

## Baggage Delay

### A. HOW TO FILE A REQUEST FOR REIMBURSEMENT

On becoming aware of a potential loss for delayed baggage, **You** should give immediate notice to the **Common Carrier** who is, or may be liable for, the lost/damaged baggage.

**You** can initiate a request for reimbursement under this benefit by calling the administrator at 1-800-711-4280 within thirty (30) days after a **Baggage Delay** first begins. **You** will be sent a reimbursement request form.

The following required items must be sent to the **Administrator** at P.O. Box 7690, St. Clair Shores, MI 48080 or [reimbursements@cynosurefinancial.com](mailto:reimbursements@cynosurefinancial.com) and be postmarked within ninety (90) days of the baggage delay, or the request may be ineligible:

1. The fully completed and signed reimbursement request form.
2. A Copy of the delayed baggage report, or property irregularity report, that was submitted to the **Common Carrier prior to** leaving the terminal premises.
3. The result of any settlement to **You** by the **Common Carrier**.
4. Details of the **Your** travel insurer and any settlement made by them to **You** (if applicable).
5. Itemized replacement receipts detailing the items **You** are seeking reimbursement for.
6. Any other documentation that may be reasonably requested by the **Administrator** to validate a request for reimbursement.