

BUSINESS TRAVEL ABROAD INSURANCE SCHEME

Please complete in **BLOCK CAPITALS** & submit atleast **10 working days** prior to commencement of trip

Name (in Block Capitals) ***Staff or Research Postgraduate**
 (*please identify whether trip relates to a staff or a research postgraduate post)

Staff No./Student Registration No. Internal Telephone No.

School Department Email address.....

I will be away on University business for the following reason(s):

My projected itinerary is as follows:

Date of Departure	Date of Return	Destination (Town/Country)

What nationality passport do you hold?

I have completed the University Overseas Travel Safety & Security Risk Assessment form for this trip

Part 1 only Parts 1 & 2

http://www.sussex.ac.uk/hso/documents/overseas_travel_safety_and_security_risk_assessment_form_oct2010.doc

Summary of University business abroad cover and limits:

- Emergency Medical Treatment & rescue/assistance Unlimited
- Baggage and personal effects £10,000 (£3,000 single item)
- Money loss £5,000 (£3,000 cash limit)
- Cancellation or curtailment due to illness £10,000
- Personal Liability £5,000,000 (excludes liability arising from vehicles)

(If you intend to hire a vehicle you **must** buy liability insurance offered by the Rental Company)

- Legal expenses £50,000.
- Rental vehicle excess £25,000

(covers the amount of excess applying to loss or damage of a rental car)

For a full copy of the policy wording download the [Business Travel Insurance Policy](#)

The insurance policy covers trips of up to 12 months in duration and within this has a maximum period of 14 days for incidental holiday.

If your trip is in excess of 12 months we must notify our insurers and there may be a requirement to supply further information.

For further information please contact Rosie Vaughan on extension 7131 or email insurance@sussex.ac.uk

I have seen and approved this travel application:

Dean/Head of School/Director Signature Date:
NAME IN BLOCK CAPITALS

Signed by applicant Date:

Please return to: Rosie Vaughan, Room 209, Sussex House