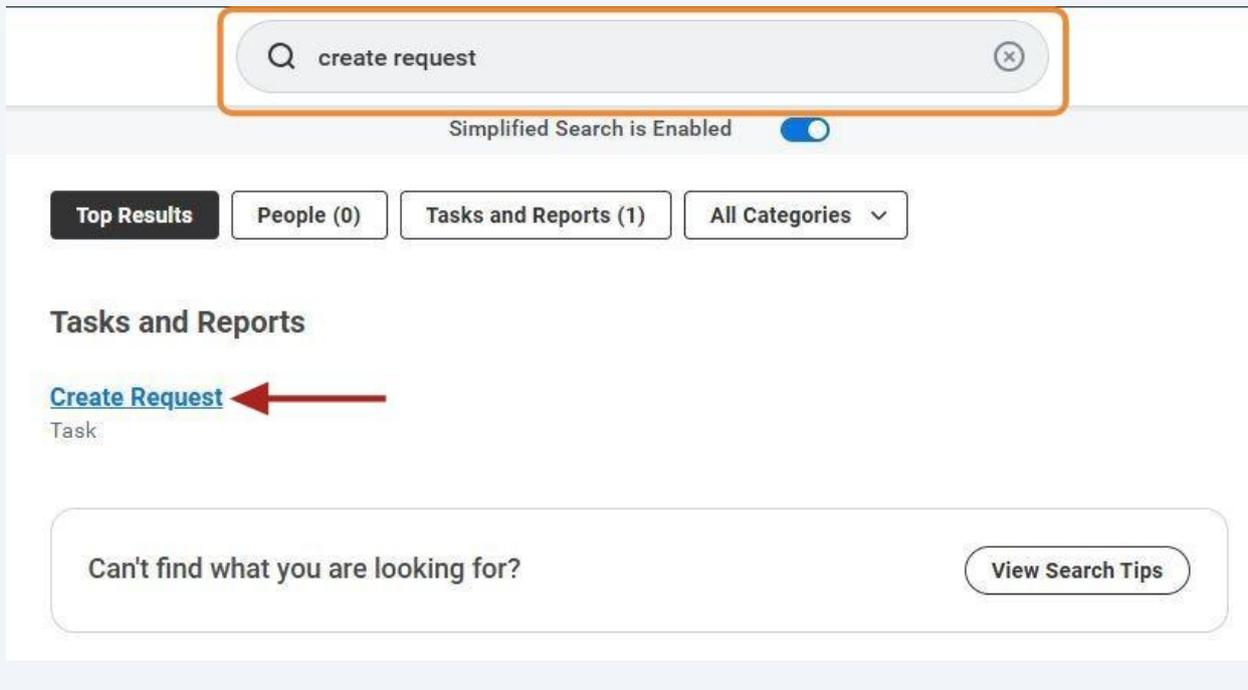


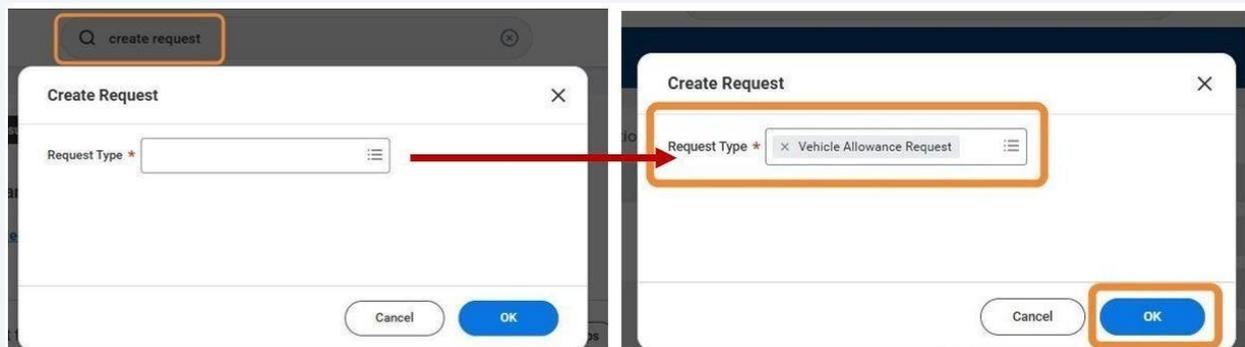
# Workday - Submit A Vehicle Allowance Request

Your offer of employment includes participation in the Company Vehicle Allowance program. **\*\*To participate in the program, you are required to provide information regarding your personal vehicle and auto insurance coverage\*\***. Please follow the below instructions to request approval to participate in the Company Vehicle Allowance program. Follow these steps to submit the request.

- 1 At the top of your Workday Home Page, locate the Search Bar and type "Create Request". Click the task to proceed.



- 2 Type "Vehicle Allowance Request" and click OK.



