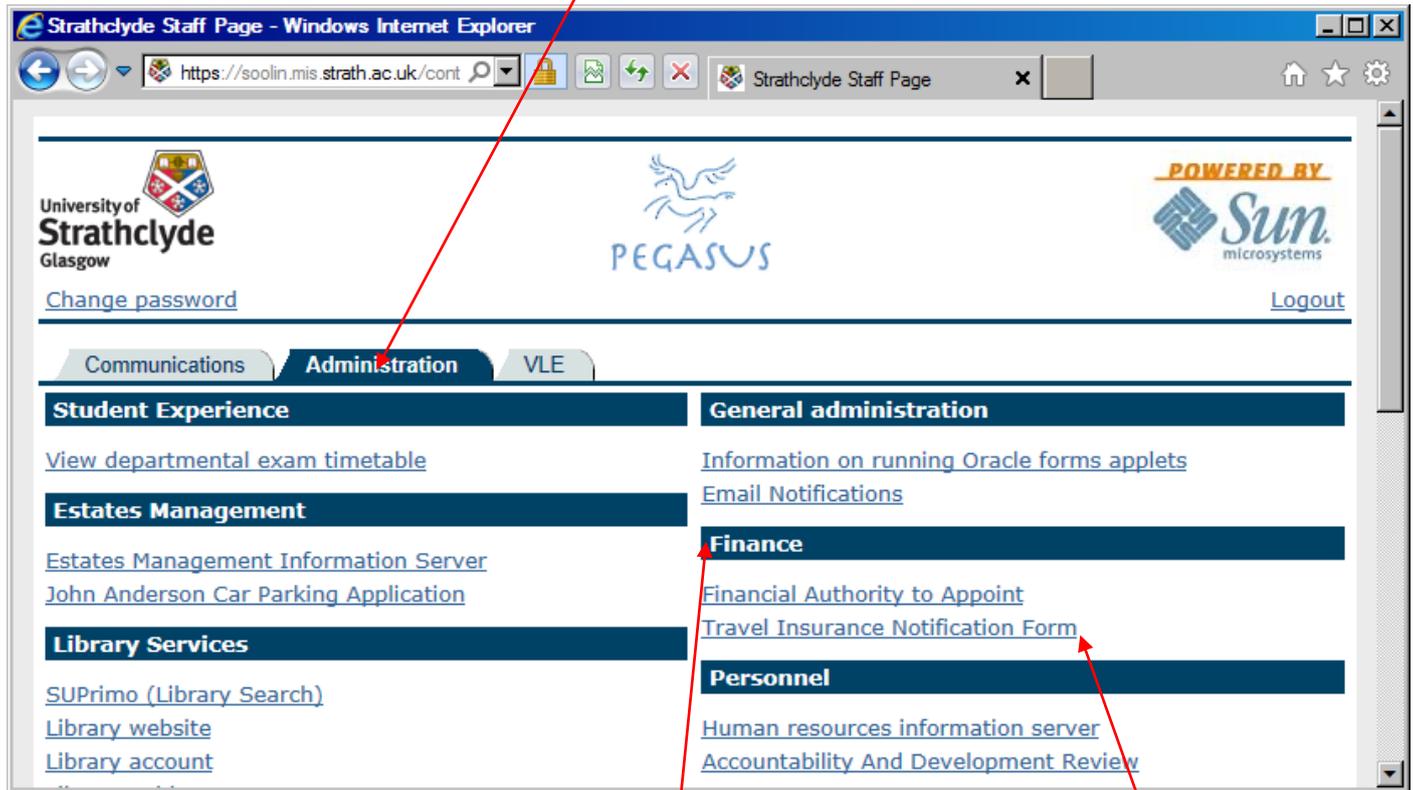


How to access the Travel Insurance Notification form

The Travel Insurance Notification form can be accessed via [Pegasus](#). When you have entered into Pegasus, click on the **Administration** tab. You will see two columns.



On the right column, you will see a sub heading **Finance**. Under Finance, you will see the **Travel Insurance Notification Form**. Click on **Travel Insurance Notification Form** and you will see the following screen.

A screenshot of the "Travel Insurance Notification Form" in a web browser. The browser title is "Travel Insurance Notification Form" and the URL is "https://soolin.mis.strath.ac.uk/travelinsurance/control/notificationForm?menuName=TRAVELIN". The form is titled "Travel Insurance Notification Form Complete Form" and contains the following text: "All staff/students travelling overseas on University business **must** complete and submit this form at least 5 working days prior to departure. The form facilitates input for multiple travellers travelling on the same trip or alternatively single travellers undertaking multiple trips. Once complete submit your generated form below." and "Click [here](#) to check current Foreign and Commonwealth Office advice for each destination." Below this is a note: "On confirmation of cover you will be sent an email cover note providing policy number, emergency contact details and a summary of cover provided under the University's travel policy. Please note that until you receive this information insurance cover for your trip is **not** guaranteed." A note states "Fields marked with an * are mandatory." The form is divided into three sections: 1. "Please enter each traveller you wish to be covered" with fields for Title, First Name, Surname, Department, Traveller Type, E-mail Address, Confirm E-mail Address, and Telephone No. 2. "Please enter each trip being made" with fields for Destination Town/City, Country, Departure Date, Return Date, Current FCO Advice to travellers, and Purpose of Travel. 3. "Your Notification Form" with sections for "Traveller(s)" and "Trip(s)", both showing "No travellers have been added" and "No trips have been added". At the bottom are "Submit Form" and "Clear Form" buttons.