Staff/Trustees/Volunteers Travelling
In Canada Travel Only
(Outside of Manitoba)

Dear Staff, Trustee, and/or Approved Volunteers,

For the 2020/21 school year, **Turtle Mountain School Division chosen "Limited" In Canada/Out of Province travel health plan for the Staff/Trustee/Volunteer travel health insurance.** This plan will cover Staff and Approved Chaperones when travelling outside of Manitoba on School Division sanctioned trips/activities; for example, field trips, team sporting events, cultural exchanges, and/or conferences.

Please note the following:
- ✓ For travel in Canada only.
- ✓ The duration of each trip cannot exceed 14 consecutive days.
- ✓ Unlimited total travel days Out-of-Province only (i.e. within Canada only) within the policy period (September 1st, 2020 – August 31st, 2021).

To make sure your trip is covered under this policy, please contact HUB International by phone **1-877-201-6801** or email, **msbaschool@hubinternational.com** to register your trip and to obtain the Travel Health wallet card, which provides emergency contact information. Failure to do so may result in the trip not being insured. There is no cost to you for this coverage; it is fully paid for by the **Turtle Mountain School Division.**

If any Staff/Trustee/Volunteer is considering travel outside of Canada at any point between September 1st, 2020 and August 31st, 2021 you **MUST** contact the **Turtle Mountain School Division** for approval prior to booking. If approved, the **Turtle Mountain School Division** will arrange the appropriate insurance coverage. If you do not contact the **Turtle Mountain School Division** in advance of booking travel, staff/trustees/volunteers **will not** have coverage while traveling and **will be held liable** for any emergency medical costs.

Should you have any questions, please contact the **Turtle Mountain School Division** Office at 204-523-7531 or HUB International at:

1-877-201-6801

msbaschool@hubinternational.com