



U.S. Department of Transportation  
Federal Highway Administration

# Memorandum

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**SUBJECT:** **ACTION:** Reimbursement for Professional Liability Insurance Date: February 8, 2000

**FROM:** Original Signed By:  
Jerry A. Hawkins, Director Reply to: HAHR-10  
Office of Human Resources

**TO:** Core Business Unit Program Managers  
Service Business Unit Directors  
Resource Center Directors  
Division Administrators  
Federal Lands Highway Division Engineers

We are pleased to provide interim implementing guidance for the partial reimbursement of premiums paid for professional liability insurance. This guidance is to be used in conjunction with the recently issued Department of Transportation policy and regulations (see [attachment](#)).

Professional liability insurance is not provided by the Federal Government. Employees who are interested in this form of insurance must obtain it from private sector insurers.

**Professional Liability Insurance.** The definition of "professional liability insurance" for which partial reimbursement of premiums will be paid is contained in [Departmental Personnel Management Letter 1000-1](#).

**Coverage.** The Federal Highway Administration will partially reimburse annual premiums for professional liability insurance which are paid by supervisors, management officials and law enforcement officers who are employees of the Agency. The definition of each category of employee is provided in the Departmental guidance.

### Amount of Reimbursement of Premiums.

During Fiscal Year 2000, the Federal Highway Administration will reimburse covered employees for a portion of the annual premiums that are paid for professional liability insurance. The amount of the reimbursement will be the lesser of 50 percent of the annual premium or \$150.00 per annum.

### Requirements for Reimbursement.

Required documentation for claims for partial reimbursement is contained in the Departmental guidance. Supervisors of employees making claims shall review and approve claims as in the manner of other employee claims for expenses. Approved requests for reimbursement should be forwarded to the appropriate accounting office for payment.

The Office of Budget and Finance has developed an accounting code "string" for use in claiming reimbursement on SF-1164, Claim for Reimbursement for Expenditures on Official Business. The coding of partial reimbursement of premiums for professional liability insurance for Fiscal Year 2000 is:

Appropriation	0950
Limitation	010
Allotment Fund	850
Control-AFC	
Project Element	950010
Cost Center	Same as payroll (6 digit code)

Object Code        2596

Use of this accounting code will permit charging the appropriate account, as well as developing reports of usage of this employee entitlement.

If you or your employees have specific questions pertaining to individual situations, please contact your servicing Human Resources Specialist.

For information about program issues relating to partial reimbursement of premiums for professional liability insurance, contact Bruce McMillan on telephone (202) 366-1150.

[Attachment](#)

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 **FHWA StaffNet**