

Information included in this form will indicate the location of an employee if injured while working out of state.

**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.

\_\_\_\_\_  
COUNTY OFFICIAL/SUPERVISOR

\_\_\_\_\_  
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. This form does not provide Liability Coverage for personal vehicles. The vehicle must be insured by the owner of the vehicle and such coverage should address any and all liability issues.