



Instructions for filing claims for Trip Cancellation or Trip Interruption Benefits

You are filing a claim for the non refundable monies you have paid for the trip up to the maximum stated in the policy.

Prepare receipts and itemized bills for all expenses you have already paid for the trip.

Contact the vendors from whom you have purchased these services to find out about their refund policies. When a refund is possible, make a request following their instructions.

Once you have either received any full, partial refunds or denials, you can then file for a claim under the policy.

Gather documentation showing the reason for the trip cancellation or interruption. Depending on the nature of the claim, this could include, and are not limited to, hospital bills, death certificate, police reports, newspaper articles, internet news articles or other reports concerning the events.

Claim Submission:

Include the completed claim form, the receipts for the non refundable portion of your expenses, along with the documentation of the cause and type of claim and send to:

Administrative Concepts, Inc. (ACI)
994 Old Eagle School Road, Ste 1005
Wayne, PA 19087-1802

Be sure to keep copies for your records.