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UNIVERSITY OF ALASKA
FAIRBANKS

FINANCIAL SERVICES

201 Administrative Services Center, P.O. Box 757920, Fairbanks, AK 99775-7920

TO: Whom It May Concern

FROM: Dale A. Anderson, Travel Manager
University Of Alaska Fairbanks

SUBJECT: Insurance/Government Rates and Discounts

This is notification that the below named traveler is traveling for University of Alaska business and the following apply:

AUTOMOBILE RENTAL

The cost of vehicle insurance, generally called "Loss Damage Waiver" (LDW), offered by car rental agencies should NOT be accepted and will NOT be paid for because the university is self-insured for vehicle damage.

TRAVEL INSURANCE

Group travel accident insurance up to \$100,000 for each employee is provided while on university business.

GOVERNMENT RATES AND DISCOUNTS

The University of Alaska is an entity of the State of Alaska. As such, university employees are entitled to government rates and discounts while traveling on university business.

Traveler: _____ Effective Date(s): _____ to _____

Department Approval: _____ Date: _____