

DEPARTMENT REQUEST FOR MEXICO TRIP AUTO INSURANCE

The University of Texas at Austin

- Please complete all information requested below.
- Email completed form to **Risk Management** .
- Risk Management will obtain Controller approval to take vehicle to Mexico, and prepare two letters (English and Spanish) for travelers.
- Upon completion, Risk Management will contact Requestor
- Requestor can pick up packet at the Office of Accounting, MAIN building, Room 132.
- Requestor must also obtain vehicle title from **Fleet Management**.
- Requestor must present this documentation to Custom's office to cross border.
- Email **Risk Management** with any questions or if you need assistance.

REQUESTOR/CONTACT INFORMATION

CONTACT NAME: _____ PHONE #: _____

CONTACT E-MAIL: _____

VEHICLE INFORMATION

NAME OF OWNING DEPARTMENT: _____

YEAR: _____ MAKE: _____ MODEL: _____

VEHICLE IDENTIFICATION NUMBER: _____

UT DOOR #: _____

LICENSE PLATE #: _____

ESTIMATED VALUE: \$ _____

RENTAL AGENCY: (Please enter N/A if not applicable) _____

DETAILS OF THE MEXICO TRIP

DATES: (from) _____ (to) _____

SPECIFIC DESTINATION IN MEXICO: _____

LIST THE AUTHORIZED DRIVERS*: (please use additional paper if necessary)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____

* Please refer to **UT System Policy UTS157** for information on becoming authorized to operate a UT-owned vehicle.

LIST THE AUTHORIZED PASSENGERS*: (please use additional paper if necessary)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____