

GEORGIA INSTITUTE OF TECHNOLOGY
Insurance & Claims Management

Trip Transit Insurance Form (Sponsored-Owned)

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.

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