

## Self-Insurance Claim Report

Please fill out the form below when reporting a self-insurance claim. Once the form has been filled out, save the document, attached required information and email it to, [riskmanagement@trentu.ca](mailto:riskmanagement@trentu.ca)

**University Department:**

**Location/Building/Room Number:**

**Email and phone number of reporting person:**

**Date and time of loss:**

**Has the departmental budget account holder been advised?**      Yes / No

**Name of budget account holder:**

**Description of theft/loss:**

Please indicate which of the following you have attached to this claim. A security report or police report pertaining to the loss is required. Proof of original purchase price or replacement value is required. In the case of electronics and mechanical items, claim payment will be based on residual book value as determined by Purchasing. For items with a value exceeding \$1,000, two quotes are provided

Security report?      Yes / No

Police report?      Yes / No

If "Yes" please provide occurrence report number:

Copies of original receipt/purchase order?      Yes / No

Quote(s) for replacement?      Yes / No

The Self Insurance plan has a deductible of \$250 that may be waived at the discretion of the Director of Campus Safety, if it can be determined that the factors contributing to the loss were not within the control of the department/employee sustaining the loss. Conversely, if the loss was foreseeable and appropriate preventative measures were not taken, the claim may be denied or the amount payable reduced. For further information please consult the Self-Insurance Policy and Procedures or contact Risk Management by email or phone, 705-748-1011 extension 7372.