Returning Users
Insurance Instructions for International Travel without students
Outside the US or CANADA

1. Go to:

2. Type in your User Name and Password and click “login.”

3. If you want to complete an application you’ve saved, click the My Applications icon to search for your application. Click on the magnifying glass to reopen the application.

4. If you need to create a new application, click the Begin a New Application icon.
5. Click the Short Term Travel, Volunteer Labor, Misc. Trips & Activities icon.

6. To find the Division/Union/Conference for La Sierra University, click the Click to Select icon.

7. A separate box will pop up. Enter “La Sierra University” into the search box. Click Search.

8. Click the first option Pacific Union Conference > La Sierra University.

9. Type in “La Sierra University” as the Sponsoring Organization.

10. Continue filling in the remaining boxes with the appropriate information.
    - Contact Name = your first name
    - Contact Surname = your last name
    - Address = your home address
    - Email = your email address
    - Telephone No. = your phone number
11. Enter the project name. Because you are affiliated with La Sierra University, select *Educational Sponsored Trip* in the drop down box.

12. When the form is completely filled out, click *Next* at the bottom of the page.

13. Add the name(s) of participant/s, first then last name/s. You MUST enter your own name if you are traveling even if you entered it as the contact name on the previous page.

14. Check “yes” or “no” indicating whether each participant is between the ages of 80 and 84.

Check *SDA Sponsored Trip* if La Sierra University is sponsoring your trip or check *Personal Trip*.

15. Enter the name of the city and state from which you are leaving.

16. Enter the destination information in the following box.
17. If traveling to multiple countries, there is no need to fill out a separate application for each country. Simply enter the main destination to which you will be traveling in the “Country” drop down box and type in the additional countries to which you will be traveling in the box labeled “City.”

18. Because you are traveling internationally, select the “Yes” bubble next to short term travel. Once selected, two travel dates boxes open up.

19. Click on the calendar icon to the right of the empty box to select the date travel begins.

20. When the calendar opens, select the date your travel begins.

21. Next, select the date your travel ends.
22. Because you are traveling internationally and your destinations are not in the US or Canada, select the “No” bubble. Even if you are departing from a location in the US, click the “No” bubble.

![Image: Does travel include destinations in the US / Canada?](image)

23. Because you are traveling internationally, Plan A should automatically be selected. If it is not, select Plan A.

![Image: Plan A Options](image)

24. Typically, La Sierra University employees and students do not select additional coverage that is offered in the Additional Limit section. Select “No Additional Limit.”

![Image: Additional Trip Cancellation Limit & Trip Interruption Limit](image)

25. Click the “no” bubble next to Volunteer labor.

![Image: Volunteer Labor Question](image)

26. Click **Add to Cart**. Otherwise, the information on the page will be lost.

![Image: Add to Cart](image)

27. Your “Cart” is now visible. **Edit** and **Remove** options are available if necessary. If editing, always be sure to click “Update” when finished or your information will be lost.

![Image: Cart View](image)
28. If participants who are traveling on different dates or to different destinations still need to be added to the application, click “Save and Close.” **If you are ready to proceed to payment, click Next** and skip down to step # 34.

29. After being taken to the “My Applications” page, click on the magnifying glass to reopen the application.

30. Click “Next” on the contact page and add the new participants and their travel information.

31. If there are separate participants/colleagues of yours traveling to different destinations or on different dates, they must be added separately, stating which countries they are traveling to and on which dates.

For example, if Jane and John are traveling on separate dates, they cannot be entered together here:

They must be entered one at a time so that each is entered into the form with a specific destination and traveling dates.
32. After all the applicants are entered; the Application Cart should be updated.

33. Once satisfied with the information, click **Next**. The “Totals and Authorization” will be the next page (as shown by the figure to the right).

34. A transaction fee of $20.00 is applied to all applications. The total of all the applicants will be shown on this page as well. Once the policy has been read, type the name of the contact person his/her title, and initials. The name of this person should be the one filling out this application.

35. Click **Proceed to Payment**.
36. To check out, click the “Check out with PayPal” link. You will be redirected to the PayPal site where you will be able to pay using a credit card. You do not need a PayPal account in order to check out with PayPal. You will need to be reimbursed for your TravelHub insurance, just like you will need to be reimbursed for your other travel expenses (e.g., airfare, hotel, etc.).

37. Once payment is complete, the site redirects you, the customer, back to the Adventist Risk Management site. The page will contain a large yellow figure. Click the figure to print your receipt, Insurance Identification Cards, and the Policy Summary.

38. At the top of the page, there will be printing options. **It is very important that you click print. This is the “receipt” you will attach to your Travel Authorization Application that you will scan and email to the Provost’s Office.** Without this printout, showing that you have paid for your insurance, the Provost’s Office will have no documentation that you have paid for insurance and won’t be able to submit your trip request for approval.

39. Be sure to print your ID card and carry it with you as you travel.

40. Should you wish to print your ID card or receipt at a later date, simply log back into your account at any time and click **My Applications.** There you will find all submitted applications and links in which you can print the ID card, policy, and receipt.