

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.
 - a. Reimbursement shall only be made for the cost of the extended non-owned coverage. Reimbursement shall not be approved for the entire cost of the auto liability insurance policy.
 - b. An employee driving a state-owned vehicle that is covered under the Commonwealth's auto liability insurance is personally insured to \$350,000 and shall not be reimbursed for any additional personal insurance coverage.
2. Pursuant to KRS 45.231, claims for payment not presented within the current fiscal year may be authorized with the approval of the secretary of the FAC.
 - a. Authorized claims shall be limited to the two (2) previous fiscal years. If an employee does not file a claim within this period, reimbursement shall not be approved.
 - b. Payment is subject to the availability of the agency's budgetary funds for the applicable fiscal year.
3. **Applying for reimbursement:**
 - a. To apply for reimbursement, an employee shall submit a Travel Payment Voucher for agency approval. The employee shall attach all supporting documentation to the Travel Payment Voucher.
 - b. The amount requested for reimbursement shall be documented in the miscellaneous section of the Travel Payment Voucher.

Relates to: KRS 44.055; KRS 45.231