Mexico Auto Insurance for University-owned Vehicles

Purpose

To ensure that all University-owned vehicles are properly insured and documented prior to entering Mexico on official University business.

Policy

Prior approval to travel into Mexico on University business by the department head/dean/vice president/vice provost, as appropriate, must be provided to the Office of the Vice President for Business Affairs (VPBA) before the VPBA will authorize the purchase of Mexico insurance and sign the forms required by the INS to drive a University-owned vehicle into Mexico.

Procedures

Step 1

Obtain written approval from your department head/dean/VP, as appropriate for travel into Mexico.

Step 2

Reserve a vehicle from the Facilities Services Motor pool.

Step 3

Fax your request for Mexico insurance (Mexico Insurance Request Form) to the Office of the VPBA (Fax: 747-5068). Include the Motor pool vehicle number, a copy of your departmental authorization, the dates and times of travel, the destination, the name(s) of the drivers, their university-issued 800 numbers, and the account number to be charged for the insurance.

Step 4

You will be notified by the Office of the VPBA when the INS form and insurance documents are ready for pick up.

Step 5

Place the documents in the vehicle(s) while you are traveling.

Cancellation

Insurance purchased is based on the hour of departure. Cancellation must occur at least 24 hours prior to the departure time in order to receive a refund of the insurance premium.

Applicability

This applies to all departments.
Definitions

INS Form - A document signed by the VPBA and notarized giving the driver permission to take a State-owned vehicle into the Mexico. This document is required to prevent the driver from being detained for theft of state-owned property.

Responsible Party

Vice President for Business Affairs

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