

International Travel Application How-To Guide

International Travel coverage is available at no direct cost to all schools who are CIRMA Liability-Auto-Property pool members, and applying is easy!

When you are planning an international travel trip, contact your Underwriting team to receive an electronic copy of the application and roster form.

At least **2 weeks** prior to your trip please submit:

- Travel application
- Roster
- Travel itinerary

- 1. Travel Application:** The application needs to be completed and signed by a person authorized to approve travel. Information needed includes:
 - a. Contact person
 - b. Travel destination
 - c. Travel start date and end date
 - d. # of students
 - e. # of employees
 - f. # of non-staff chaperones
- 2. Roster:** The roster must list each participant individually and state their role: employee, student, or non-staff adult chaperone. This roster must reflect the actual, finalized attendees. *Please note:* coverage applies only to those individuals who are fully participating in all trip activities, subject to the policy terms, conditions, and exclusions. Any participants who intend to follow their own itinerary for all or part of the trip, are not eligible for coverage while traveling/sightseeing separately.
- 3. Travel Itinerary:** Activities, accommodations, and travel must be accounted for on a daily basis. Please note that certain activities are excluded from coverage, including but not limited to: skydiving/parachuting, hang gliding, bungee jumping, scuba diving, mountain climbing, pot-holing, zip-lining, riding on a motorcycle, and all organized sports (amateur and professional).

We are always available to answer any questions you may have; don't hesitate to contact us while you are in the planning stages to determine if the destinations and activities planned are eligible for coverage.

When the submission is complete, CIRMA will review and contact you if any additional information or clarification is required. CIRMA then submits these documents to the carrier for final approval.

For more information, please contact:

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