

TRAVELLING ABROAD ON UNIVERSITY BUSINESS

PERIODS FOR LESS THAN SIX MONTHS (Longer periods by request using this form)

To be completed for each overseas visit and forwarded to the Insurance Section, Finance Office or email to finsec2@liv.ac.uk at least 5 days before you travel.

Please note that no more than four members of staff or two SMT members should travel together.

Name of Applicant (Block letters)

Department

Staff Postgrad Undergraduate Other

If 'Other' please explain

Countries to be visited

Dates

Duration (number of days)

Health: Have you received any medical advice that you should not travel?

Yes/No

If Yes, please give brief details:

If unsure, please obtain written confirmation of your fitness to travel from your doctor.

Please give details of laptop or equipment being taken

I hereby apply for Travel Insurance for the purpose of the above journey which I am undertaking for University purposes:

I require a Certificate of Insurance Please tick if certificate required. This will be emailed if possible.
Email: ..

Signed .. Date ..

Countersigned by Head of DepartmentDate.....

Notes

1. The following is only a *brief* summary of the cover and reference can be made to the Policy at any time for a more detailed examination of the cover provided.
2. After arranging the insurance the University on behalf of the insurers will give the traveller a certificate of travel insurance if specifically requested. In most cases the overseas medical assistance card with emergency telephone number is sufficient. If in doubt contact the Insurance Section, Finance Office on extension 42096.
3. The normal maximum duration of this insurance provision is 6 months. If you wish a longer period please give a note of the special circumstances. An additional premium will be charged for staff and PGR's but not Undergraduates.
4. Health – Amongst the exclusions in the Policy is a standard one in respect of any claim which arises, consequent upon or contributed by a pre-existing or mental defect or infirmity when an insured person has undertaken a journey against the advice of a medical practitioner.
5. Medical Expenses = Unlimited
 Loss of Baggage = £10,000
 Loss of Money = £5000 (lower limits for cash)
 Cancellation and curtailment = £250,000
 Personal Liability = £5,000,000
 Hospitalisation = £50 per day
 The insurers require an application form to be completed in advance of each visit. Please allow 5 working days if certificate is required.

OVERSEAS MEDICAL ASSISTANCE IN THE EVENT OF AN EMERGENCY

**TELEPHONE: RSA Services (First Assist)
+44 (0)20 8763 3155**

and quote reference : Policy No. RKK853738

This is operated through a UK telephone number to provide you with direct access for advice and assistance from anywhere in the world, 24 hours a day.

In the event of a medical emergency whilst overseas you should contact the above number to obtain assistance with:

a) Medical

- i) Medical advice, referral or treatment.
- ii) Emergency repatriation.
- iii) Local payment of hospital bills.
- iv) Replacement of essential maintenance medication or drugs.

b) Personal

- i) Replacement of lost or stolen passport, tickets, or other travel documents.
- ii) Cancellation of lost or stolen credit, charge or bankers cards or travellers cheques.
- iii) Advance of emergency funds up to £100.
- iv) The tracking of lost luggage.
- v) Forwarding essential business documents and urgent messages all charges for which will be the sole responsibility of the Insured or Insured Person.
- vi) Legal advice.
- vii) The provision of interpreters at business meetings or the translation of documents all charges for which will be the sole responsibility of the Insured or Insured Person.

First Assist's email address is: international.ops@firstassist.co.uk