

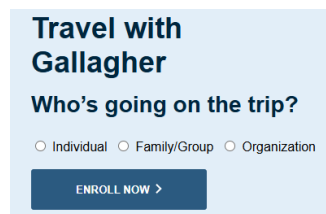
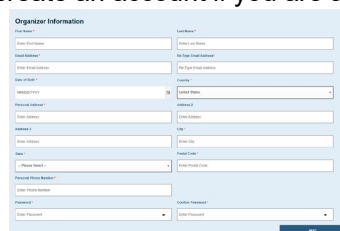
Instructions for Using Travel with Gallagher for Organization Travel Registration and Related Services

Follow these step-by-step instructions to navigate the Gallagher travel portal and complete your travel-related tasks, including registration, accessing travel information, trip summaries, destination details, planning, and generating documents like invoices, ID cards, and brochures.

1. Organization Travel Registration (Volunteer Travel)

1. Access the Portal:

- Visit <https://www.travelwithgallagher.com>.
- Log in using your credentials or create an account if you are a new user.

Organizer Information

First Name: [Text Field] Last Name: [Text Field]

Email Address: [Text Field] Phone: [Text Field]

Organization: [Text Field] Address: [Text Field]

City: [Text Field] State: [Text Field] Zip: [Text Field]

Country: [Text Field] Date of Birth: [Text Field]

Gender: [Text Field] Marital Status: [Text Field]

Emergency Contact Name: [Text Field] Emergency Contact Phone: [Text Field]

Emergency Contact Email: [Text Field] Emergency Contact Address: [Text Field]

Emergency Contact City: [Text Field] Emergency Contact State: [Text Field] Emergency Contact Zip: [Text Field]

Emergency Contact Country: [Text Field]

Emergency Contact Date of Birth: [Text Field]

Emergency Contact Gender: [Text Field]

Emergency Contact Marital Status: [Text Field]

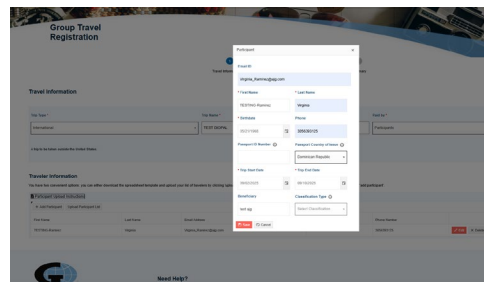
Emergency Contact Address: [Text Field]

Emergency Contact City: [Text Field] Emergency Contact State: [Text Field] Emergency Contact Zip: [Text Field]

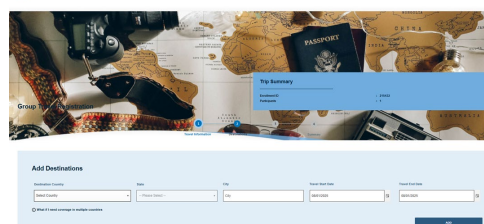
Emergency Contact Country: [Text Field]

SAVE

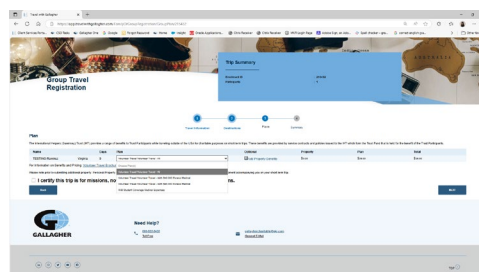
2. Travel Information



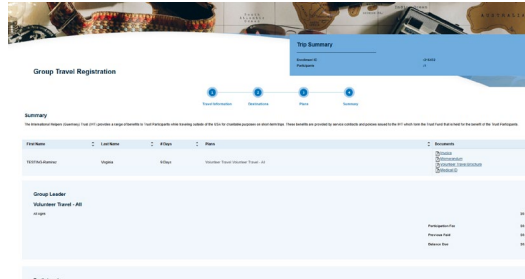
3. Trip Summary / Destination



4. Type of Plan



5. Generate Documents (Invoice, ID Card, Brochure)



Group Travel Registration

Summary

The Enrollment Report Summary (ENR) will provide a group summary of the enrollment data for the group. This report is generated for each group and is available for the group leader to view. The report includes the following information:

