



## Reimbursement for Professional Liability Insurance

Professional Liability insurance protects you against losses from lawsuits stemming from the performance of your official Federal duties. The OIG reimburses supervisors, managers, and law enforcement officers for 50% of the cost of professional liability insurance as long as the policy covers: 1) liability for injury and property damage done to others while doing your job and 2) related legal representation and fees. The law doesn't allow the OIG to reimburse you for any additional policy benefits.

### How do I get professional liability insurance?

On your own, find an insurer and policy, pay the premium, and get a receipt.

### What kinds of receipts do you need to maintain in order to claim reimbursement?

- 'Paid' receipt(s) (not a billing notice) from the insurer;
- Copy of both sides of the canceled check(s); or,
- Copy of a credit card statement(s).

### How do I request reimbursement?

1. File your request once annually between October 1 and August 1 for your 12-month policy. Please make sure you do this in the same fiscal year that you pay for your policy. (For any exceptions, please contact the Office of Management for help.)
2. Request reimbursement for 50% of your total policy premium by filing a Local Travel Voucher in "GOVTRIP," accessible at <http://arc.publicdebt.treas.gov/DWP/fs/fstoig1.htm>. After you login to GOVTRIP, select and create a Local Voucher.

#### Tips:

- At the Non-Mileage Expenses screen, Non-Mileage Expense #1 drop down menu, select NONTRAV 1231PROF LIAB INS. In the Cost block, insert cost (50% of your premium).
- At the Accounting Codes screen, from the Accounting Label drop down, select 06 OIG.MAIN.
- After you submit the completed document, provide your supervisor with a copy of your receipt. Supervisors cannot approve payment of the reimbursement without your receipt.

If you have any problems entering your claim, call the BPD Help Desk at (304) 480-8000 and select Option 1.

**WARNING:** After you have filed your claim using the current fiscal year fund code, if a BPD accounting technician contacts and directs you to "split and resubmit your claim," please **stop and call** the Office of Management immediately. Do not split claims over multiple fiscal years.

3. After your supervisor reviews your receipt, and subsequently approves your voucher in the GOVTRIP system, it is electronically sent to the Bureau of Public Debt (BPD) for payment.
4. Print your local voucher and attach it to your receipt. BPD audits about 10 percent of claims. If BPD selects your claim, you will need to provide BPD with a copy of your receipt within 2 weeks. Have your office manager keep your local voucher and receipt on file for 6 years and 3 months.

### If I leave the OIG before the policy expires, do I need to reimburse the OIG for the policy?

No.

**If I have a question about this policy directive, whom can I contact?**

For questions about liability for work-related activities, please contact Mr. Rich Delmar in the Office of Counsel at (202) 927-3973 or email at [delmarr@oig.treas.gov](mailto:delmarr@oig.treas.gov).

For questions regarding this policy, please call the Office of Management main line at (202) 927-5200 or send an email to [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).

For questions about reimbursement, speak with your supervisor or contact the Bureau of Public Debt at (304) 480-8000.