
Travel Delay Claim Form

Thank you for notifying us of your claim

Please complete all questions – if any question is not applicable please state 'N/A'

Please send the completed form together with all relevant correspondence to:

U M Association Ltd, 5 St Helen's Place, London EC3A 6AB

Telephone: 020 7847 8670 Fax: 020 7847 8689 Email: claims@umal.co.uk

Name of Institution (University, College etc)

Certificate no.

Date on which travel commenced

Date on which travel due to end

Full name of person covered (Mr, Mrs, Miss, Ms)

Date of Birth

Full address including postcode

Telephone no.

Email

Full name of other persons covered

Date of Birth

Relationship

1

2

3

Please ensure you sign the declaration on the last page of this claim form

Travel Details

Type of travel: Business Holiday Placement Internship

Please give reason for delay

Please state the **scheduled** times of travel:

Place of Departure Place of Destination

Date of Departure Departure Time

Please provide a copy of your original itinerary/travel documents

Please state the **actual** times of travel:

Date of Departure Departure Time

Total length of delay in departure

Please provide documentary evidence from the carrier/tour operator to confirm length and cause of delay

Please provide any additional information you feel would be of use to us

We have recently updated our [Privacy Policy](#), to ensure that we continue to handle your data fairly and lawfully, in accordance with the General Data Protection Regulation that came into force on 25 May 2018.

You can review the updated Privacy Policy [here](#).

The Privacy Policy includes information and guidance, such as:

- How we collect, use and store your personal data;
- Your rights in connection with our collection, use and storage of your personal information;
- The circumstances under which we may be obliged to share your personal data with third parties.

By signing this form, you are consenting to the terms of our Privacy Policy.

If you have any questions about our Privacy Policy, you can contact the Data Protection Officer on 020-7847 8670, or by email to DPO@umal.co.uk, or by writing to the Data Protection Officer at 5 St Helen's Place, London EC3A 6AB.

Declaration

Please remember to print this form and sign in the space below before sending the completed form – either in hard copy or as a scanned PDF to the contact details shown at the top of page 1

Name	Signature
Position	
Date	

Please ensure:

- You have completed ALL relevant questions on this claim form.
- You have enclosed ALL requested information/documentation.
- You have signed this claim form.

As failure to do so will result in delay in handling your claim.

Thank you for fully completing this form.