Field	Value																
Enrollment ID	215432																
Group Name	TEST GROUP																
Total Participants	1																
Total Travel Days	9*																
Base Coverage Plan	Volunteer Travel Volunteer Travel - All																
Destination(s)	SANTO DOMINGO, Dominican Republic																
Premium Summary	<table border="1"> <thead> <tr> <th>Coverage Plan</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Volunteer Travel Volunteer Travel - All</td> <td>\$36.00</td> </tr> <tr> <td>Coverage Expenses</td> <td>\$0.00</td> </tr> <tr> <td>Optional Coverage</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$36.00</td> </tr> <tr> <td>Handling Fee</td> <td>\$0.00</td> </tr> <tr> <td>Payment</td> <td>\$0.00</td> </tr> <tr> <td>Balance Due</td> <td>\$36.00</td> </tr> </tbody> </table>	Coverage Plan	Amount	Volunteer Travel Volunteer Travel - All	\$36.00	Coverage Expenses	\$0.00	Optional Coverage	\$0.00	Total	\$36.00	Handling Fee	\$0.00	Payment	\$0.00	Balance Due	\$36.00
Coverage Plan	Amount																
Volunteer Travel Volunteer Travel - All	\$36.00																
Coverage Expenses	\$0.00																
Optional Coverage	\$0.00																
Total	\$36.00																
Handling Fee	\$0.00																
Payment	\$0.00																
Balance Due	\$36.00																

6. Summary

Documents

- [Invoice](#)
- [Memorandum](#)
- [Volunteer Travel Brochure](#)
- [Medical ID](#)

Gallagher CHARITABLE

Enrollment ID Number: 215432

To obtain emergency evacuation approval, medical or non-medical assistance services: call the 24 hour line below.

Emergency Services: +1-317-927-6852

IMG Global Response must approve and arrange all eligible evacuation transportation. Your benefits are limited to the term elected by the organization managing your enrollment. The benefits or evacuation process will not commence until eligibility of coverage has been verified for the trip/destination elected by your sponsoring organization. For non-emergent assistance, please email: insurance@imglobal.com or htclaims@imglobal.com

To utilize your telemedicine benefits for a non life threatening emergency or request a free consultation, doctors are available 24/7 with a \$0.00 consultation fee and a \$0.00 co-pay.

Telemedicine: +1-888-397-1537

Gallagher Charitable International Insurance Services

Arthur J. Gallagher Risk Management Services, Inc.

Enrollment Confirmation / Invoice

Enrollment ID#: 215432

Group Name: TEST GROUP

Total Participants: 1

Total Travel Days: 9*

Base Coverage Plan: Volunteer Travel Volunteer Travel - All

Destination(s): SANTO DOMINGO, Dominican Republic

Premium Summary

Coverage Plan	Amount
Volunteer Travel Volunteer Travel - All	\$36.00
Coverage Expenses	\$0.00
Optional Coverage	\$0.00
Total	\$36.00
Handling Fee	\$0.00
Payment	\$0.00
Balance Due	\$36.00

Please Remit Payment To:

GCIS
PO Box 2880
Greenville, SC 29602

MEMORANDUM

THIS MEMORANDUM IS A SUMMARY OF PARTICIPATION IN THE INTERNATIONAL HELPERS (GUERNSEY) TRUST (IHT). ANY BENEFITS PROVIDED ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY ISSUED TO VARIOUS SUB FUNDS OF IHT.

