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| image\note.gif | * This form is to be used for travel outside the borders of South Africa.
* UCT overseas travel insurance **does not cover private/personal travel**, and **these** **days** must be **noted separately** in [Section A](#personaldays).
* **Section A:** Applies to UCT employees, accompanying spouses and children traveling on behalf of UCT.
* **Section B:** **Only applies to UCT Employees.**
* Avoid Insurer repudiations by **reporting** any **claim** **within 48hrs** of your return to SA.
* No insurance cover is available for persons over 80 years.
* A premium of R45/day is charged for **all students** traveling on UCT business.
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**INSTRUCTIONS**

* Complete a new INS02 form **each time you travel**.
* Complete this form electronically and return via e-mail to: fnd-insurance@uct.ac.za
* For instructions on how to complete and send this form correctly,
* please see: [How to complete the Overseas Travel Insurance form (INS02)](http://forms.uct.ac.za/ins02hlp.doc)
* If applying for a visa, ensure that this form reaches the Insurance Office at least 7 days before your visa appointment. See: [Schedule of benefits: AIG Business Travel Insurance](http://help.uct.ac.za/documents/Schedule_of_benefits_AIG_Business_Travel_Insurance.pdf).

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| **Section A: Personal details of traveler (Academic/PASS staff member)** |
| Title |       | First name(s) |       |
| Surname |       | Staff number |       |
| RSA ID number |       | Date of birth DD/MM/YYYY |    /    /       |
| Nationality |       | Passport number |       |
| Department (full name, no acronyms) |       | E-mail address  |       |
| Student number |       | Fund(students) |       | Cost centre(students) |       |
| **Overseas travel details** |
| Destination |  | Means of travel  | Air [ ]  | Road [ ]  | Rail [ ]  | Sea [ ]  |
| Does any destination embassy require a letter for your visa application? | Yes [ ]  | No [ ]  |
| If *Yes*, which embassy? |       |
| Date of departure |       | Date of return |       |
| Dates of UCT business  |       | Dates of Personal days |       |
| Route |       |
| Reason for journey |       |
| Date |       |

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| **Section B: Work-related injury on duty while overseas (Academic/PASS staff member)** |
| **IOD Procedure**ohs@uct.ac.za+27 021 650 2021 | * Any injury on duty (IOD) must immediately be reported to your Employer (UCT Line manager and Safety Manager).
* The UCT IOD Procedure must be followed and all IOD Claim documents must be submitted to the UCT Safety Officeat ohs@uct.ac.za. Contact the Safety Manager for copies of the IOD Forms and the IOD Procedure.
* **Any injury at a social event and any event where alcohol is served**, will **not** be covered by the COID Act.
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**Contact details:** Insurance Office, **Phone:** (021) 650-7237, **E-mail**: fnd-insurance@uct.ac.za