

# 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](mailto:gtinsurance.ask@business.gatech.edu) with any questions.

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