

Travel Insurance

Mary Immaculate College

The College has Travel insurance in place currently through AIG and a copy of the Policy is available through Finance Office with schedule detailing limits.

The policy covers all Directors, employees and students travelling on official College activities including students on the AEE module where part of a specified programme (ref “Global South” of the AEE Programme).

Travel Policy is subject to the following:

- Policy does not cover Erasmus placements (students referred to online facility or preapproved facilities).
- Maximum **trip duration is 10 days – duration period can be extended as required on request through the Finance Office (who will liaise with insurers.)**
- Standard Lifeline Plus Policy Wording (LL7 12/15).
- Renewal terms have been calculated on the basis that there is no declared travel to the following countries: Iraq, Afghanistan, North Korea, Somalia, and Chechnya. Any travel to these countries must be declared and cover accepted prior to each trip commencing. Cover can be obtained for these countries but we need to be advised in advance and the appropriate premium charged for the trip
- No Non-scheduled aircraft trips declared.
- Note Policy restrictions, exclusions & limitations of cover applying under the **“Infectious Diseases Endorsement”** – see wording in separate document.

AIG Lifeline Plus website and app is available to insured persons covered under an AIG Ireland Lifeline Plus Travel policy to access via the link www.mylifeline.ie or follow the link within this site:

<https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20Ireland>

The Insured Person registers with their email address and the policy number (HGT66756) and then creates their own user password. Once registered, they can also download the AIG Business Travel assistance app via the App Store or Google Play. The Insured Person will have access to country guides on the website and app and can complete security awareness training modules on the website.

Please note the Emergency Help-line to use in the event of a Medical Emergency abroad reads as follows: -

+ 44 1273 747 625 (24 hours / 365 days a year)

Procedures in the event of a medical emergency abroad:

Contact AIG’s Emergency Assistance Telephone: +44 208 762 8514 / + 44 1273 747 625

Provide the following:

1. Your Name & Location
2. Your medical emergency – condition, symptom or query
3. Quote the AIG Policy Number - HGT 66756 – *and tell the operator you are travelling under MIC’s Group Business Travel Policy
4. Your contact number & email address

*The Operator will provide you with a Claim Reference No – please keep a record of this Claim Reference as all receipts and expenses must be submitted for assessment through this channel.

If you require assistance contact MIC Finance Office who will liaise with insurers.

The Insured or Insured Person must contact the Assistance Company as so soon as possible if injury or illness results in the need for in-patient hospital treatment or the possible need for emergency rescue while on an insured Trip.

Can you please ensure that you are compliant with the above conditions before making any travelling arrangements.