



REQUEST FOR REIMBURSEMENT
FOR ICBC BUSINESS RATE
CLASS INSURANCE

If you need to use your vehicle regularly (more than six trips a month) on TRU business you must let ICBC know that you need the business rate. To apply for reimbursement by TRU for the cost over and above commuter class, please complete the first section of the form with your Director/Dean or their delegate and then ask your insurance agent to complete the table. Send the completed form together with a copy of the receipt for approval and coding to Risk Management Services (insurance-liability@tru.ca) who will forward it to finance to process the payment.

Employee name _____ Department/Faculty: _____

Reason business rate is required _____

Insurance period: From ___/___/20__ To ___/___/20__

Applicant signature: _____ Date: ___/___/20__

Dean/Director signature: _____ Date: ___/___/20__

	Commuting class premiums	Business Class premiums	Difference between Business and Commuting premiums
Basic			
Third Party Liability			
Collision (specify deductible)			
Comprehensive (specify deductible)			
Annual Premium			
Drivers Discount			
Net Premium			\$
Reimbursement requested \$ _____			
Completed by Insurance Agency (please print or stamp) _____			
Insurance Agent signature _____ Date: ___/___/20__			

Code for Finance:

Fund	Org	Account	Program	Activity	Location

Approved by Risk Management: _____ Date: ___/___/20__