

COUNTY OF ERIE
DEPARTMENT OF FINANCE
GENERAL ACCOUNTING
ERIE COUNTY COURT HOUSE
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JAMES R. SPARBER
DIRECTOR OF FINANCE

SUE ELLEN PASQUALE
MANAGER OF ACCOUNTING

To: All Department Heads and Elected Officials
From: Sue Ellen Pasquale, Manager of Accounting
Date: July 15, 2003
Subject: Employee Insurance Reimbursement Form

Effective August 1, 2003, all employee requests for reimbursement for the business use of their automobile insurance must be processed using the enclosed County of Erie form. The form should be completed and attached to an invoice from the insurance company, as well as a payment authorization. **Please note that the insurance agent must sign the form.**

Any requests for reimbursement without the County form will be returned to the department. Please disseminate the forms to the appropriate staff in your department.

Should you have any questions, please feel free to call me at 451-6376. Thank you for your cooperation.