



MEMORANDUM

To: Full-Time Faculty, Administrators, and Staff
From: Susan J. Diskin, Interim Director of Human Resources
Subject: Travel Insurance – Beneficiaries

John Carroll University provides travel insurance to all eligible employees. Please designate your travel insurance beneficiaries below. An explanation of the travel insurance benefit is located on the back of this form. Please return to the Office of Human Resources.

BENEFICIARY OF TRAVEL INSURANCE

PRIMARY

	Last Name	First Name	Relationship
1.			
2.			
3.			

SECONDARY

	Last Name	First Name	Relationship
1.			
2.			
3.			

Benefits will be paid to all listed beneficiaries in equal shares unless otherwise designated by you. Secondary beneficiaries receive a benefit only if all primary beneficiaries are deceased.

Signature

Date