

U.S AGENCY FOR INTERNATIONAL DEVELOPMENT

NOTICE OF LOSS OR DAMAGE

Instructions to employee: If loss or damage is not notated on delivery receipt this completed form must be delivered to the claim office within 75 days from the date of delivery. Failure to do so may result in a reduction of the amount payable on your claim.

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 (*mm/dd/yyyy*)

d. Origin of Shipment (City and State/Country)

e. Destination (City and State/Country)

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)

Please see next page for claim item(s)

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

1300 Pennsylvania Avenue N.W.
Washington, DC 20523
USAID Annex
Travel and Transportation Division
M/MS/TTD, Room 10.6.4F
Tel: (202) 921-5021

b. Signature of Employee

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

d. Telephone Number

