

## MEMORANDUM

**TO: EMPLOYEES OF NLESD REQUIRED TO USE THEIR PRIVATE AUTOMOBILES AS A CONDITION OF EMPLOYMENT**

**FR: TERRY HALL, ADE (FINANCE AND BUSINESS ADMINISTRATION/STUDENT TRANSPORTATION)**

**RE: CHANGE IN PROCESS FOR REIMBURSEMENT OF AUTOMOBILE BUSINESS INSURANCE PREMIUMS**

**DATE: SEPTEMBER 11, 2017**

---

Good Day:

Employees who are required, as a condition of employment, to provide a private automobile for use on District business may be reimbursed for the business portion of their personal insurance premiums, **up to \$400 per year.**

Effective this school year, in order to apply for reimbursement, we require confirmation of business coverage from your insurance carrier (indicating the name of the employee, start and end date of coverage and amount of business insurance coverage) as well as proof of payment. **This means that we can no longer reimburse you until the insurance premiums have been paid.**

If you are currently paying your insurance premiums monthly, you may wish to pre-pay the business portion prior to submitting your request for reimbursement. Alternatively, you may continue to pay monthly and request reimbursement up to two times per year, including months from July to December in one claim and months from January to June in a second claim.

To request a reimbursement, please complete the attached form and submit to Susan Clarke at my office along with the confirmation of coverage and proof of payment.