



## Instructions for creating a ride documentation

In order to be able to check your ride, we need your ride documentation.

The ride documentation is an email to [ibabenelux.check@gmail.com](mailto:ibabenelux.check@gmail.com) with the subject "**IBA Ride Check**" and various attachments.

As described in the **IBA Ride Guidelines**, following information is needed:

- general information about you and your ride (**ride info**)
- a copy of all **receipts**
- one photo of each fuel up showing the gas receipt and the mileage at the respective filling station (**photo method**) or alternatively eyewitnesses
- the coordinates of the gas stations / places where you have purchased receipts.

These documents are attached to the above mentioned email.

If the attachments are too large for one email, please distribute them to several emails.

You have three options to document your ride:

**Option 1:** Ride info + receipts + photo method + GPX file (favored)

**Option 2:** Ride info + receipts + photo method + logbook

**Option 3:** Ride-Info + receipts + eye witnesses + logbook

For the Ride-Info (**Ride-Info\_EN.pdf**), Eyewitnesses (**Witness.pdf**) and Logbook (**Logbook\_EN.pdf**) there are corresponding forms to fill out.

These can be found at [www.ibabenelux.org](http://www.ibabenelux.org) -> IBA Documents.

Please note that you can only use the **Adobe Acrobat Reader** for the pdf forms - which you can download for free.



## **Option 1 - Ride Info + Receipts + Photo Method + GPX File**

The following steps have to be done:

### **(1) Ride info**

Please download and fill out the form "Ride-Info"

### **(2) Gas receipts / receipts**

Please take all of your purchased gas receipts and other receipts and number them chronologically (number 01, 02 ...).

### **(3) Photo method**

Please take the photos according to the photo method and rename the individual photos like they correspond to the sequence number on the gas receipts.

### **(4) GPX file**

The last step is to create a GPX file. The GPX file may ONLY contain the waypoints of all gas stations and other receipts (and it must be readable by myRouteApp). Please no tracks and no routes.

The waypoints must be stored as real waypoints in the GPX file, and the name of a waypoint corresponds to the sequence number on the gas receipts.

Example:

The gas receipt at the start will get the sequence number **01**.

The photo (with receipt and mileage) at the startup gas station is **01.jpg**.

The waypoint of the starting gas station in the GPX file is called **01**.

etc.

**Finally please attach the Ride-Info, the scanned receipts, the photos and the GPX-file to the above described email.**



## **Option 2 - Ride-Info + Receipts + Photo-Method + Logbook**

The following steps have to be done:

### **(1) Ride info**

Please download and fill out the form "Ride-Info\_EN.pdf"

### **(2) Gas receipts / receipts**

Please take all of your purchased gas receipts and other receipts and number them chronologically (number 01, 02 ...).

### **(3) Photo method**

Please take the photos according to the photo method and rename the individual photos like they correspond to the sequence number on the gas receipts.

### **(4) Logbook**

Download and fill out the form "Logbook\_EN.pdf".

The sequence number in the logbook corresponds to the sequence number of the receipts and the photo method. The column "KM-Stand" does not necessarily have to be filled out.

Example:

The gas receipt at the start will get the sequence number **01**.

The photo (with receipt and mileage) at the startup gas station is **01.jpg**.

The logbook entry with the station's coordinates is **01**.

etc.

**Finally please attach the Ride-Info, the scanned receipts, the photos and the logbook to the above described email.**



## **Option 3 - Ride-Info + Receipts + Eyewitnesses + Logbook**

The following steps have to be done:

### **(1) Ride info**

Please download and fill out the form "Ride-Info\_EN.pdf".

### **(2) Gas receipts / receipts**

Please take all your purchased on the trip fuel and other receipts and number them chronologically by (number 01, 02 ...).

### **(3) Eyewitnesses**

Please scan the completed eyewitness forms.

### **(4) Logbook**

Download and fill out the form "Logbook\_EN.pdf".

The consecutive number in the logbook corresponds to the sequence numbers of the receipts. The column "KM-Stand" must be completed.

Example:

The gas receipt at the start will get the sequence number **01**.

The logbook entry with the station's coordinates is **01**.  
etc.

**Finally please attach the Ride-Info, the scanned receipts, the witness forms and the logbook to the above described email.**



## Tips and hints

If you ride a Special Ride or an IBA Ride Plus, additional photos and / or additional receipts may be added.

These are also numbered and entered in the logbook (and possibly in the GPX file).

Example: If you took two photos between gas receipt 05 and 06 please name them 05a and 05b or 05.1 and 05.2.

After you have sent your email to us, you will receive an automated acknowledgment of receipt.

We will check your ride in a timely manner and contact you if we have any further questions about your ride or if the result of your ride is known.

**Only after this notification** a fee for the certificate (and probably IBA number) is due.

If you have any questions, we are happy to help.

Please send us an email to [info@ibabenelux.org](mailto:info@ibabenelux.org).

**Good Luck !!**