



**INTERNATIONAL TEMPORARY MEDICAL SERVICES DURING TRAVEL
OUTSIDE OF THE UNITED STATES**

Trends International has contracted with Seven Corners Group to provide temporary medical assistance for Trends' employees while traveling to Canada. Any services provided on non-Trends related travel are the responsibility of the employees or their insurance provider. If an employee takes advantage of this benefit and enrolls while they are traveling on official business for Trends, the primary provider will be Seven Corners Group and the secondary provider will be their primary provider on non-Trends related business.

In order for an employee to take advantage of this temporary medical insurance while traveling outside of the US for the company, he or she must send the attached form via email to the Kelli Perry/Human Resource-Office Assistant (**and "cc" Lisa Alexander and Carol Kilgore**). The request for insurance must be submitted at least 24 hours in advance of the start date of travel. Requests will not be processed more than one week prior to the start date of travel, but may be submitted as far in advance as possible. If, after submitting the initial request, an employee's travel schedule changes, he or she must send a follow up email, informing HR of the change.

Enrollment must be at least 24 hours in advance each time an employee travels (weekends and holidays excluded). The final responsibility for obtaining temporary travel insurance falls on the employee. Temporary medical insurance cannot be obtained once travel has commenced.