

## \$500 Reimbursement Claim Procedures

### Property Damage or Loss Report Procedure – Vandalism

1. This procedure will apply to acts of vandalism that occur during duty hours of assigned district responsibility. Vandalism is defined as deliberately mischievous or malicious destruction or damage of property. The most common examples in the district are staff vehicles. **No reimbursement shall be provided for the loss of cash or personal property through negligence.**
2. Employee reports to Business Office with regards to damaged vehicle.
3. Employee completes “**\$500 Reimbursement Form**” - provide form to immediate supervisor for approval within 20 days of occurrence of the damage or loss - or the claim will forever be waived. (Please see attached BEA Contract Language form.)
4. Employee must report damage to their insurance carrier first where applicable.
5. Employee must provide the Business Office with a copy of their insurance claim response. If the claim is fully covered by their insurance or other sources the district will not provide reimbursement. A copy of the response shall be provided to the district before payment is authorized.
6. Employee returns form and all corresponding documents to Business Office:

Kham Moua

Business Office – Lincoln Center

[mouak@billingssschools.org](mailto:mouak@billingssschools.org)

(406) 281-5116

7. Employee must show receipt proof of completed repairs or replacement of property before reimbursement can be claimed. **Payment equal to, or less than \$500.**
8. Once all paperwork has been completed, sent to Chief Financial Officer/Business Director for approval, a direct pay for the request amount not to exceed \$500 will be processed.
9. Approved and signed – sent to Accounts Payable to write check.

## **BEA Contract Language**

**Section 19.** *Reimbursement for Property Loss: The District will repair or reimburse Teachers the current value up to a maximum of \$500 for any clothing or personal property damaged or destroyed as a result of an assault and/or battery or an act of vandalism suffered by the Teacher in the course of employment during duty hours or assigned District responsibility. No reimbursement shall be provided for the loss of cash or personal property through negligence.*

**Subd. 1.** *To apply for reimbursement a "Notice of Loss and Claim Reimbursement" form must be filed with the Teacher's immediate supervisor within twenty (20) days of the occurrence of the damage or loss or the claim will be forever waived.*

**Subd. 2.** *A report of the incident shall be filed with the appropriate law enforcement agency, and a copy of the report shall be submitted along with the claim. A claim for reimbursement from the Teacher's insurance carrier(s) shall be made, and a copy of this claim and the insurance carrier(s)' response shall be provided to the District before payment is authorized. Receipts for repair or replacement shall be submitted at the time reimbursement is requested.*

**Subd. 3.** *No reimbursement shall be provided for losses fully covered by insurance or when full reimbursement is obtained from other sources.*