

Kansas East Conference of The United Methodist Church TRIP INSURANCE CHECKLISTS

Find trip procedures, information, forms, and cost instructions on the Kansas East Conference Web site at <http://kansaseast.org/pages/detail/514>.

All Domestic Trips

- If the travelers are a VIM team, the team leader contacts Julie Pohl (kseastvim@yahoo.com) with trip details at least 30 days before departure. The team leader will receive a packet and instructions.
- At least 3 full weeks before departure, contact Kay Inman (kinman@kansaseast.org or call 877.972.9111) with trip details or questions.
- Kay Inman will arrange and confirm trip coverage by sending a confirmation and instruction letter, a claim form, a claim declaration form, and an estimated billing to the team leader.
- After a trip, contact Kay Inman if the billing cost must be adjusted. Kay will issue a corrected billing.
- Otherwise and after the trip, prepare and send payment (payable to Special Markets Insurance Consultants, Inc.) with a completed claim declaration form (indicating “yes” or “no” to any pending claims).
- Kay Inman will notify the team leader when the transaction is completed and submit payment with paperwork to the insurance company.

NOTE: Kansas East Conference domestic trip insurance costs are paid by the groups/churches arranging coverage.

All International Trips

- If the travelers are a VIM team, the team leader contacts Julie Pohl (kseastvim@yahoo.com) with trip details at least 90 days before departure. The team leader will receive a packet and instructions from Julie.
- At least 3 full weeks prior to departure, complete and send an international trip application/roster form to Kay Inman (scan and email to kinman@kansaseast.org or mail an original to PO Box 4187, Topeka, KS 66604-0187). Forms must be received in the conference office 3 weeks before departure for review and acceptance. [**Note:** Teams are limited to 12 travelers. Haiti trip applications have a third application page with additional questions that must be part of any Haiti team application.]
- When Kay Inman receives the completed forms, she will forward them to the insurance company for consideration and trip approval.
- After insurance company approval, the team leader will receive an insurance leader packet with instructions and information.
- After the trip, the trip leader completes the claim declaration form to indicate “yes” or “no” to pending claims and mails the form to Kay.