



Courtesy Car Direct Billing Invoice

Use this form to request reimbursement for courtesy car expenses during vehicle repairs.

To request rental car rates for vehicles three years or newer, please use the [loss of use web portal](#).

The courtesy vehicles provided to customers must be free of body damage, cleaned prior to each rental, and mechanically sound.

Claimant Name:	Claim Number:
Repair Shop:	Shop Reference Number:
Registered Account Number:	GST Number:
Vehicle Year/Make/Model:	Courtesy Car Plate Number:

Vehicle registered as U-Drive? ☐ Yes ☐ No (must have U-Drive insurance to bill for reimbursement)

Start Date: (dd/mm/yyyy)		Total Labour Hours:	
End Date: (dd/mm/yyyy)		÷ 8 Hours:	
Explanation for Additional Days:		Paint Dry Time: (Enter 0 or 1 day, as applicable)	
		Additional Days: (Requires explanation)	
		Total Days:	
		Daily Rate:	35.50
		Total:	

Signature (Shop Manager)

Date (dd/mm/yyyy)

Claimant Certification

I, _____ (print name), confirm that the above noted vehicle was provided by the repair facilities, to me for the number of days specified.

Signature (Claimant)

Date (dd/mm/yyyy)

Submit the completed form to CPUnit@mpi.mb.ca.
If you have any questions about this information, please contact the Claims Processing Unit at
204-985- 7500 or CPUnit@mpi.mb.ca.