LOT G

Business Travel Insurance Policy

This policy is agreed between

EUROPEAN UNIVERSITY INSTITUTE
VIA DEI ROCCETTINI, 9
50014 SAN DOMENICO DI FIESOLE (Florence)
Tax ID 80020410488

and

the Insurance Company

...

(Branch)

...

Duration of the contract
From 24.00:00 on: 30/06/2026
To 24.00:00 on:30/06/2030

With periods of insurance
after the first one fixed
At 24.00 of every 30/06

Chapter 1 – Definitions

INSURED	Any person (Managers, Employees, Researchers/Fellows) authorized by the Policyholder to travel on its behalf in the performance of professional travel and institutional missions, in Italy and abroad. The Policyholder shall also be deemed an Insured insofar as the Policy provides for indemnification for damage suffered directly by the Policyholder.
INSURANCE	The present insurance policy
ASSISTANCE OPERATIONS CENTRE	The facility, operating 24 hours a day, 365 days a year, which organizes and provides the assistance services covered under the Policy, upon request by the Insured.
COMPLICATIONS OF PREGNANCY	These shall mean medical conditions requiring hospitalization whose diagnoses are distinct from pregnancy, but which are adversely affected by conception and/or caused by pregnancy itself. Such conditions include nephritis, nephrosis, cardiac decompensation, threatened miscarriage, and similar medical or surgical conditions or conditions of comparable severity. The definition of *Complications of Pregnancy* also includes caesarean section, ectopic pregnancy and spontaneous miscarriage. Complications of pregnancy shall **not** include neurovegetative manifestations of the first trimester, hyperemesis gravidarum, pre-eclampsia, or conditions associated with the management of a difficult pregnancy that do not constitute a pathological condition distinct from the pregnancy itself.
CONTRACTOR	EUROPEAN UNIVERSITY INSTITUTE
MONEY	Coins, banknotes, letters of credit, voucher cards, credit/debit/revolving cards, telephone cards, postal money orders, travellers' cheques and fuel vouchers, provided that all such items are carried by the Insured strictly to the extent necessary for travel, meals, hotel accommodation and personal expenses during the Insured Trip.

ABROAD	Worldwide
IMMEDIATE FAMILY MEMBER	The Insured's spouse, child/children, parents, siblings, parents-in-law, sons-in-law, daughters-in-law, or cohabiting partner (provided such relationship is evidenced by valid documentation).
DEDUCTIBLE	The portion of the compensable loss that remains borne by the Insured.
INDEMNITY	The amount payable by the Company in the event of a claim.
ACCIDENT	An accident shall mean an event caused by a sudden, violent and external occurrence, resulting in objectively ascertainable bodily injuries which lead to death or permanent disability.
ILLNESS	Any alteration of health not resulting from an accident, clinically and objectively ascertainable, occurring during the Insured's trip.

PHYSICIAN	A person holding a medical degree and duly licensed to practise the medical profession. The Physician may not be the Insured or a person related to the Insured by family ties.
HOSPITAL / MEDICAL FACILITY	Any public hospital, clinic or nursing home, whether affiliated with the National Health Service or privately operated, duly authorized to admit patients. Excluded are spa facilities, convalescent homes, rest homes, rehabilitation centres for drug addicts or alcoholics, institutions for persons suffering from mental illness or behavioural disorders, and/or similar institutions.
POLICY	The document evidencing the insurance coverage.
RISK	The possibility that a loss event may occur.
CLAIM/LOSS EVENT	The occurrence of the damaging event in respect of which insurance coverage is provided.
CRISIS SITUATION	A situation occurring when the competent authorities of the Insured's country of residence formally advise against travel to the host country where the Insured is located or recommend immediate evacuation therefrom, due to one of the following causes, provided that such causes are entirely beyond the control of the Policyholder or the Insured: expulsion of the Insured or declaration of the Insured as persona non grata by the authorities of the host country; outbreak of an insurrection or civil unrest in the host country; outbreak of a military conflict involving the host country; terrorist attack carried out in the host country resulting in casualties; outbreak of an epidemic in the host country; occurrence of natural disasters in the host country resulting in casualties.
THIRD PARTIES	Any person not falling within the definition of "Immediate Family Member".
COMMON CARRIER	Any means of transportation by water, land or air operating under licence for the carriage of passengers.
BUSINESS TRIP (or INSURED BUSINESS TRIP)	A business trip undertaken on behalf of and in connection with the Policyholder's activities and expressly authorized by the Policyholder. The Business Trip commences when the Insured leaves their usual place of work and/or residence and ends upon their return to either of such places.

