

FAP 120-16-00

AUTOMOBILE LIABILITY INSURANCE REIMBURSEMENT

1. An agency may approve reimbursement to an employee for extended non-owned insurance coverage added to the employee's personal automobile liability coverage if the employee is required to drive a state-owned vehicle not covered under the Commonwealth's auto liability coverage.
REIMBURSEMENT SHALL BE MADE ONLY FOR THE COST OF THE EXTENDED NON-OWNED COVERAGE, NOT FOR THE ENTIRE COST OF THE AUTO LIABILITY INSURANCE POLICY. An employee driving a state-owned vehicle that is covered under the Commonwealth's auto liability insurance is insured to \$350,000 and shall not be reimbursed for any additional personal insurance coverage.
2. The employee shall furnish to his employer adequate documentation to support the claim for reimbursement.
3. KRS 45.231 authorizes payment from current fiscal year funds for two prior fiscal years. If an employee does not file a claim within this period, reimbursement shall not be made.
4. To apply for reimbursement, an employee shall submit a Travel Payment Voucher, with accompanying documentation, for agency approval. The request for an amount of reimbursement shall be included in the miscellaneous section of the Travel Payment Voucher.