

**Citicard Government Travel Card
MasterRental Insurance Coverage for Rental Cars
For NTID Business Travel**

Part I

Employee Name: _____ Citicard Gov't Travel Card Account #: _____
RIT Address: _____ Phone #: _____
Date of Loss (Accident): _____ Location of Accident (City / State): _____
Police Report #: _____ What Police Agency took report? : _____
Briefly describe what happened: _____

Were there any injuries? _____ If so, who was injured? _____
Have you reported this accident to your personal auto carrier? : ____ Your auto carrier: _____

PART II

Car Rental Agency: _____ Dates of Rental Agreement: _____ to _____
Address: _____ Rental Agreement Number: _____
Phone #: _____
Rental Agency Claims Contact Person (if known): _____ Phone #: _____
Have you received notice of the damage repair costs? _____ If so, amount? : _____
(Attach copies of bills to this form.)

PART III

Have you reported the accident claim to the Citicard MasterRental Insurance Claims Department (800) 622-7747 _____
NOTE: Accident must be reported within 30 days from the date of accident to trigger coverage benefits:
If so, what is the claim number assigned to this claim? : _____ Date Reported: _____

Signature of Employee

Signature of Department Head/Business Manager

Date: _____

Date: _____

Process to Submit a Claim for Damage to Rental Car

Citicard

If an accident occurs involving your rental vehicle:

1. Notify the police agency in that region and obtain a copy of the accident report. (If not provided be sure to get report number.)
2. Notify the car rental agency where you rented the vehicle. They may have additional steps they want you to follow.
3. Notify your department of the circumstances involved in the accident. Be specific as to details and any reported injuries, including to yourself. You or your department head should notify RIT's Risk Management Office at x5-6131 as soon as possible.
4. Call Citicard MasterRental Insurance Claims Department at 1-800-622-7747 to report the claim no later than 30 days following your accident. Note the claim number of this sheet.
5. Complete this form and return it to the Risk Management Office, Eastman Bldg., Rm. 4008.
6. Citicard MasterRental program will mail you a claim form to complete and return to them along with specific documents. Be sure and keep copies of anything you forward to them about your claim. The insurance company's form will ask where payment for the repair should be directed. Payment can be made directly to the car rental company if the repair costs have not already been charged to your credit card.
7. Notify the Risk Management Office when you receive confirmation that your claim has been paid. Forward a copy of the correspondence received so that this claim can be closed out on RIT's claims tracking reports.