

Louisiana State University Office of Accounting Services Payroll 204 Thomas Boyd Hall

COURTESY CAR DEC	LARATION				AS570
Month / Year					
Employee (Last, First, MI)					
LSU ID Dr			ver's License #		
Department		1			
Phone	Fax		E-n	nail	
Check applicable statement:	: ☐ Same Veh	icle 🗌 Init	ial Report	New Vehicle	
Year	Color				
Make	Мо	del			
Value Serial #			License #		
Vehicle Assigned for Business or Personal Use and/or Control Employee 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			Vehicle Assigned for Commuting Only Beginning Odometer Reading 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 substantiate the above reported utilization and that such record will be retained by me for seven years and made available when needed.		
			Signature		Date
	FOR ACCO	UNTING SE	RVICES US	E ONLY	
x Annual Lease Personal Use 9 Value			x \$3/day = Commuting Days 		
Personal Use Fuel Charge: x 5.5 cents	S =		ļ		
Personal Miles]		