

# MEMORANDUM

## Commercial Driver's License Expense Reimbursement Request

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**To:** Gerald Farmer, Business Manager

**From:** \_\_\_\_\_  
(Print)

**Re:** Commercial Driver's License Expense Reimbursement

**Date:** \_\_\_\_\_

This memorandum is a request from me for the Mississippi Forestry Commission to reimburse my commercial driver's license acquisition and/or renewal expenses pursuant to the Commission's policy regarding commercial driver's licenses.

It is my understanding that if I leave the employment of the Mississippi Forestry Commission I must refund what the Commission paid for class fees, third party administration fees, test fees, and permit fees. I understand that state employees driving state vehicles do not have to have a medical card even if driving out of state. Therefore, I understand that a physical is not required. If I choose to get the medical card, expenses related to it will not be reimbursed. License fees will be reimbursed on a pro-rated basis for the amount of time left before renewal. Without waiving my obligation to pay said refund, I agree that the Forestry Commission may recover said refund, to the extent possible, from any money that is owed me by the Commission.

Name: \_\_\_\_\_  
(signature)