

Travel for College Business - Use of Personal Vehicle for College Business

If you use your own vehicle, it is your responsibility to carry adequate personal insurance coverage for yourself, your vehicle, and any passengers. A traveler should review his/her personal insurance coverage prior to using his or her vehicle for business. Damage to personal vehicles is not reimbursable by the University.

Note: Consult with your insurance agent to determine appropriate coverage. The traveler's vehicle insurance is the primary insurance coverage when using a personal vehicle for university/college business.

When completed send this form to Risk Management: 445 East 69th street, Suite 201, New York, NY 10021. Telephone: (212) 746-6180, Fax: (212) 746-6661.

Please refer to the [Weill Cornell Medical College Travel Policy](#) which can be obtained via the following website:

<http://intranet.med.cornell.edu/finance/pdf/TravandBusExpenses.pdf>

Print Name: _____

Signature: _____

Date: _____