# Insurance Flow Chart – Travel
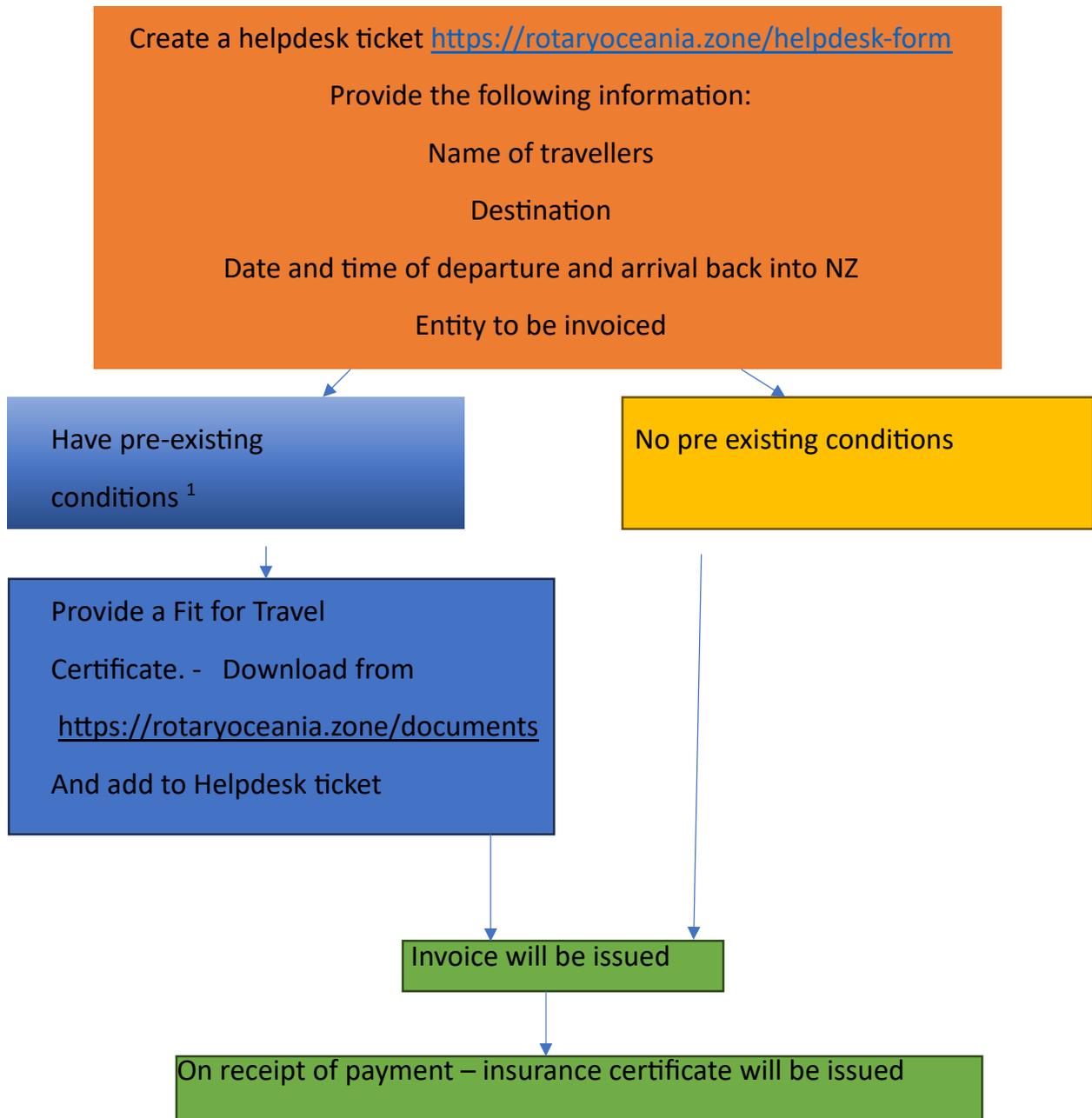# (For Rotary Based Travel for members under 80 years old)

Click here to find Policy document

Create a helpdesk ticket https://rotaryoceania.zone/helpdesk-form

Provide the following information:

Name of travellers

Destination

Date and time of departure and arrival back into NZ

Entity to be invoiced

Have pre-existing

conditions [1]

No pre existing conditions

Provide a Fit for Travel

Certificate. -   Download from

https://rotaryoceania.zone/documents

And add to Helpdesk ticket

Invoice will be issued

On receipt of payment – insurance certificate will be issued

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[1] Details of what is a pre-existing condition can be found here https://rotaryoceania.zone/forum/insurance-risk-management-2/how-to-get-a-fit-for-travel-certificate-11

# Insurance Flow Chart – Events

Click here to find Policy document

Read the forum notes first

Create a helpdesk ticket https://rotaryoceania.zone/helpdesk-form

With details of the event including date and type of event

Ticket goes to your District Insurance Officer

(DIO) Who determines whether event cover is required

Event Cover required

Event Cover not required

Complete the following forms:

Proposal Document

Event Agreement

Crisis Management Plan

Health and Safety Plan template

Downloadable here

DIO reviews and approves

Invoice will be issued

Event is covered under General Liability Policy

On receipt of payment – insurance certificate will be issued