

REIMBURSEMENT POLICY AND INSTRUCTIONS

Reimbursement Policy

Participants may recover certain expenses (side-view mirrors, taillights, other safety related features and some rental vehicles) by submitting a Company Car Reimbursement Form to:

Chrysler LLC
Lease Car Reimbursement
CIMS 485-01-60
1000 Chrysler Drive
Auburn Hills, MI 48326-2766

Do NOT send reimbursement claims to car coordinators, they will not be processed and will be returned to the participant.

Participants may submit reimbursable expenses regardless of the dollar amount at anytime. To be considered for payment, receipts must be submitted within one calendar year from the date on the receipt. Please make a copy of the completed reimbursement claim for your records.

Reimbursement requests that do not include the required information will not be processed and will be returned to the participant.

Reimbursable Items

Licensing and Titling

When requesting reimbursement for license and titling, a photocopy of the registration **must** be included. Please do not send the original registration.

NOTE: When taking delivery of a Corporate Lease Vehicle from a dealership in states that are not tax exempt (e.g. Maryland) the original receipt in most cases is forwarded to the dealership by the Department of Transportation in that state. Subsequently, it is the responsibility of the Participant to contact the delivering dealer to obtain that original receipt.

When requesting reimbursement from the Corporation for the taxes, license and title fees, **the original tax receipt must be included** with a copy of the registration and application of title.

Reimbursable Items (Continued)

Replacing Stolen Equipment

Reimbursement requests for replacing stolen equipment **must** include a police report number and the name and the city of the police department.

Radios

When replacing a stolen radio, it must be identical to the original equipment. A police report number, the police department name and city must be written on the reimbursement form.

Stolen Tires

The Tire Replacement programs cannot be utilized when replacing stolen tires. In the event of stolen tires, the Participant is to file a police report, replace the tires and submit for reimbursement. A police report number, the police department name and city must be written on the reimbursement form.

Wheels

The Tire Replacement process does not cover wheels. Stolen and/or damaged wheels must be replaced through a local Chrysler franchised dealership. In the event of stolen wheels, the Participant is to file a police report, replace the wheel(s) and submit for reimbursement. The police report number, police department name and city must be written on the reimbursement form.

Exception: If both the tire and wheel require replacement, the participant is allowed to purchase both at a Chrysler franchised dealership and request reimbursement.

Body Damage Repairs

If the repairing facility will not bill Chrysler direct, the participant should pay for the authorized repairs and submit a Reimbursement Request Form. The following documents must be submitted with the Reimbursement Form:

- A copy of the Appraisal/Estimate with the claim number
- The body shop repair order
- Original receipt of the payment (i.e. copy of the front **and** back of the check or credit card receipt)

Reimbursable Items (Continued)

Towing – AAA Memberships

In the event towing is required arrangements should be made to have the vehicle taken to the nearest Chrysler franchised dealership. Participants residing in Alabama, Delaware, Florida, Illinois, Indiana, Michigan, Missouri, New York, Ohio and Wisconsin are to contact AAA for towing when needed.

Participants may have to pay for towing in the event a AAA provider is not available or if excess mileage charges are incurred. In either case submit the original receipt and a letter of explanation within 90 days of the incurred expense to:

**AAA
ATTN: Emergency Road Service
1 Auto Club Drive
Dearborn, MI 48126**

Towing – Non-AAA Memberships

Participants not residing in the above mentioned states are to contact any licensed towing company in their state.

Rental Vehicles

For program rules governing rental vehicles see the Alternative Transportation section under "Emergency Roadside Service" and Vehicle Damage Repair Requirements section under "Accident and Vehicle Damage Reporting" .

Safety Related Items

Headlights, taillights, rear view mirrors and other safety related items should be repaired or replaced **immediately**. A damage claim estimate is **NOT** required for their replacement.

Tire Repairs

The Tire Replacement process does not cover tire repairs. Punctures in the tread or sidewall, which does not exceed 1/4" in diameter in the tread or 1/16" in diameter in the sidewall, can be repaired, provided not more than one radial cable per casing ply is damaged by, following the tire manufacturer's repair procedures.

Non-Reimbursable Items

The following items are not eligible for reimbursement:

- Expenses for body damage repairs, without a Chrysler Corporate claim estimate
- Normal wear and tear items, such as small scratches, ding marks, etc...

Non-Reimbursable Items (Continued)

- Routine scheduled maintenance when performed outside of the specifications in the Owner's Manual
- Do it yourself repairs, such as oil changes, tune ups, brake jobs etc...
- Repairing interior damage to a lease vehicle not caused by a collision accident or vandalism
- Repairs resulting from acts of carelessness or abuse
- Touch up paint, vehicle detailing, car washes
- Upgrades or modification for non-factory installed equipment (trailer hitches, running boards, unique wheel covers/wheels)
- Additional levels of fluids, such as oil, solvent, dry gas and anti-freeze
- Cost associated with using the wrong fuel (i.e. Diesel or alternate fuels)
- Cost to replace lost keys, keyless remote entry fobs and their batteries
- Vehicle lock outs
- Personal items lost or stolen from any vehicle
- Collision damage waiver expense and fuel when renting a vehicle
- Expenses including meals, lodging, alternative transportation (i.e. cabs, airfare etc...) and telephone calls resulting from a lease vehicle breakdown
- All costs associated with obtaining reports or records (police reports, driver history records etc.)
- The cost of by-passing smog test versus having the test performed in states that offer the option
- The cost of replacing lost or stolen license plates and tabs
- The cost incurred for obtaining duplicate titles and/or registrations
- Mail/Postage of any kind
- Gas/fuel
- Parking and moving violations
- Repairs due to repetitive carelessness (i.e. side view mirrors, broken headlights).
- Dealer administrative fees