Hello AtriCure Team –

**Below is some information about 2023 auto insurance coverage while conducting AtriCure business. Please review closely.**

**Renting cars for company business in the United States, U.S. Territories, and Canada:**

Please find attached an updated insurance card that you should print and keep with you or save to your mobile device. This card will also be posted to Concur under the “Documents” section of the travel homepage. You should decline all insurance offered to you on rental cars in the US, US Territories, and Canada as we have purchased an insurance policy specifically for rental cars in these geographies. Should you be involved in an accident and need to show proof of insurance, the attached document will serve as proof. Contact Jane Ricupero in Risk Management if you are involved in an accident, **or** for any damages incurred on a rental car. As you turn the calendar to 2023, it is also time to destroy any old cards as they are no longer effective as of January 1, 2023.

We have a contract with National / Enterprise Rental Car (AtriCure account # XZ38121) and Hertz (# 2217541). Our volume of business provides reduced rental rates in the US… please use these vendors whenever possible!

**Renting cars for company business OUTSIDE the United States, U.S. Territories, and Canada:**

Unlike the US/Canada, we ask that you please purchase all available insurance through the local rental car company outside the US/Canada. Our corporate fleet policy does not cover rentals outside the US/Canada.

**Using your personal cars for business:**

Company policy requires you to carry your own insurance coverage for your personal car. The company assists you with this via a car allowance (as applicable) or through direct mileage reimbursement. The attached insurance card does not replace the requirement to maintain insurance on your personal car and does not extend to your personal car.

Please contact Jane Ricupero or Sandy Shedwick if you have any questions on this or any other insurance-related matter.

Thank You – Stay Safe and Happy Holidays!

From your Risk Management Team,

Jane and Sandy