

Clergy Holiday Travel Notification Form

All Clergy travelling on holiday must notify CIS at the time of or immediately after booking. **A trip is not insured (including for cancellation between the time of booking and departure) until cover has been confirmed.** If you are travelling on business, please complete our separate Business Travel Notification Form, which requires authorisation from your Insured Organisation.

Please complete this form before travelling and return to: enquiries@catholicinsuranceservice.co.uk or Suite 5, Oxford House, Oxford Road, Thame, Oxon, OX9 2AH

Ensure you complete this form carefully. Inaccurate, incomplete or misleading information could result in a claim being declined. If you have any questions, please contact us for assistance.

Name	
Date of Birth Travellers aged 75 yrs+ are not covered for trips of over 30 days, or for any trips to the US, Canada or the Caribbean. <i>For those aged under 75 yrs, trips to the US, Canada or the Caribbean are limited to 30 days.</i>	
Name of Insured Organisation Diocese; religious order/congregation; charity name etc.	
Role for Insured Organisation i.e. bishop; priest; permanent deacon; professed religious; seminarian; secondee	
Are you in active ministry, studying or retired? If none of these, you are not covered by this policy.	
Reason for trip i.e. holiday, personal pilgrimage or retreat <i>NB for trips on business, leading a pilgrimage or acting as a chaplain, you must complete our separate Business Travel Notification Form.</i>	
Destination(s) Please include all countries you are visiting	
Start and end dates of trip	
Name(s) and Date(s) of Birth of Accompanying Family Clergy wives and children under 18 years of age, or under 25 years of age and in full-time education are covered when travelling with insured Clergy	

Name/Signature: _____ Date: _____

Email address: _____ Telephone Number: _____

The information entered in this form will be used to administer your travel insurance and may be shared with the insured organisation, travel insurers, brokers and others who provide services under your policy. For full details of how CIS processes your personal data please see: catholicinsuranceservice.co.uk/privacy