COLLECTING LOGS IN WAPOUA FOREST

What records are you able to supply to validate this claim?  
I have "GPS Log Book" data, including start & end locations, distance of trip, detailed trip list, map and satellite view of each trip.

Claims must be supported by records, which must be retained by the applicant for two years for the purpose of audit by NZ Transport Agency (NZTA) staff. All claims are subject to random and programmed Audits, and claimants will be visited by NZTA staff.

I have read the notes on the back of this form. I certify that the particulars given are correct.

Signature of applicant  Name of person completing this form  Date

Phone number (include area code)  Email address (optional)

Please supply full address if you are a first time claimant or if you do not know your off-road customer number

**FOR OFFICE USE ONLY**

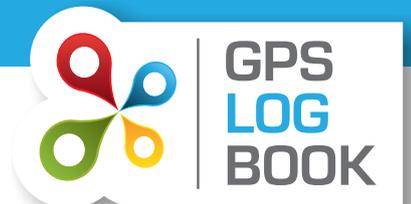
	Initials	Date
Entered		
Approved		

**RUCOR** Road user charges application for refund for off-road travel 01/12

I have "GPS Log Book" data, including start & end locations, distance of trip, detailed trip list, map and satellite view of each trip.



Take the hassle out of keeping a log book!



[www.gpslogbook.co.nz](http://www.gpslogbook.co.nz)