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

COURTESY CAR DECLARATION AS570

Month / Year _____

Employee (Last, First, MI)		
LSU ID	Driver's License #	
Department		
Phone	Fax	E-mail

Check applicable statement: ☐ Same Vehicle ☐ Initial Report ☐ New Vehicle

Year	Color	
Make	Model	
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 ACCOUNTING SERVICES USE ONLY

_____ x _____ / 12 months = _____
Annual Lease Value *Personal Use %*

Personal Use Fuel Charge:
_____ x 5.5 cents = _____
Personal Miles

_____ x $3/day = _____
Commuting Days

Rev 08/07