

To report a claim:

Return the required documentation detailed below, along with your original, signed claim form to:

Travelex Claims Department 4600 Witmer Industrial Estates, Suite 6

Niagara Falls, NY 14305

Trip Delay Claims

Trip Delay Claim Form

The entire claim form should be completed, signed and dated by the insured submitting a claim for reimbursement. Incomplete forms will be returned to the insured for completion which may result in a delay of the claim processing.

Terms and Conditions:

Trip invoice A copy of the trip invoice showing a breakdown of the total trip costs (e.g. airfare,

cruise/land costs, taxes, etc.).

Itinerary of trip A printed description of where you are to be on each day of your trip.

Original airline tickets if non-refundable:

We require the original airline tickets if they are non-refundable. If you were issued etickets, we need the e-ticket passenger receipt. If you booked the flight over the Internet, we need the printed ticket confirmation sheet with your ticket numbers.

Proof of the Reason for the Claim:

Delay of common carrier Incident report/Documentation from the airline, cruise line etc., as to the reason for the

delay

Traffic accident or theft of travel documents

Police report outlining reason for delay.

Other covered reasons Incident report to support the cause of your delay.

Receipts for Additional Expenses:

Hotel, food, transportation

Original receipts and a list of out-of-pocket expenses incurred showing all amounts paid, what the payments were for, and the dates of the payments. Including copies of tickets/e-tickets, along with proof of payment, for the additional cost to continue on the covered trip or return home.