

COURTESY CAR DECLARATION

AS570

Month / Year

Employee (Last, Fir	st, MI)					
LSU ID			Driver'	Driver's License #		
Department						
Phone Fax			E-mail			
Check applicable sta	tement:] Same \	/ehicle 🔲	nitial Repor	t 🔲 New V	ehicle
Year	Cole	Color				
Make		Model				
Value Serial #					License #	
Vehicle Assigned for Business or Personal and/or Control Employee			rsonal Use		Vehicle Assigned for Commuting Only	

Business Mileage

Personal Mileage

Total Mileage

Affidavit

I certify that I have records to substantiate the above reported utilization and that such records will be retained by me for seven years and made available when needed.

Signature

Date

Ending Odometer Reading
Average Daily Round Trip Commuting Distance
Number of Days Commuting
Affidavit
I certify that the courtesy car provided to me was used for commuting only and was not used for personal purposes. I further certify that I have records to

Beginning Odometer Reading

for commuting only and was not used for personal purposes. I further certify that I have records to substantiate the above reported utilization and that such record will be retained by me for seven years and made available when needed.

Signature

Date

_ x \$3/day = _____

FOR ACCOUNTING SERVICES USE ONLY

х	/	/ 12 months =	
Annual Lease	Personal Use %		
Value			

__ x 5.5 cents = ___

Commuting Days

Personal Miles

Personal Use Fuel Charge: