

**Baggage Delay Claim**

The following document types are supported: PNG, .JPEG, .JPG, .PDF, .DOCX, .DOC, .XLSX, .XLS, .GIF, .TIFF, .TXT.

1. **Travel Itinerary:** Complete copy of Official Travel itinerary which lists names of travelers, dates of travel, cost of fare which is issued from your travel agent, online booking website, Common Carrier, or Lodging. (i.e. flight schedule, hotel confirmation, and/or tour/cruise itinerary)
2. **Proof of payment(s) for the trip:** i.e. itemized travel invoice, e-ticket or paper ticket, hotel charges, service fees, and other accommodation expenses or credit card statements.
3. **Confirmation of delay:** Documentation from the common carrier (airline, cruise line, etc.) confirming the delay.
4. **Confirmation of length of delay:** Documentation from the common carrier (airline, cruise line, etc.) confirming the length of time the luggage was delayed.
5. **Itemized copy of the receipts:** An itemized copy of the receipts for essential items purchased during the baggage delay. The receipts must provide proof of the following: place of purchase, date of purchase, items purchased. (Essential items are defined as "necessary personal effects" - i.e. needed clothing and toiletries that were contained in the bag that was delayed)
6. **Copy of delivery invoice:** Copy of delivery invoice showing charge for delivery, if applicable.
7. **Copy of Government Issued Photo Identification**