



PROOF OF INSURANCE FOR MILEAGE REIMBURSEMENT

The state requires automobile liability insurance coverage for your personal vehicle when receiving mileage reimbursement.

It is necessary that you provide California Association for Bilingual Education (CABE) with a **CURRENT** statement of liability insurance coverage on you and your automobile used for CABE purposes. You **MUST** also provide any changes and/or renewals to your insurance coverage to us as soon as possible.

By accepting the mileage reimbursement you are confirming that you have automobile liability insurance as required by the State of California. However, if you **DO NOT HAVE COVERAGE**, you must notify your supervisor and you should not use your automobile for CABE business until you have the insurance coverage.

Please **COMPLETE** the form below and attach a copy of your proof of insurance.

I have liability insurance coverage for my automobile with _____ insurance company and agree to maintain insurance coverage as long as I use my automobile for California Association for Bilingual Education (CABE) business.

Name: _____ Date: _____

Signature: _____

PLACE COPY OF INSURANCE CARD/CERTIFICATE HERE

Please return this completed form to Administrative Systems Manager.