

The following report can be printed, filled out and sent to the Risk Management, Department of Finance, Iqaluit at (867) 975-5845

### Incident Report – Travel Incident Claim

To be completed for incidents not related to Auto, Liability, or Property coverage's for which other forms have to be used.

If the incident appears serious or if severe injury has occurred report immediately to Risk Management, Department of Finance, Iqaluit telephoned at (867) 975-5825 or (867) 975-5825 or faxed at (867) 975-5845 or email: riskmanagement@gov.nu.ca

Person Reporting	
Name:	Title:
Phone:	Department:
Settlement:	Region:

Details of the Incident	
Date of Occurrence:	Time of Occurrence:
Location (be specific):	
Description of Occurrence:	
Please indicate the purpose of the trip and attach all pertinent documents and details:	
If injury occurred, explain:	
Was scene attended by police or medical personnel?	
Person who sustained injury:	
Address:	
Employer: GN (What department?)	
Or other Employer?:	

1 <sup>st</sup> Witness Name:	2 <sup>nd</sup> Witness Name:	3 <sup>rd</sup> Witness Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:

This Form
Date this Report Completed: