

University of San Diego
5998 Alcalá Park
San Diego, CA 92110

INSURANCE FOR RENTAL VEHICLES

DOMESTIC

Procedure for renting vehicles to conduct business on behalf of University of San Diego within the United States:

1. Rent vehicle in name of USD (use of USD Travel and Entertainment card is preferred)
2. Decline all insurance coverage
3. Current USD vehicle insurance: **Travelers Property Casualty**
Policy # Y810110D8744TIL-09
Policy Term: 9/15/09 – 9/15/10
4. Liability \$1,000,000, Comprehensive/Collision \$50,000 auto value, Max. \$1,000 deductible
5. In case of accident or other emergency, call the Risk Management Director at 619 260-7677 or 858-472-3163. Provide a copy of all paperwork related to rental agreement and accident to the Director, Risk Management upon return to campus.

NOTE: Domestic coverage territory includes the United States of America; the territories and possessions of the USA; Puerto Rico; and Canada.

Keep a copy of this information with you as you travel.

INTERNATIONAL

Because statutory requirements vary by location, always purchase full insurance package from rental car agent.

Accidents occurring in Mexico must be reported while in Mexico. *Do not wait* until you return the rental car.

In all other international countries, check the reporting requirements with the rental agent prior to leaving the agency.

Upon return to campus, notify the Risk Management Department of any claims filed.