

SUMNER COUNTY GOVERNMENT

OUT OF STATE TRAVEL FORM

DATE: _____

DRIVER'S NAME: _____

DESCRIPTION OF DRIVER: (DEPUTY, PARAMEDIC, ETC.) _____

DRIVER'S LICENSE NUMBER: _____ **STATE:** _____

EXPIRATION DATE: _____

DEPARTMENT/OFFICE/SCHOOL: _____

LEAVE DATE: _____ **RETURN DATE:** _____

DESTINATION: _____
(CITY) (STATE)

PURPOSE OF TRIP: _____

TYPE OF VEHICLE (AMBULANCE, COUNTY AUTO, ETC.): _____

COUNTY ASSIGNED VEHICLE NUMBER: _____

VIN#: _____ **VEH. LICENSE NUMBER:** _____

THE ABOVE INFORMATION IS REQUIRED ON ANY VEHICLE USED WHETHER IT BE PERSONAL, LEASED OR LOANED.

OFFICIAL/SUPERVISOR

COUNTY

RISK MANAGER

Tennessee has Tort Liability, which applies to Sumner County Government for any incidents occurring inside the state. However, if we travel out of state we must have an excess business auto policy. In order to be covered under our excess business auto policy, this form must be completed and on file in the Risk Manager's Office before the date of any out of state trip.