



Application for Foreign Transit Insurance

Quarterly Open Cargo Report Form

INSTRUCTIONS

Use the Application for Foreign Transit Insurance (aka: *Quarterly Open Cargo Reporting Form*) to obtain transit insurance for shipments to Alaska, Hawaii, U.S. territories, and foreign countries. The Open Cargo Report is submitted to the UC insurance broker on a quarterly basis (July-Sept; Oct-Dec; Jan-Mar; Apr-June); indicate specific quarter during which coverage is required. The Open Cargo Report must be submitted to the broker before close of quarter for coverage to occur. Attach an itemized list, Purchase Order, or other document that accurately and completely describes property in transit and associated insured values. Submit completed form and attachments to UCSB Risk Management prior to shipment.

REPORT ADMINISTRATION

Date of Request: _____ Page No. _____ of _____ Campus: **SANTA BARBARA**

Department: _____ Dept. Acct. No: _____

Dept. Contact: _____ Email: _____ Ph: _____

- July - September
- October - December
- January - March
- April - June

OPEN CARGO SHIPMENT INFORMATION

Date of Shipment	Mode of Transport	1) Shipped from 2) Shipped to	Type of Goods (attach itemized list)	Value Insured
		1. _____ _____ 2. _____ _____		
		1. _____ _____ 2. _____ _____		
		1. _____ _____ 2. _____ _____		
		1. _____ _____ 2. _____ _____		
		1. _____ _____ 2. _____ _____		

Approved by Insurance/Risk Management: _____ Date: _____ Ph: _____

cc: University's Insurance Broker