



**To report a claim:**

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

**Travelers Claims Department**  
4600 Witmer Industrial Estates, Suite 6  
Niagara Falls, NY 14305

**Trip Cancellation/Interruption Claims – Non-Medical**

**Trip Cancellation/Interruption – Non-Medical 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.

**Cancellation Terms and Conditions:**

- Brochure** A copy of the Tour Operator’s cancellation terms and conditions explaining what happens in the event you have to cancel your trip, including cancellation penalties.
- Refund check or credit** A copy of any amount refunded to you for your cancelled trip from any source.
- Original airline tickets if non-refundable** We require the original airline tickets if they are non-refundable. If you were issued e-tickets, 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.
- Original hotel or cruise vouchers if non-refundable** We require any original vouchers you receive that are non-refundable through any other sources.

**Proof of Trip Payment:**

- Receipts** Send a credit card statement, cancelled check or cash receipt for each and every payment you made on this trip. If you do not have documentation, contact your travel agent for an invoice that shows the dates and amount of all payments made.
- Trip invoice** A copy of the trip invoice showing a breakdown of the total trip costs (e.g. airfare, cruise/land costs, taxes, etc.).

**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.

**Proof of the Reason for the Claim:**

- Proof of the reason for the claim** We will need documentation to support the reason you cancelled your trip.