



UCR Carrier Audit Training  
June 6, 2022  
8:00 a.m. – 5:00 p.m. Eastern Time  
Doubletree by Hilton | Niagara Falls, NY | Room – Cascade A & B

### **Training Agenda**

*Hosted by UCR Board Chair, Ms. Elizabeth Leaman & UCR Executive Director, Mr. Avelino Gutierrez*

- 7:00 AM      *Breakfast Served*
- 8:00 AM      Definitions
- 8:15 AM      Useful Systems Overview
- 8:30 AM      Audit Requirements
- 8:45 AM      Registration Options

### **Step-by-Step Audit Process**

- 8:45 AM *(30 min break included)*
- Assignment of Audit
  - Where to Start
  - What information to Collect
  - Communicating with Motor Carrier (Response )
  - Request Adjustment

Noon              *Lunch [On your own]*

### **Audit with Leased Vehicles**

- 1:30 PM
- What is a Leased Vehicle?
  - How do Leased Vehicles Count with Audits?

### **Trainee Workshop**

- 2:00 PM *(30 min break included)*
- Trainee - utilize information provided and walk through an audit with several experienced auditors available to assist
  - How to Process Refunds
  - How to Submit Your Travel Reimbursement

5:00 PM      Adjourn