

# Trip Cancellation Replacement Policy Outline

## 1. Purpose

This policy establishes the guidelines and procedures for replacing a trip that has been canceled for covered reasons.

## 2. Scope

Applies to all insured individuals who have purchased trip cancellation coverage as part of their travel insurance plan.

## 3. Covered Events

- Illness, injury, or death of the insured or immediate family member
- Natural disasters or severe weather conditions
- Requirement for jury duty or court appearance
- Job loss or job relocation
- Other reasons as defined in the policy document

## 4. Eligibility Criteria

1. The trip must have been cancelled prior to the scheduled departure date.
2. Cancellation must be due to a covered event stated in the policy.
3. All required documents must be submitted within the specified time frame.

## 5. Replacement Options

- Rescheduling the original trip for new dates
- Issuance of a travel voucher, subject to terms and conditions
- Refund, if replacement is not possible (as per policy terms)

## 6. Procedure

1. Notify the insurance provider of the cancellation as soon as possible.
2. Submit all required documentation, including proof of cancellation and covered reason.
3. Select preferred replacement option, if eligible.
4. Await confirmation and further instructions from the insurer.

## 7. Required Documentation

- Proof of trip booking and payment
- Proof of cancellation and cause
- Identification documents
- Any other relevant supporting documents

## 8. Exclusions

- Trips cancelled for reasons not covered by the policy
- Failure to provide required documentation
- Pre-existing conditions unless otherwise stated
- Acts of misconduct or illegal activity

## 9. Contact Information

For more information or to submit a claim, contact the insurance provider's claims department.

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*This document is a sample outline of a Trip Cancellation Replacement Policy and is intended for reference purposes only.*