2023 Madison SRP Handwritten Report Log Requirements

General Requirements

- FWP will only accept the official 2023 Electronic Report Logs and the official 2023 Handwritten Report Logs. **ABSOUTELY NO OTHER VERSIONS OF REPORT LOGS WILL BE ACCEPTED.**
- **FWP WILL NOT ACCEPT ANY REPORTS THAT ARE NOT SUBMITTED IN CHRONOLOGICAL ORDER.** Furthermore, FWP will no longer accept any report, hand-written or electronic, that is organized chronologically by guide or business location.
- **All information for every trip is required. INCOMPLETE REPORTS WILL BE RETURNED.**

Header Info

The **Outfitter Name**, **Outfitter Lic. #**, and **SRP Permit #** cells must be completed.

Date

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Guide License

Guide numbers are required; names will not be accepted. If an outfitter assistant is used, enter 99999.

ALS #s

All ALS #s must use a hyphen or slash to separate month, date, and year. A colon, semi-colon, or other character must be used to separate the birthdate from ALS number.

- For **youth anglers** enter their birthdate or "Youth"
- For each **non-angler** enter "Non-angler".
- For **individuals exempt from licensing** enter "Exempt".
- For individuals with **offline licenses** enter their birthdate and last name (MM/DD/YY-Last Name).

Launch and Take-Out Sites

- For float trips enter the complete name of the launch and take-out sites.
- For walk/wade trips that use three or more sites, enter only the first two sites used.

Unadjusted Gross Revenue

- Report the total revenue, including booking agent fees, for the trip.
- **ALL DONATED TRIPS** must be reported and be accounted for on the Multiple Rate and Donated Trip Disclosure Form, including the non-profit organization to which the trip was donated.
- See Special/Unusual trips for information on how to enter revenue for split trips, trips with multiple floats, and wade/float combo trips.

Trip Type

- **Report all trips that used a boat as "Float Angling"** even if that trip was conducted in the upper or lower walk/wade sections.
- The "Non-Angling" entry is reserved for trips that did not include any fishing. If a trip included any fishing whatsoever it should be reported as either "Float Angling" or "Wade (no boat used)".

Special/Unusual Trips

1. **Multiple floats with the same client(s).**
   - Report the first float in one row with the **TOTAL** unadjusted gross revenue.
   - Report all data for the second float in the following row but enter "$0.00" for the unadjusted gross revenue **AND** "0" for the number of clients.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2023	12345	2	1/2/1975-34; 8/4/1975-123	Varney Bridge	Eight Mile Ford	$600.00	Float Angling
7/7/2023	12345	0	1/2/1975-34; 8/4/1975-123	Lyons Bridge	Windy Point	$0.00	Float Angling

2. **Combination Float/Wade trips with the same client(s).**
   - Report the first portion of the trip in one row with the **TOTAL** unadjusted gross revenue.
   - Report all data for the second portion of that trip in the following row but enter "$0.00" for the unadjusted gross revenue **AND** "0" for the number of clients.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2023	12345	2	1/2/1975-34; 8/4/1975-123	Lyons Bridge	Windy Point	$600.00	Float Angling
7/7/2023	12345	0	1/2/1975-34; 8/4/1975-123	Three Dollar Bridge	Not Applicable	$0.00	Walk/Wade

3. **Trips where clients change over the course of the day.**
   - If the trip involves one continuous float where one or more clients are swapped out at any point, report that trip in one row that contains the total number of clients and the total unadjusted gross revenue. These trips should not be separated into multiple sections to account for the swap.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2023	12345	4	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Ruby Creek	$600.00	Float Angling

   - If the trip involves **multiple launches AND swapped clients** (i.e. Lyons to Windy twice), report the total number of clients and total unadjusted gross revenue in the first row with all other trip data. For the second float, report "0" clients **AND** "$0.00" unadjusted gross revenue in a second row along with all other trip details.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2023	12345	4	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Windy Point	$600.00	Float Angling
7/7/2023	12345	0	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Windy Point	$0.00	Float Angling

Questions? Any questions regarding the Report Form or submission requirements should be directed to Andrew Puls at (405) 702-0342 or apuls@mt.gov.