

Business Travel Notification Form

Travel for business purposes must be on behalf of the Insured Organisation of which you are a part and approved by an appropriate signatory. All Clergy, employees, directors or trustees travelling on business for their diocese/organisation 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. Please complete this form before travelling and return to:

enquiries@catholicinsuranceservice.co.uk

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	
Job Title/Role e.g. COO, Finance Manager, Parish Priest, Superior	
Date of Birth	
Name of Insured Organisation Diocese; religious order/congregation, charity name etc.	
Nature/Purpose of Business Trip i.e. conference, seminar, leading a pilgrimage etc. NB: employees/directors/trustees are not covered for personal trips.	
Destination(s) Please include all countries you are visiting	
Start and end dates of the trip	

Travelling Person's Name/Signature:

COO, Financial Secretary, Chancellor, Religious Superior or equivalent to complete:

I, _____ confirm that the above person is travelling on our business.

Name/Signature:

Date:

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](https://www.catholicinsuranceservice.co.uk/privacy)