

## Professional Liability Insurance (PLI) Reimbursement How-to-Guide (For eligible employees)

To apply for reimbursement, an employee must:

1. The employee must complete the [VA Form 10091](#), VA-FSC Vendor File Request Form. Once completed the form should be faxed to the Vendorizing Section of the **Financial Service Center (FSC) in Austin, TX** by the employee. The fax number to the Vendorizing Section of the Austin Finance Service Center is 512-460-5221. The Finance office requires employees to establish a vendor identification code for travel or miscellaneous reimbursements. For questions regarding this form, contact VA-FSC Customer Service Help Desk Phone: 512-460-5380 or Email: [VAFSCSHD@va.gov](mailto:VAFSCSHD@va.gov).
2. Obtain and complete a [Standard Form 1034](#) (Public Voucher for Purchases and Services Other than Personal). A sample form is attached to assist with completing the form;
3. Provide a copy of the insurance premium notice, or proof of payment, (such as a copy of the cancelled check or receipt); and
4. Submit the above information to their supervisor for approval and certification, which is then forwarded to the local budget office for processing.
5. The employee's budget office will need to submit a 1358 request through IFCAP, and upload the [SF 1034](#) to the Invoice Payment Processing System (IPPS).

[SF 1034 Example](#)

[SF 1034](#)

[VA Form 10091](#)