



Instructions for using Illinois intrastate mileage guide:

Remember:

You must use Mileage Guide 2-D for your Illinois intrastate household goods moves unless you have a specific "exceptions" notation published in your customized rate tariff. All Bureau rate tariffs use this Mileage Guide.

You may not substitute the interstate mileage guide ("Milemaker"), Mapquest, or any other mileage calculating computer program. Rating errors will occur and you will be liable.

THE ILLINOIS COMMERCE COMMISSION NOW HAS A LINK TO OUR MILEAGE GUIDE ON THEIR WEBSITE AT <http://www.icc.illinois.gov/motorcarrier/householdgoods/MileageGuide.aspx>. The on-line version is compatible with all computers and was uploaded as a courtesy by the ILCC at our request.

If you are using the files provided by IMAWA to download the program to your computer, note this mileage guide is in DOS format, not Windows. While it is compatible with Windows computers *up to and including XP operating systems*, you are not able to use your mouse with this program. Use the arrow keys to navigate. You may also request a booklet form of the mileage guide, which requires manual calculations. The on-line or computerized format is much easier to use.

To use mileage guide from CD provided by IMAWA, download to your hard drive all files in the "Mileage Guide" folder and retain the CD as a backup copy. Copy (or drag and drop) the "shortcut" to your desktop for easy access; it will open the .exe file. Click on the .exe file in the "Mileage Guide" folder to "make it go." You are allowed to make as many copies as you need; be sure to copy ALL the files from the folder so it will work properly.

1. This mileage guide is not based on actual road miles. It is a "rate basis" calculation for use with your weight mileage rate schedule. **As a participant in our tariffs, this is the only mileage guide you may lawfully use for IL intrastate household goods shipments..**
2. **Remember that for short mileages (less than 30 or so air miles), this mileage guide will likely produce skewed distances. A special rule adopted for this mileage guide provides the appropriate method for determining whether a move will qualify for hourly rates vs. weight mileage rates despite what is shown in the mileage guide.** This is important for you to know, because it will determine the appropriate tariff rate to be used. **See the enclosed Mileage Guide Supplement for complete details.** The transparent plastic distance grid (with distance of 35 air miles) to which the supplement refers may be found in your Illinois Movers Reference Manual (if you are not able to find the mileage guide supplement originally provided to you), or you may contact our office for additional copies.
3. Remember that regardless of what the mileage guide stipulates, hourly rates will apply for all moves wholly within the area covered by the counties of Cook, DuPage, Kane, Kandall, Lake, McHenry, and Will. The mileage guide (and the "35 mile rule") does apply for any moves that are partially outside this specified "collar county" area or wholly outside this specified area.
4. You are encouraged to share this Mileage Guide and the transparent grid with all your employees who will be rating Illinois intrastate household goods shipments. **It is your responsibility** to make sure everyone understands how to calculate the appropriate mileage for any moves you do.

For assistance, please contact our office. We're happy to help.

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