

# U.S AGENCY FOR INTERNATIONAL DEVELOPMENT

## NOTICE OF LOSS OR DAMAGE

Instructions to employee: Loss or damage must be notated on the delivery receipt, accompany this completed form, and delivered to the claims office within 75 days from the date of delivery.

### SECTION A - (To be completed by employee)

1. STATEMENT OF PROPERTY LOSS OR DAMAGE: You are hereby notified of the loss or damage in the following shipment of personal property.

a. Name of Employee (Last, first, middle initial)	b. GBL Number	c. Date of Delivery ( <i>mm/dd/yyyy</i> )
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d. Origin of Shipment (City and State/Country)	e. Destination (City and State/Country)
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f. You are further notified that property owner intends to present a claim for this loss and/or damage. You are hereby extended an opportunity to inspect the property.

2. LIST OF PROPERTY LOSS/DAMAGE (NOTE: Tracer action is requested for items listed as missing)

### SECTION B - (To be completed by Employee)

3. TO (Home office of Carrier/Contractor)

Name and Address (Street address, City, State and Zip Code)

4. YOUR REPRESENTATIVE MAY CONTACT THIS CLAIM OFFICE FOR ASSISTANCE

a. USAID

U.S. Agency for International Development  
M/MS Travel and Transportation Division  
1300 Pennsylvania Avenue N.W.  
Washington, DC 20523  
Email: [travelandtransportation-helpdesk@usaid.gov](mailto:travelandtransportation-helpdesk@usaid.gov)

b. Signature of Employee

c. Date Signed (*mm/dd/yyyy*)

d. Telephone Number

