



WASHINGTON
& JEFFERSON COLLEGE

MEMO: All Employees

RE: Insurance Coverage – Travel for College Business

The College provides its employees insurance coverage for bodily injury caused by accident while traveling on authorized College business. The Accidental Death Indemnity provision included this coverage is payable to the beneficiary (ies) of the employee.

Our records must be updated to show the current person or persons you designate as beneficiary. If none are named, death benefits are payable to your estate.

Please sign and return this form to Human Resources

**TRAVEL ACCIDENT POLICY
BENEFICIARY DESIGNATION**

Name of Employee (printed)

Last Name

First Name

In the event of my death resulting from injury while traveling on behalf of my employer, W&J College (excluding vacations, and travel to and from work), the undersigned designates below are the beneficiary (ies) for the aforementioned insurance presently provided by W&J College. I understand a specific written agreement must be obtained from the insurer for riding in any aircraft owned, operated, or leases by or on behalf of the College.

YOUR DESIGNATION OR BENEFICIARY

Relationship to You

Name(s) of Primary Beneficiary (ies)

Name(s) of Contingent Beneficiary (ies)

Relationship to You

Signed _____

Date _____