

## Morris Inn Valet Service Automobile Claims

The University maintains insurance for damages that occur to a visitor's vehicle while it is in the care of the Morris Inn Valet Service. There is **no** coverage for personal belongings left in the vehicle.

All claims are subject to a \$2,500 or \$3,000 deductible per vehicle.

- \$2,500 for Comprehensive (Vandalism, mischief, etc.)
- \$3,000 for Collision (Collision with another vehicle or other object)

In the event of an incident:

Complete the Valet Auto Reference form.

Present the Claims Program Manager's business card to the claimant should they have claim or process questions.

Report the claim to Risk Management and Safety via the electronic Auto Loss Notice on our website:

[Auto Loss Notice](#) or <http://riskmanagement.nd.edu/insurance/claim-incident-reporting/>

Attach the Valet Auto Reference form to the electronic Auto Loss Notice or email a copy of the completed Valet Auto Reference form to Carla Gruse, Claims Program Manager: [gruse.1@nd.edu](mailto:gruse.1@nd.edu)

Other items to attach:

- Rental Agreements (if applicable)
- Invoices or estimates for vehicle repairs
- Receipts for Ubers, cab rides, towing etc.

The Claims Program Manager in Risk Management and Safety will report the claim to Travelers Insurance Company if it exceeds or is believed to exceed, the deductible. RMS will manage the incident and record data. When claim recovery exceeds the deductible, reimbursement will be made to The Morris Inn.

Risk Management Claims Program Manager contact information:

Carla Gruse  
Claims Program Manager  
636 Grace Hall  
Notre Dame, In. 46556

Email: [gruse.1@nd.edu](mailto:gruse.1@nd.edu)  
Ph: 574-631-7532