3

All fields are required on this request form. Note: this request applies to both US and Canada vehicle allowance programs.

**Vehicle Allowance Request** 0/6/101

Vehicle Allowance form and documentation submission

Please fill out the below Vehicle Allowance Request form and provide the appropriate documentation to receive your vehicle allowance as referenced in your offer letter.

Note: should you not have the required minimum auto insurance coverage, the vehicle allowance request will be sent back to you to review and correct the request.

Please provide the following information about your vehicle:

- Year
- Make
- Model

(Required)

United States Auto insurance requirements:

- I will maintain a minimum of \$100,000 / \$300,000 / \$50,000 liability coverage if I am receiving a vehicle allowance. Coverage breakdown requirement is below. Insurance declarations page(s) is required to initiate the vehicle allowance and is also required to be submitted annually. Auto insurance declarations page(s) must show employee's name, vehicle and effective dates of the policy.
  - \$100,000 bodily injury per person
  - \$300,000 bodily injury per occurrence
  - \$50,000 property damage

Canada Auto insurance requirements:

- I will maintain auto liability coverage limit of CAD\$1,000,000 for bodily injury and property damage if I am receiving a vehicle allowance. Insurance declarations page(s) is required to initiate the vehicle allowance and is also required to be submitted annually. Auto insurance declarations page(s) must show employee's name, vehicle and effective dates of the policy.

(Required)

- Yes  
 No

Submit

Save for Later

Cancel

4

You are required to upload a copy of your auto insurance to show proof of insurance coverage. This will be reviewed by HR Operations to confirm adequate auto insurance coverage to participate in the Company Vehicle Allowance program.

I will be responsible for maintaining my vehicle in good condition and for making any necessary repairs at my own cost.

(Required)

- Yes  
 No

The vehicle listed above is my primary mode of transportation for work-related activities. I understand that any change in this will require resubmitting this form.

(Required)

- Yes  
 No

I understand I will not receive my vehicle allowance until:

1. I am cleared as an approved driver
2. I complete this Vehicle Allowance request form
3. I submit a copy of my auto insurance declarations page(s) for review & approval

(Required)

- Yes  
 No

I understand that my vehicle allowance will become effective the Monday following the submission and approval of all required information and documents to enroll in the vehicle allowance program.

(Required)

- Yes  
 No

I understand that I must provide a copy of my auto insurance declarations page(s) to participate in the Company Vehicle Allowance program. Insurance cards will not be accepted. Please attach your auto insurance declaration page(s) in the space below.

(Required)

Drop files here  
or  
Select files

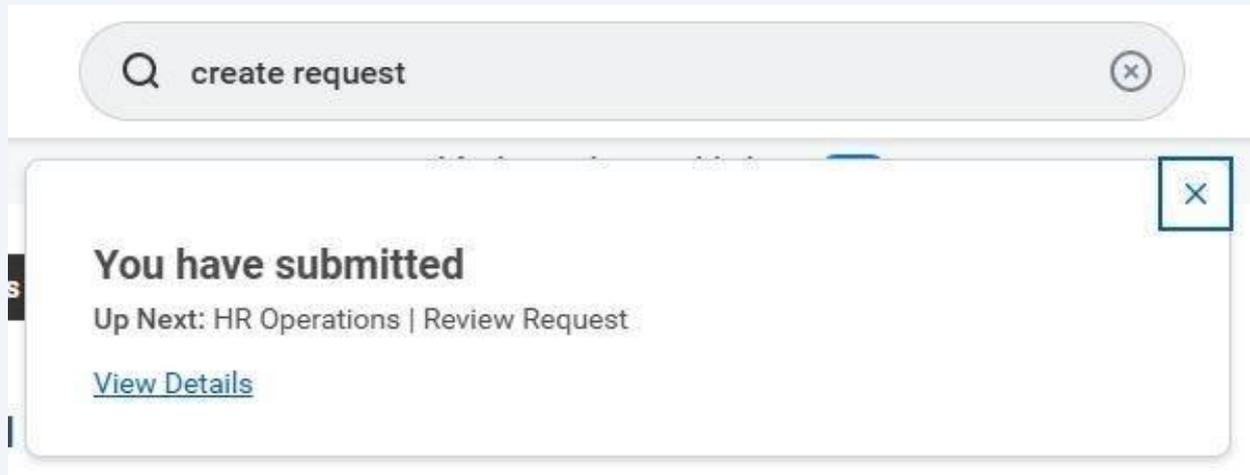
Submit

Save for Later

Cancel

5 Approval will route to HR Operations.

Note: if you do not have adequate auto insurance coverage, HR Operations will send the request back to your Workday inbox to correct the request.



6 Upon approval from HR Operations, you will be added to the Company Vehicle Allowance and begin receiving the allowance as stated on your offer letter.