



Student Insurance for Trips Instructions

- 1) Visit <https://www.aillife.com/specialriskdivision/activityreport> or find fillable form under Forms Repository at www.fairmontstate.edu
- 2) Fill out the form –
 - a. Organization Type = Camp, College, Travel, and other Non-Extension Youth Programs
 - b. Policy number = **5497**
 - c. Organization = Fairmont State University
 - d. Use your Fairmont State address and phone number
 - e. Group Name = your class or group name
 - f. Comment Box = enter any specific info that is needed
- 3) Submit the form to American Income Life Insurance
- 4) Send copy of submission with requisition to the Procurement Office – 305HB.
- 5) Once the trip has occurred - contact the Procurement Office with policy # (5479), serial # (from your confirmation email), and actual # of attendees.
- 6) Keep a list of attendees for your records and audit purposes.

Note: You may enter each trip individually or if you know all of your upcoming trips, you may enter them all.