IMPORTANT: PLEASE PRINT THIS DOCUMENT AND RETAIN FOR YOUR RECORDS. YOU CAN LOG INTO YOUR ONLINE ACCOUNT TO REVIEW ALL BENEFITS SELECTED AND TO VIEW THE PROPOSAL DOCUMENT.

Enrollment Number 215432

Person(s) & Benefits selected per person

Virginia, TESTING-Ramirez

Volunteer Travel Volunteer Travel - All

TRAVEL DATES: 8/29/2025 - 9/10/2025 **Destination:** SANTO DOMINGO, Dominican Republic

Issued by Gallagher Charitable International Insurance Services

Website: gallaghercharitable@ajg.com

Student Division Insurance Program

Gallagher Charitable International Insurance Services

The Student Division Insurance Program is a group program for the student division of the organization. The program provides the following benefits:

Benefit	Amount
Accidental Death & Dismemberment	\$50,000
Medical Expenses	\$50,000
Emergency Medical Evacuation	\$50,000
Travel Expenses	\$50,000
Personal Property	\$5,000
Health Insurance	\$5,000
Life Insurance	\$5,000
Disability Insurance	\$5,000
Unemployment Insurance	\$5,000
Travel Insurance	\$5,000
Personal Property	\$5,000
Health Insurance	\$5,000
Life Insurance	\$5,000
Disability Insurance	\$5,000
Unemployment Insurance	\$5,000
Travel Insurance	\$5,000
Personal Property	\$5,000
Health Insurance	\$5,000
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Travel Insurance	\$5,000
Personal Property	\$5,000
Health Insurance	\$5,000
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Personal Property	\$5,000
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Personal Property	\$5,000
Health Insurance	\$5,000
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Personal Property	\$5,000
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Personal Property	\$5,000
Health Insurance	\$5,000
Life Insurance	\$5,000
Disability Insurance	\$5,000
Unemployment Insurance	\$5,000
Travel Insurance	\$5,000
Personal Property	\$5,000
Health	

Gallagher Charitable Participant Spreadsheet Upload

Instructions

As a part of importing your participant spreadsheet, the application validates the following are correct for each row in the spreadsheet. You cannot edit the format of the spreadsheet. It must be uploaded in the format that is set for the program.

Notes

If a participant is already added to the trip, based on their email address, then that specific row in the spreadsheet is skipped.

You cannot use the same email address for multiple participants. If the same email address is used for multiple participants, only one of the participants will be uploaded, the other(s) will be skipped. It is best to leave the email section blank for participants who need to share emails.

If an error occurs validating any of the participants in the spreadsheet, no participants from the spreadsheet will be uploaded and an error message will display.

Rules

- The following fields are mandatory
 - First Name
 - Last Name
 - Birth Date
- Passport number (if traveling internationally)
- Passport country (if traveling internationally)
 - Trip Start Date
 - Trip End Date
- Ensure the email address, if provided, is valid
- Ensure that all date fields follow the format of MM/DD/YYYY
- Ensure that the passport country provided (for international trips) is the fully written out country name. For example, the spreadsheet will accept **United States** but will not accept **US** or **USA**. Fully written out passport countries must match one from the list below:

