

GEORGIA INSTITUTE OF TECHNOLOGY
Insurance & Claims Management

Trip Transit Insurance Form

Trip Transit Insurance: Covers shipments of GT owned property and Non-GT owned property when shipped via commercial carrier by Georgia Tech.

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

Brief description of equipment or property shipped (including values, serial numbers and manufacturer numbers):

Date of Shipment: _____

Period Covered: From _____ To _____

Owner of Equipment/Property: _____

Owner's Address: _____

Department Name: _____

Property Coordinator: _____

Phone#: _____ Email: _____

Note:

1. Equipment/Property can only be used in the performance of 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.

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

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