Month / Year

Employee (Last, First, MI)

| LSU ID | Driver's License \# |
| :--- | :--- |

Department

| Phone | Fax | E-mail |
| :--- | :--- | :--- |

Check applicable statement: $\quad \square$ Same Vehicle $\square$ Initial Report $\square$ New Vehicle

| Year | Color |  |
| :--- | :--- | :--- | :--- |
| Make | Model |  |
| Value | Serial \# | License \# |


| Vehicle Assigned for Business or Personal Use <br> and/or Control Employee |
| :--- |
| Business Mileage |
| Personal Mileage |
| Total Mileage |
| Affidavit |
| I certify that I have records to substantiate the above <br> reported utilization and that such records will be retained by <br> me for seven years and made available when needed. |


| Vehicle Assigned for Commuting Only |
| :--- |
| Beginning Odometer Reading |
| Ending Odometer Reading |
| Average Daily Round Trip <br> Commuting Distance |
| Number of Days Commuting  <br> Affidavit  <br> I certify that the courtesy car provided to me was used <br> for commuting only and was not used for personal <br> purposes. I further certify that I have records to <br> substantiate the above reported utilization and that such <br> record will be retained by me for seven years and made <br> available when needed.  |
| Signature Date |

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