

WMU
BUSINESS SERVICES
MEMBER DIRECTED LOSS CONTROL/EMPLOYMENT PRACTICES LIABILITY
REQUEST FOR REIMBURSEMENT

In order for your reimbursement to be considered for the current fiscal year, please send this form, along with receipts, to Risk Management by March 27th.

DATE OF REQUEST _____

DEPARTMENT NAME _____

NAME OF REQUESTOR _____

PHONE NUMBER OF REQUESTOR _____

FUND/COST CENTER TO BE REIMBURSED _____

AMOUNT REQUESTED _____

TYPE OF FUNDING REQUEST (SEE DEFINITIONS BELOW) – MEMBER DIRECTED LOSS CONTROL (MDLC)
OR EMPLOYMENT PRACTICES LIABILITY (EPL) _____

DESCRIPTION OF LOSS CONTROL PRODUCT OR SERVICE

DEFINITIONS

MDLC – A risk management technique used to reduce the possibility of losses occurring.

EPL – Training/educating/informing to help reduce the chances of claims occurring due to wrongful acts arising from employment processes.