

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

Requirements (excerpts from Teachers' contract);  
Indicate where information, receipts, etc. are located (ie. In letter, attached)

8.13 Reimbursement of Personal Property

8.13.1 Vehicles Used to travel To and From the Workplace:

The board shall reimburse an employee to the extent of the minimum deductible offered on I.C.B.C. motor vehicle policies for the replacement or repair of the vehicle due to theft or vandalism provided:

- a) that the vandalism occurs while the vehicle is located on property owned and administered by the Board; \_\_\_\_\_
- b) that, at the time the act of vandalism or theft occurs, the staff member is in attendance at place of work, or a function directly related to his/her assignment at a sanctioned School District activity. \_\_\_\_\_
- c) that the employee ~~reports the incident to the local police and, in addition,~~ files a written statement of claim certifying the above with the Secretary-Treasurer, listing the name(s) of any person(s) suspected of causing the damage; \_\_\_\_\_
- d) that any claim for financial compensation must be accompanied by:
  - A report of the incident of vandalism or theft, and \_\_\_\_\_
  - A receipt covering replacement or repair. \_\_\_\_\_
- e) that payment will be limited to \$100 per incident or the actual cost, whichever is lesser. \_\_\_\_\_
- f) that the teacher is not eligible for compensation for the damage under another fund or policy of insurance. \_\_\_\_\_

BOARD OFFICE USE ONLY:

Amount: \$ \_\_\_\_\_

Account No. \_\_\_\_\_

Authorization: \_\_\_\_\_