Trip Transit Insurance: This form covers shipments for Sponsored-owned property when shipped via commercial carrier by Georgia Tech.

**The deductible for this coverage is $10,000 per shipment.**

**The maximum liability coverage is $600,000.**

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. Include attachments if additional space is needed.
2. Notify GT Insurance and GTRI immediately if the property is damaged or lost.
3. Include a photo of the equipment in the shipping container, if applicable, before shipping.

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

Frederick Trotter, Dir. of Insurance & Assets  Yolanda Gay, Claims Coordinator
404-894-3483  Fax: 404-894-8552  404-894-8296 Fax: 404-894-8552

rev. 05/2018