



Please consult with your ICBC broker regarding your vehicle usage for work purposes. If they deem it necessary to obtain business insurance, please complete the following Request for Reimbursement form, attach to your expense claim, and submit to Accounts Payable (accounts.payable@kpu.ca).

Employee Name: _____

Employee Number: _____

Department/Faculty: _____

Reason Business Rate is Required: _____

Please complete the following checklist:

1. I have consulted with an ICBC Broker regarding my insurance needs
2. I confirm that I travel for "Business Purposes" (ICBC definition) as part of my regular KPU employment
3. I carry at least \$1 million Automobile Liability coverage with ICBC
4. I have attached a quote for my car insurance without "Business Insurance"
5. I have attached a quote for my car insurance with "Business Insurance"
6. I have attached a confirmation of my purchase of "Business Insurance"

I have completed the above checklist and certify the information provided is correct.

Applicant signature: _____ Date: ____/____/20____

Dean/Director signature: _____ Date: ____/____/20____

Coding for Finance:

Fund	Org	Account	Program	Activity	Location