

# Property in transit quote

## Property in transit overseas - insurance

**Please note:** there are a number of categories of property which are only insured if the insurer is specifically notified. Please complete this form carefully.

Provides cover for:

- University property being transported overseas for university purposes (including repairs and research)

Does not cover:

- Laptop computers
- Digital cameras
- Items being taken overseas by a staff member as baggage (see UQ's travel insurance policy).

<b>School or business centre:</b>	
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Description of equipment or property – make, model & serial no.	UQ asset no.	Replacement value in AUD

<b>Date of departure:</b>		<b>Date of arrival:</b>	
<b>Departure address (including country):</b>		<b>Arrival address (including country):</b>	

*Cover is only available where a commercial carrier is used*

<b>Freight carrier:</b>	
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<b>Name of UQ person responsible for equipment:</b>	
<b>Telephone number:</b>	
<b>E-mail address:</b>	

**Please note:**

- The equipment must be suitably packed before it is shipped
- If equipment in transit is damaged all consignment notes should be kept
- All equipment should be clearly marked as university property
- If equipment is stolen, the theft must be reported to the nearest police station immediately
- Email this form to [insurancerenewals@uq.edu.au](mailto:insurancerenewals@uq.edu.au) 10 days prior to equipment being transited, so a quote can be obtained.
- **Insurance cannot be arranged after the equipment has departed.**