

Global Excel Management Inc. is the authorized claims administrator for the above-referenced insurance policy.

In order to begin processing your claim, we require a completed claim form. To help expedite the evaluation process, and allow us to process your claim promptly and efficiently, we wish to request your help with the following steps. We ask that you please:

1. Call your travel agent, or the airline, tour company, or carrier immediately to cancel your trip. Be sure to call no later than one business day following the cause of the cancellation.
2. Submit a completed and signed claim form. This form is required to process your claim.
3. Review the enclosed information document (How to Submit a Claim) to ensure you are submitting all of the required documents.
4. Send the completed claim form, and all required supporting documents, to us by mail or by email.

Once we have received your signed and completed claim form, as well as the required supporting documents, we will begin processing your claim. Please note that it is extremely important to submit all required documents when returning your claim form to us. If any documents are missing, it could cause delays.

Should you be unsure about which supporting documents to submit, or have any other questions regarding your claim, please contact us for help.