

# Travel Expense Reimbursement Form –

For Global Citizen Association Members



All participants covered by TravelGap® Voyager, TravelGap® Excursion or TravelGap® China are enrolled in the Global Citizens Associations whose members are entitled (subject to submission of the proper documentation) to a total of a **\$500 allowance, and limited to \$100 per incident**, to cover costs associated with each of the following incidents:

- Re-issuing a lost passport
- Re-issuing a lost airline ticket
- Replacing a lost piece of luggage that has not been returned (limited to \$100 per piece of luggage) while on your covered trip. This does not include luggage that was temporarily delayed or lost and later recovered.

All participants are eligible for an additional **allowance up to \$500** if, post departure, your trip is shortened or interrupted for medical reasons, a terrorist event or an imminent threat to personal safety (Threat must be documented by U.S State Department travel warning.) In that event, a participant will be reimbursed for the cost of changing an airline ticket or ground transportation ticket of the same class as the unused travel ticket to return home in an amount up to \$500 (subject to submission of the proper documentation such as a medical report).

*Your cooperation in completing all items on this form, signing the bottom of the form and attaching all required documentation will help us to process your request quickly and accurately.*

Member Information	Reimbursement Request – check all that apply
TravelGap® ID Number:	<input type="checkbox"/> Lost Passport <input type="checkbox"/> Lost Luggage <input type="checkbox"/> Re-issue lost Airline Ticket
NAME:      Family Name      Given Name	<input type="checkbox"/> Post Departure Trip Interruption
Reimbursement Mailing Address:	
Contact Phone Number:	Email Address:
<b>Reimbursement Amount Requested:</b>	\$
<b>Please provide the justification and circumstances surrounding your reimbursement request. See the back of this form for documentation required with each reimbursement submission:</b>	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<b>I certify that the information on this Reimbursement Form is true and correct to the best of my knowledge.</b>	
X _____ <div style="text-align: center;">Signature of Insured Member</div>	_____ <div style="text-align: center;">Date</div>

TG Form Rev. 07/10

**SEND COMPLETED REIMBURSEMENT FORM AND SUPPORTING DOCUMENTATION TO:**

HTH Worldwide  
 Attn: Customer Service  
 One Radnor Corporate Center, Suite 100  
 Radnor, PA 19087



Phone: 1.888.243.2358  
 Fax: 1.610.293.3529  
 Email – customerservice@hthworldwide.com

---

In order to claim the reimbursement available to qualified members through the Global Citizens Association, members must include the following documentation with this completed and signed reimbursement form

**For a lost passport**

- Provide a receipt for the replacement passport

**For a Lost Airline Ticket**

- Provide receipt or proof of payment of replacement flight/ticket and ticket change fee

**For a lost piece of luggage (not returned)**

- Proof of loss: documentation from the carrier (cruise line, airline, etc.) regarding the filing and disposition of your claim with them, or a police report (required) if theft lost is not related to a carrier.
- An itemized listing of all lost/stolen and their value.
- Reimbursement is limited to \$100 per piece of luggage

**For a post departure trip interrupted for a medical reason, a terrorist event or an imminent threat to personal safety that was documented by U.S. State Department travel warning issued during your trip**

**For a medical reason:**

- All unused tickets (airline, cruise line, etc.)
- Proof of payment and receipts for any additional transportation expenses incurred
- A statement from the treating physician specifying the nature of the illness/medical reason why your trip could not be continued

**For a terrorist/security/personal safety event:**

- All unused tickets (airline, cruise line, etc.)
- Proof of payment and receipts for any additional transportation expenses incurred
- Date of State Department travel warning

**SEND COMPLETED REIMBURSEMENT FORM AND SUPPORTING DOCUMENTATION TO:**

HTH Worldwide  
Attn: Customer Service  
One Radnor Corporate Center, Suite 100  
Radnor, PA 19087

**HTH Worldwide**  
Phone: 1.888.243.2358  
Fax: 1.610.293.3529  
Email – [customerservice@hthworldwide.com](mailto:customerservice@hthworldwide.com)