

GEORGIA INSTITUTE OF TECHNOLOGY

Insurance & Claims Management

Trip Transit Insurance Form

Trip Transit Insurance: This form covers **Georgia Tech-owned property, including equipment on loan to Georgia Tech, equipment shipped out for repairs, and leased or rented equipment (being shipped back to the owner)** via commercial carrier by Georgia Tech.

The deductible for this coverage is \$5,000 per item shipped.

Brief description of equipment or property shipped (include the name, model number, value, serial numbers, and manufacturer numbers):

Destination: _____

Destination Address: _____

Shipment Date: _____ Return Date: _____

Owner of Equipment/ Custodian: _____

Department Name: _____ Property Coordinator: _____

Phone#: _____ Email: _____

Note:

1. Equipment/Property can only be used to perform official duties for GT.
2. Provide agreement, if applicable (lease, consignment, loan agreement, etc.).
3. Include attachments if additional space is needed.
4. Notify Insurance & Claims Management immediately if property is damaged or lost.
5. If State-owned, indicate offsite in WorkDay.
6. Include a photo of the equipment in the shipping container, if applicable, before shipping.

Please email gtinsurance.ask@business.gatech.edu with any questions.

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