

North Carolina Department of Transportation
REIMBURSEMENT OF COMMERCIAL DRIVER LICENSE EXPENSES

EMPLOYEE NAME:	CLASSIFICATION:	
SOCIAL SECURITY NUMBER:	DRIVER LICENSE NUMBER:	
DIVISION/UNIT NAME:	COUNTY:	DEPARTMENT CODE:
EMPLOYEE'S HOME ADDRESS:	TOWN AND STATE	ZIP CODE:
		AMOUNT OF REIMBURSEMENT (see worksheet on back)

I. I request reimbursement for the cost of renewal of my Commercial Driver License, plus endorsement, as required for use on my job with the N.C. Department of Transportation.

Date of Issue: _____ Expiration Date: _____

Employee Signature: _____ Date: _____

The original CDL license receipt is required. Reimbursement is limited to the cost of the renewal, above the current regular driver license cost, plus required endorsements.

II. I certify this employee is a permanent employee and he/she is required to have this license and endorsements for the performance of his/her duties with the N.C. Department of Transportation

Check required endorsements: H T P X M N

Employee's Supervisor: _____ Date: _____

III. I certify this employee is currently employed in the unit and classification named above and is eligible to be reimbursed for Commercial Driver License expenses.

Division Engineer/
Unit Head: _____ Date: _____

COST DISTRIBUTION				
Amount	Cost Center	Work Order	Func.	Internal Order

RESERVED FOR USE BY FISCAL SECTION

Return to: _____ Audited By: _____

**WORKSHEET FOR REIMBURSEMENT OF
COMMERCIAL DRIVER LICENSE EXPENSES**

TOTAL AMOUNT PAID (Amount shown on receipt): \$ _____

<i>Regular Driver License Cost per Year</i>	\$5.00
<i>Number of Years License renewed</i>	X
<i>Regular Driver License Cost</i>	=

LESS REGULAR DRIVER LICENSE COST: - _____

SUBTOTAL: = _____

<i>Endorsement Cost Per Year</i>	\$4.00
<i>Number of Years License Renewed</i>	X
	=
<i>Number of Endorsements not Required</i>	X
<i>Cost of Endorsements not Required</i>	=

LESS COST OF ENDORSEMENTS NOT REQUIRED: - \$ _____

TOTAL AMOUNT ELIGIBLE FOR REIMBURSEMENT: = \$ _____ (Carry to Front Side)

EXAMPLE:

(5 year renewal, 1 required endorsement, 1 personal endorsement)

TOTAL AMOUNT PAID (Amount shown on receipt): \$ 100.00 _____

<i>Regular Driver License Cost per Year</i>	\$5.00
<i>Number of Years License renewed</i>	X 5
<i>Regular Driver License Cost</i>	=25.00

LESS REGULAR DRIVER LICENSE COST: - 25.00 _____

SUBTOTAL: = 75.00 _____

<i>Endorsement Cost Per Year</i>	\$4.00
<i>Number of Years License Renewed</i>	X 5
	=20.00
<i>Number of Endorsements not Required</i>	X 1
<i>Cost of Endorsements not Required</i>	=20.00

LESS COST OF ENDORSEMENTS NOT REQUIRED: - \$ 20.00 _____

TOTAL AMOUNT ELIGIBLE FOR REIMBURSEMENT: = \$ 95.00 _____ (Carry to Front Side)