# Shipping Insurance

Regular shipping does not cover the cost of damage to an item in transit.

1. Check the terms and conditions to determine when the University will take ownership of the shipment. The incoterms will also tell you this.
2. Check with the supplier to see if they can provide shipping insurance (usually at an additional cost).
3. UPS and FedEx default limited liability is $100 unless you declare a higher value. You must declare the value of the shipment on the shipping documents. You can declare up to $50,000 value per package.
4. If the vendor cannot supply shipping insurance you must fill out the shipping insurance form and send to Risk Management so they can obtain a quote from one of our insurance brokers.

(see below)

The UT Risk Management Office handles buying shipping insurance. The information below discusses the proper process.

**Information you will need to obtain from supplier**:

* Year
* Make
* Model
* Serial #
* Dates
* Shipping origin

**Information you will know**: Value amount (purchase price)

**Information the UT department will need to provide**:

* Length of Coverage (One way, round trip, covered entire time, indefinitely)
* Shipping destination
* Department's info
	+ Departmental Contact (Name and telephone number)
	+ Department Name
	+ Cost center
	+ Account Name
	+ G/L code
	+ Vendor #