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):

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Shipped From: _________________________ To _________________________

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.

Tom Provancher, Insurance & Claims Director

Yolanda Gay, Claims Coordinator

**tom.provancher@business.gatech.edu**

**yolanda.gay@business.gatech.edu**

**PH. 404-894-3483**

**PH. 404-894-8296**