



December 8, 2011

FOR INFORMATION ONLY

TO: Each Member
Board of Retirement
Board of Investments

FROM: James Beasley
Risk Management

SUBJECT: International Travel Insurance Procedures

LACERA has purchased an international/foreign travel insurance policy that is intended to cover Board Members when traveling out of the country on official LACERA business. This coverage is for Board Members only and does not include their families.

Types of Insurance

Executive Assistance Services

When employees journey beyond their country's borders on business, they're exposed to unexpected risks that can be costly. Executive Assistance Services is a specialized international package of insurance for U.S.-based companies who travel, work, or sell products overseas, or that have locations outside the U.S. The Executive Assistance Services policy offers the following coverage:

- Travel Medical/Dental Assistance
- Security Assistance and Evacuation

Supplemental Insurance

The supplemental insurance protects your property and provides a piece of mind knowing your trip is protected due to unforeseen circumstances. The Supplemental policy offers the following coverage:

- Trip Cancellation
- Lost Baggage
- Business Travel Accidents
- Legal Assistance
- Travel and Document Assistance
- Concierge Services

How to Obtain Insurance

Those who are traveling internationally are covered by Executive Assistance Services automatically; however, to be covered by the supplemental insurance coverage, the individual who is traveling must be added to the insurance policy 20 days prior to the departure date. The Board Secretaries will be trained on how to active the coverage.

Claim Instructions

Should you need to file a claim or need a particular service related to the policy, please refer to the attached documents or ask your Board Secretary for assistance. These documents are a description of the international travel insurance policy and the supplemental policy. The documents also provide instructions on how to make a claim for both the international and supplemental insurance policies.

Additional information regarding the international travel insurance will be posted on the Board website. In addition to the information on the Board website, LACERA's brokers will present at the next travel committee meeting to go over the coverage and answer any questions.

Please contact James Beasley or Cynthia Guider in the Administrative Services Division for additional information.

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cc: Board Secretaries

Attachments

Executive Assistance-International Travel Insurance

Supplemental Travel Insurance

Noted and Approved:

Robert Hill
Assistant Executive Officer

Date