

Office of Risk Management
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 17, 2018

INSURANCE INFORMATION NOTICE 2019-3 (Revised)

THIS NOTICE SUPERCEDES PREVIOUS NOTICE 98-2

**REIMBURSEMENT OF COLLISION DEDUCTIBLE ON EMPLOYEES' PERSONALLY OWNED
VEHICLES USED ON STATE BUSINESS**

Beginning July 1, 1994, the Office of Risk Management (ORM) began reimbursing deductible payments on personal vehicles used on state-related business.

This benefit provides for the reimbursement of expenses incurred by the State employee as a result of damage to an auto owned by the employee, provided the damage is sustained **while said auto is being used with proper authority in the course and scope of the employee's duties as assigned**. This reimbursement is limited to the lesser of (1) the amount of the deductible applicable under the auto insurance policy covering the damaged vehicle, or (2) the expenses incurred for actual repairs to said auto. **However, in no event will the reimbursement exceed the amount of \$1,000 per loss.**

This reimbursement provision applies only when a personally owned vehicle sustains damage due to the following:

- (1) Collision with another object
- (2) Vehicle overturns
- (3) Vandalism
- (4) Theft
- (5) Impact with a bird or animal

It does not provide reimbursement for losses caused by:

- (1) Glass Breakage, unless caused by items 1 through 5 above
- (2) Loss caused by falling objects
- (3) Acts of God
- (4) Flood

If the State employee is not at fault in the collision and the negligent party's insurance pays for the loss of the employee's vehicle, then no reimbursement is allowed. It is not ORM's intent for

the employee to collect the deductible reimbursement when the other party's insurer has paid the loss in full.

For additional information, please contact Christine Ammons at Christine.Ammons2@LA.gov, (225) 342-8470.

A handwritten signature in blue ink that reads "Melissa A. Harris". The signature is written in a cursive style with a horizontal line underneath it.

Melissa A. Harris
State Risk Director