

Hotel/Motel Fire & Theft

A. HOW TO FILE A REIMBURSEMENT REQUEST

On becoming aware of a potential loss for **Hotel/Motel Fire & Theft**, **You** should:

1. give immediate notice to the hotel or motel: and
2. notify any relevant insurer.

Call the **Administrator** at 1-800-711-4280 to request a reimbursement request form. **You** must report the reimbursement request within ninety (90) days of the loss.

The following required items, must be sent to the **Administrator** at P.O. Box 7690, St. Clair Shores, MI 48080 or reimbursements@cynosurefinancial.com and be postmarked within one-hundred and eighty (180) days of the date of loss, or the request may be ineligible:

1. The fully completed and signed reimbursement request form.
2. Proof of **Your** hotel or motel stay.
3. A copy of the police report, or report from the fire department.
4. The result of any settlement to **You** by the hotel or motel.
5. Details of the member's travel insurer, and any settlement made by them to **You** (if applicable).
6. Itemized receipts for the replaced and repaired items that **You** are seeking reimbursement for.
7. Proof of ownership (purchase receipts or pictures) of the personal property that was stolen or **Damaged**.
8. Any other documentation that may be reasonably requested by the **Administrator** to validate a reimbursement request.