



DENNIS FOSTER

Insurance Brokers

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Corporate Travel Information Sheet

Date _____

Referred By _____

Insured

Contact Name: _____ Email Address: _____

Address: _____ Postcode _____

Phone No's: _____ Fax _____

Has any insurer ever been refused or cancelled or required special terms to insure you? **No** **Yes**

Has any applicant been charged with or convicted of any criminal offence in the last 10 years? **No** **Yes**

Have there been any claims/accidents in the last 5 years? **No** **Yes**

If you answered yes to any of the above questions please provide full details (*Date, amount, description*): _____

Period of Insurance: From _____ To _____ Current Insurer _____

Occupation: _____

Destinations	0 – 4 Days	15 – 31 Days	32 - 90 Days	91 – 180 Days
Intrastate Journeys outside a radius of 50Kms within Australia				
Interstate Journeys outside a radius of 50Kms within Australia				
UK/Europe				
North America (USA/Canada)				
Central/South America & Mexico				
New Zealand				
South Pacific				
Papua New Guinea				
Timor				
Africa: advise Countries				
*				
*				

Asia: advise Countries				
*				
*				
Middle East: advise Countries				
*				
*				
Antarctica				
Worldwide				
Other				
Total				

- One person traveling counts as one return trip, include trips for accompanying spouse and/or dependent children
Please note any Journeys that are in excess of 180 days duration are not covered by the policy

Average number of Insured Persons who may travel together in any one aircraft, vehicle, vessel or conveyance or have accommodation at one hotel (excluding conferences)? _____

Maximum number of Insured Persons who may travel together in any one aircraft, vehicle, vessel or conveyance or have accommodation at one hotel (excluding conferences)? _____

Will all travellers be white collar: **No** **Yes**
 If No, please provide the details including trip numbers, duration, purpose of travel, where travelling to and from: _____

Definitions;
White Collar is executive business and professional environment workers
Blue Collar or Technical Jobs is trade, construction, and labour workers

Is Business Travel cover required for Insured persons attending Conference, Expo's, Incentive Trips or other trips? **No** **Yes**

If Yes, please provide details below;

Dates of Trips	Location	No of Insured persons attending	Average & maximum insured persons travelling at any one time	Where travelling to and from	Will any hazardous activities be undertaken? i.e. Hangliding, shark diving, sky diving, skiing

Do you require the policy to extend to include Private Travel not connected with a business trip? **No**

Yes

If Yes, please provide details below;

Category of Insured Persons (Director, Senior Management, Employee etc)	Number of Domestic Trips	Average Duration (no of Days)	Number of Overseas Trips	Most Common Destination	Average Duration (no of Days)	Advise if any Hazardous Activities undertaken? i.e. Hangliding, sky diving, skiing

Will the Insured be undertaking Charter or non-Scheduled flights?

No

Yes

If Yes, please provide details below;

Within Australia – one way equals one flight

Type of Aircraft	Number of Flights	Average Duration	Average Number of Employees any one Flight	Maximum Number of Employees any one Flight	Limit of Liability Required
Helicopter Flights					
Fixed Wing Twin Engine Flights					
Fixed Wing Single Engine Flights					
Total					

Overseas - one way equals one flight

Type of Aircraft	Number of Flights	Average Duration	Average Number of Employees any one Flight	Maximum Number of Employees any one Flight	Limit of Liability Required
Helicopter Flights					
Fixed Wing Twin Engine Flights					
Fixed Wing Single Engine Flights					
Total					

Name of Charter Company(ies) used: _____

Are any flights to Offshore Platforms/Vessels/Rigs?

No

Yes

If Yes, please provide details below;

Where are flights to and from: _____

What is the purpose of flights? (e.g. aerial survey, travel to mine site): _____

Landing Strip (e.g. tarmac, gravel/dirt): _____

Fly in/Fly out Cover

Is cover required for any Fly in/Fly Out employees?

No

Yes

If Yes, please provide full details of Roster, purpose of work, occupations, where travel to and from, mode of transport and Scope of Cover required: _____