

**TRAVEL – Baggage, Personal Effects and Money Claim Form**  
**(Please return this form to your Insurance Broker or**  
**claims@oak-underwriting.com)**



Details of the Policy Holder and Policy:	
Name:	
Address:	
Post Code:	
Telephone Number:	
Work Telephone Number:	
Email Address:	
Date Of Birth:	
Policy Number:	
Renewal Date:	
Trip Details:	
Outward Journey Date:	
Return Journey Date:	
Country:	
Destination:	
Name of persons claiming under this insurance:	
1)	
2)	
3)	
4)	
5)	
6)	
Required Documentation:	
Please send the following documentation (where relevant) in order to prevent any delays on your claim.	
The original receipts/proof of pre-loss purchase for the items you are claiming for, in the event you are claiming for the delayed luggage please forward all the original receipts for the emergency purchases (we are unable to return the receipts for the emergency purchases)	
Holiday booking invoice showing the date the holiday/trip was booked, who was booked to travel, the travel dates, the destination and the amounts paid.	
Holiday cancellation invoice showing the date that the holiday/trip was cancelled, who has cancelled, the cancellation fee and the amount of the refund you are receiving (if any)	
<b>Claims for damaged items:</b> Written confirmation from a trade's person to confirm the cost to repair the item or to confirm the item is beyond economical repair.	
<b>Claims where an airline/carrier is involved:</b> Incident report to confirm the loss/damage or delay has been reported to the carrier (as required) in the event the incident involves an airline this document is a Property irregularity report or PIR we are unable to return this document).	
<b>Claims where an airline/carrier is involved:</b> Baggage delivery report/proof of delivery which will confirm the length of delay to your baggage (we are unable to return this document).	
<b>Claims where an airline/carrier is involved:</b> Baggage tags and tickets.	
<b>If your baggage has been irretrievably lost by the airline please forward:</b> Written confirmation from the Airline to confirm the baggage has been irretrievably lost.	
<b>If your baggage has been irretrievably lost by the airline please forward:</b> Written confirmation from the Airline to confirm the amount of compensation due to you from them as a result of your lost baggage.	
<b>If you have suffered a theft or lost items during your trip please forward:</b> The original police report to confirm you have reported the loss (as required) The local tour operator's representatives report into the incident (where available) Proof of pre-loss drawings/currency exchange for the money you are claiming for. Vehicle damage report where the loss has occurred as a result of a break in to a vehicle. Name, address and policy number of vehicle insurer (if any)	
Details of circumstances of the loss: Please indicate if items are lost/damaged/stolen (please delete as necessary)	
Date of incident:	
Time of incident:	
Please describe fully how you believe the loss/damage occurred:	

**TRAVEL – Baggage, Personal Effects and Money Claim Form**  
**(Please return this form to your Insurance Broker or**  
**claims@oak-underwriting.com)**



Was the property left unattended? If so, please confirm why and for how long?	
Who was responsible for the property at the time of the loss?	
If the theft was from your trip accommodation please confirm the details of the incident:	
Was a safe available?	Yes / No
Was a safe used?	Yes / No
Who had access to the trip accommodation?	
<b>If theft from a vehicle; was it?</b>	
Own vehicle:	
Hired vehicle:	
Make:	
Model:	
Registration Number:	
Where in the car had the items been placed?	
Property last seen:	
Place:	
Date:	
Time:	
Property discovered missing/lost or stolen	
Place:	
Date:	
Time:	
Who did you report the incident to:	Airline / Police / Coach Company Hotel / Accommodation Provider / Tour Operators Representative
Other (please provide full details)	
Date reported:	
Time reported:	
Contact details:	
Name:	
Address:	
Contact Number(s):	
Telephone/Fax:	
<b>Baggage Delay:</b>	
Airline / Carrier	
Destination Airport:	
Date of arrival at airport:	
Time:	
How many cases did you take with you	
How many cases failed to arrive?	
Who notified you when the cases had been recovered?	
Date when the case(s) delivered/collected?	
Time of collection:	
How many days and hours were you without your case(s)?	

**TRAVEL – Baggage, Personal Effects and Money Claim Form**  
**(Please return this form to your Insurance Broker or**  
**claims@oak-underwriting.com)**



**Emergency Items:**

Details of items:	Date of purchase	Amount Paid
		£
		£
		£
		£
		£
		£
		£
		£
Total:		£

**Money:**

Owner of cash	Dominations	Quantity of notes/coins	Where obtained	Date obtained	Total amount
					£
					£
					£
					£
					£
					£
					£
					£
Total:					£

**Please confirm the total amounts for the Sterling, foreign currency and Travellers Cheques taken with you**

Sterling	Foreign Currency	Travellers Cheques

**Please list the items being claimed for below:**  
**(Please continue on a separate sheet if necessary)**

Owner of Property	Description of Property	Date of purchase	Place of Purchase	Price Paid (Currency)	Amount Claimed

