

**MONTHLY REPORT OF COMPANY VEHICLE USE  
CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION**

The IRS generally requires that written records be maintained to document the business use of vehicles. Since the Research Foundation (LBFDN) policy requires employees to maintain detailed records, you are to use those records in order to provide answers to the following questions. If you were provided more than one vehicle, a separate statement should be prepared for each vehicle. This information will be used to calculate the amount of the fringe benefit to be included in your W-2 income.

**EMPLOYEE NAME:** \_\_\_\_\_ **REPORTING PERIOD:** \_\_\_\_\_  
(QTR AND YEAR)

**VEHICLE DESCRIPTION:** \_\_\_\_\_  
(VEHICLE YEAR, MAKE AND MODEL)

**AUTO USE INFORMATION:** (Please answer the following)

1	Miles auto was driven for CSU business	
2	Miles auto was driven for commuting to/from business	
3	Miles auto was driven for other personal use	
4	Total miles auto drive (1+2+3)	

**ODOMETER READING**

Record the odometer reading at the beginning of the quarter \_\_\_\_\_

Record the odometer reading at the end of the quarter \_\_\_\_\_

**CERTIFICATION OF TRUE AND ACCURATE INFORMATION**

I hereby certify the above information is an accurate statement of the usage of the auto during the period indicated. I further certify that I have maintained adequate records to support the information provided.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**TAXABLE INCOME CALCULATION (For Payroll Department Use Only)**

Percentage of commuting and personal miles in relation to total miles for the period [(2+3)/4] **(a)** \_\_\_\_\_

Fair Market Value (FMV) FMV = The value of the auto reported by a nationally recognized pricing source **(b)** \_\_\_\_\_

Annual lease value of vehicle per IRS table **(c)** \_\_\_\_\_

Annual taxable fringe benefit value [(a) x (c)] **(d)** \_\_\_\_\_

Monthly taxable non-cash income [(d) / 12] **(e)** \_\_\_\_\_

Quarterly taxable non-cash income [(e) x total months] **(f)** \_\_\_\_\_