GENERAL LIABILITY INSURANCE

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WHAT IS GENERAL LIABILITY?
The Regents maintain a General Liability (GL) Self-Insurance Program to provide coverage for certain tort responsibilities of the University arising from its operations. The General Liability Self-Insurance Program covers three areas:

- General Liability
- Automobile Liability
- Employment Practices Liability

Some contract and grant Sponsors view General Liability Insurance as an unallowable expense and thus we are required to move these expenses onto the School of Medicine’s unrestricted fund prior to close out. Do not move GL expense to the PI’s or Division’s unrestricted funds.

STEPS TO MOVING OFF GENERAL LIABILITY EXPENSES
1. Log into Online Financial System
2. Click on UCLA Financial Web Reports
3. Under Financial Systems Sections - click on Tables
4. Click on General Liability Request Report
5. Select 2200 David Geffen School of Medicine
6. Click Get report
7. Look for your Dept and use the FAU shown to move liability expenses
8. Prepare NPEAR using the FAU from step 7 as your debit FAU to move the expense(s) to.