

Loss or Destruction of Personal Property Report

- This form should be submitted to TRG's CEO, Laura Meyer within 24 hours of incident.
- Please note that by completing this form does not guarantee reimbursement.
- Employees should keep all damaged items for the company's inspection.

REPORTING EMPLOYEE INFORMATION			
Name:			
Street Name:	City:	State:	Zip:
Primary Phone:	Email Address:		

Description of Incident	
Date: Time:	Location:
Property that is loss or destroyed:	Est. Value:
Cause/Description of incident:	

Employee Signature

Date

Date Rcvd by TRG _____