

## BUSINESS MILEAGE LOG

Name: \_\_\_\_\_

Vehicle: \_\_\_\_\_  
(year/ make/ model)

Employee ID:

### ODOMETER READING

Start:

Month:

End:

Date	Destination	Business Purpose	Total Miles Driven
<i>Ex. 1/1/2008</i>	<i>Fullerton, CA</i>	<i>Away Basketball Game (roundtrip)</i>	<i>72</i>
		Grand Total	0

I certify that the above record reflects the business use of the vehicle described above. The information I am providing will be used to reduce the lease value of the vehicle I am provided in connection with the services that I provide to CSULB.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Instructions for Business Mileage Log for Third Party Provided Vehicle**

The University will allow you to reduce the annual lease value by your business use if an adequate record of your business use is obtained. Your business mileage log must be received by the 3rd of every month (attach additional pages if necessary) in order to elect the reduction for business use.

Your business mileage log must be sent to:

Beth Ryan, Director  
Human Resources Service Group, HRM  
(562) 985-1741 – phone  
bryan@csulb.edu

In the event that you do not provide acceptable documentation the total monthly amount based on IRS annual lease value will be included in your wages.

If you have any questions regarding the taxation of this benefit, please contact:

Raquel J. Bazan, Tax Analyst/ Specialist  
Office of Financial Management, BH-366  
(562) 985-7188 – phone  
rbazan@csulb.edu

Name – Your full name should be provided as on file with the Payroll Department

Vehicle – Indicate the Year/ Make / Model of the Vehicle you are reporting business use

Employee ID – Your University issued ID matching what is used on your myCSULB

Odometer Reading – Indicate the starting odometer reading and ending odometer reading for the month that you are reporting

Month – Indicate the month you are reporting for business use

Date – Indicate the date of actual travel for business purpose

Destination – Indicate the destination of your business travel. You need not provide an actual address, but a location that includes city and state. You also need not indicate brief stops along the way

Business Purpose – briefly describe the business purpose of your travel. You may include as shown in ex one entry for roundtrip travel

Total Miles Driven – Indicate the actual miles driven from your initial destination to your arrived destination

Grand Total – Indicate the grand total of business miles claimed for the entire month

Signature – sign and date this form and send to:

Beth Ryan, Director  
Human Resources Service Group, HRM

\* Please be sure to include ALL information requested. This information is required to reduce the annual lease value of your business use.