- Afghanistan	- Cape Verde	- French Guiana	- Jordan	- Morocco	- Saint Helena	- Tanzania
- Åland Islands	- Cayman Islands	- French Polynesia	- Kazakhstan	- Mozambique	- Saint Kitts and Nevis	- Thailand
- Albania	- Central African Republic	- French Southern Territories	- Kenya	- Myanmar (Burma)	- Saint Lucia	- Timor-Leste (East Timor)
- Albania	- Chad	- Gabon	- Kiribati	- Namibia	- Saint Martin	- Togo
- American Samoa	- Chile	- Gambia	- Kosovo	- Nauru	- Saint Pierre and Miquelon	- Tokelau
- Andorra	- China	- Georgia	- Kuwait	- Nepal	- Saint Vincent and the Grenadines	- Tonga
- Angola	- Christmas Island	- Germany	- Kyrgyzstan	- Netherlands	- Samoa	- Trinidad and Tobago
- Anguilla	- Cocos (Keeling) Islands	- Ghana	- Laos	- New Caledonia	- San Marino	- Tunisia
- Antarctica	- Colombia	- Gibraltar	- Latvia	- New Zealand	- Sao Tome and Principe	- Turkey
- Antigua and Barbuda	- Comoros	- Greece	- Lebanon	- Nicaragua	- Saudi Arabia	- Turkmenistan
- Argentina	- Congo	- Greenland	- Lesotho	- Niger	- Senegal	- Turks and Caicos Islands
- Armenia	- Cook Islands	- Grenada	- Liberia	- Nigeria	- Serbia	- Tuvalu
- Aruba	- Costa Rica	- Guadeloupe	- Libya	- Niue	- Seychelles	- Uganda
- Australia	- Cote d'Ivoire (Ivory Coast)	- Guam	- Liechtenstein	- Norfolk Island	- Sierra Leone	- Ukraine
- Austria	- Croatia	- Guatemala	- Lithuania	- North Korea	- Sierra Leone	- United Arab Emirates
- Azerbaijan	- Cuba	- Guernsey	- Luxembourg	- Northern Mariana Islands	- Singapore	- United Kingdom
- Bahamas	- Curacao	- Guinea	- Macao	- Norway	- Sint Maarten	- United States
- Bahrain	- Cyprus	- Guinea-Bissau	- Macedonia	- Oman	- Slovakia	- United States Minor Outlying Islands
- Bangladesh	- Czech Republic	- Guyana	- Madagascar	- Pakistan	- Slovenia	- Uruguay
- Barbados	- Democratic Republic of the Congo	- Haiti	- Malawi	- Palau	- Solomon Islands	- Uzbekistan
- Belarus	- Denmark	- Heard Island and McDonald Islands	- Malaysia	- Palestine	- Somalia	- Vanuatu
- Belgium	- Djibouti	- Honduras	- Maldives	- Panama	- South Africa	- Vatican City
- Belize	- Dominica	- Hong Kong	- Mali	- Papua New Guinea	- South Georgia and the South Sandwich Islands	- Venezuela
- Benin	- Dominican Republic	- Hungary	- Malta	- Paraguay	- South Korea	- Vietnam
- Bermuda	- Ecuador	- Iceland	- Marshall Islands	- Peru	- South Sudan	- Virgin Islands, British
- Bhutan	- Egypt	- India	- Martinique	- Philippines	- Spain	- Virgin Islands, US
- Bolivia	- El Salvador	- Indonesia	- Mauritania	- Pitcairn	- Sri Lanka	- Wallis and Futuna
- Bonaire, Sint Eustatius and Saba	- Equatorial Guinea	- Iran	- Mauritius	- Poland	- Sudan	- Western Sahara
- Bosnia and Herzegovina	- Eritrea	- Iraq	- Mayotte	- Portugal	- Suriname	- Yemen
- Botswana	- Estonia	- Ireland	- Mexico	- Puerto Rico	- Svalbard and Jan Mayen	- Zambia
- Bouvet Island	- Ethiopia	- Isle of Man	- Micronesia	- Qatar	- Swaziland	- Zimbabwe
- Brazil	- Falkland Islands (Malvinas)	- Israel	- Moldova	- Reunion	- Sweden	
- British Indian Ocean Territory	- Faroe Islands	- Italy	- Monaco	- Romania	- Switzerland	
- Brunei	- Fiji	- Jamaica	- Mongolia	- Russia	- Syria	
- Bulgaria	- Finland	- Japan	- Montenegro	- Rwanda	- Taiwan	
- Burkina Faso	- France	- Jersey	- Montserrat	- Saint Barthelemy	- Tajikistan	
- Burundi						
- Cambodia						
- Cameroon						
- Canada						