

Trip Delay

A. HOW TO FILE A REQUEST FOR REIMBURSEMENT

On becoming aware of a potential loss for Trip Delay, You should:

1. give immediate notice to the **Common Carrier**; and
2. notify any relevant insurer.

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

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 loss, or the request may be ineligible:

1. The fully completed and signed reimbursement request form.
2. Proof of the **Delay** (including but not limited to, written proof from the **Common Carrier**, newspaper clippings, weather reports, or police report for stolen passport).
3. Receipts for Your food, lodging, or rental vehicle.
4. The result of any settlement made by the **Common Carrier**.
5. Details of Your travel insurance and any payment made by them (if applicable).
6. Any other documentation that may be reasonably requested by the **Administrator** to validate the request.