

**To report a claim:**

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

**Travelex Claims**

4600 Witmer Industrial Estates, Suite 6  
Niagara Falls, NY 14305

**Trip Delay and Missed Connection for Cruise Claims****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.

**Accommodation & Meals**

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.

**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.

**MISSED CONNECTION FOR CRUISES ONLY BENEFITS – in addition to the above please submit the following:****Itinerary of trip**

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

**Trip invoice**

A copy of the trip invoice showing a breakdown of the total trip costs (e.g. airfare, cruise/land costs, taxes, etc.).

**Transportation**

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. Include copies of tickets/e-tickets, along with proof of payment, for the additional cost to continue on the covered trip or return home.