Chapter 2 – Subject matter of the insurance

2.1 Operation of coverage

All insurance coverages described under this contract shall apply only while the Insured is undertaking a Business Trip. Coverage shall commence at the moment the Insured leaves their residence or place of work, whichever occurs later, and shall continue for the entire duration of the trip until the Insured returns to their residence or place of work, whichever occurs first. Coverage shall remain in force throughout the entire Insured Business Trip, provided that the duration of the trip does not exceed 365 days. Routine and habitual travel between the Insured's residence and their place of work, and vice versa, shall not be considered an Insured Business Trip.

Guaranteed Benefits

ACCIDENT		**Operation of coverage**
Accidental Death	See POLICY SCHEDULE	Worldwide
Permanent Disability due to Accident	See POLICY SCHEDULE	Worldwide
Subcutaneous Ruptures	3% of the Permanent Disability sum, up to a maximum of €3,000	Worldwide
Sports Risks	50% of the insured capital, up to €100,000	Worldwide
Use and Driving of Special Vehicles	50% of the insured capital, up to €100,000	Worldwide
Mountaineering, Caving and Diving	50% of the insured capital, up to €100,000	Worldwide
Maximum Limits of Indemnity per Event:	50% of the insured capital, up to €100,000	Worldwide
Occurrence in flight or at sea	€ 30.000.000,00	Worldwide
Occurrence on land	€ 50.000.000,00	Worldwide
War Risk (if applicable)	Catastrophe limit per event: €5,000,000	Worldwide
Accidental Death of the Insured	+10% of the insured sum in the event of spouse/cohabiting partner or children	Worldwide
Accidental Death / Permanent Disability of the Spouse / Cohabiting Partner	€ 50.000	Worldwide
Accidental Death / Permanent Disability of a Child	€ 10.000	Worldwide
Increased Indemnity for Aviation Risk	+ €30,000 lump sum in the event of death due to an air accident	Worldwide
Increased Indemnity for Total Permanent Disability	+50% of the insured sum for Permanent Disability	Worldwide
Accident on Public Ground Transportation	+25% of the insured capital, up to an additional €100,000	Worldwide
Home / Vehicle Adaptation	15% of the insured capital, up to an additional €50,000	Worldwide
Recovery Hope Benefit	Amount equal to the Accidental Death limit	Worldwide
Coma resulting from an Accident	€100 per day for a maximum of 365 days	Worldwide
MEDICAL EXPENSES AND DAILY ALLOWANCE		**Operation of coverage**
• Medical expenses outside the Insured's country of residence	Actual expenses	Outside the Insured's country of residence
• Reimbursement of medical expenses in the event of hospitalisation	actual expenses, up to a maximum of 500 consecutive days	Outside the Insured's country of residence

• Reimbursement of medical expenses without hospitalisation	Actual expenses	Outside the Insured's country of residence
• Reimbursement of dental treatment	€300 per tooth / €2,000 per claim	Outside the Insured's country of residence
• Reimbursement of ocular prostheses / hearing aids	€500 per prosthesis / aid	Outside the Insured's country of residence
• Medical expenses in Italy	€250,000 for a maximum of 90 days following an event occurring abroad	In Italy
• Reimbursement of psychological assistance costs	Up to a maximum of €2,000	In Italy
• Permanent aesthetic damage	Limit of indemnity €3,000	Worldwide
• Search and rescue expenses	€10,000 per Insured, €30,000 per event, €20,000 per rescuer	Worldwide
• Daily hospital allowance due to accidental injury	€75 per day, payable from the 8th day, for a maximum of 365 days	Worldwide
INFORMATIONS		**Operation of coverage**
• Information on disability management / reintegration into daily life	Information and services	In Italy
• Urgent travel-related information	Information and services	Outside the Insured's country of residence
ASSISTANCE		**Operation of coverage**
Assistance to the Insured:		
• Telephone medical consultation	Information and services	Worldwide
• Emergency medical transportation	Actual expenses	Worldwide
• Dispatch of essential medications	Actual expenses	Worldwide
• Monitoring of hospitalisation	Actual expenses	Worldwide
• Costs for extension of the Insured's stay	Up to maximum € 350 per day, Limit of indemnity € 5.500	Worldwide
• Transportation / repatriation of mortal remains	Up to a maximum of € 10.000	Worldwide
• Recovery and transport of the Insured vehicle	Actual expenses	In Italy
• Return to the Insured's place of residence	Actual expenses	Worldwide
• Early return of the Insured due to death or hospitalisation of an immediate family member	Actual expenses	Worldwide
• Early return in the event of serious damage to the Insured's home	Actual expenses	Worldwide
• Early return of the Legal Representative following a serious event	Actual expenses	Worldwide
• Early return in the event of the premature birth of a child	Actual expenses	Worldwide

• Repatriation of the Insured in the event of an act of terrorism, sabotage or assault	Actual expenses	Worldwide
• Return of the Insured to the place of Professional Assignment / Mission	Actual expenses	Worldwide
• Replacement	Actual costs of air/train ticket	Worldwide
• Legal assistance	Up to €5,000 per event without bank guarantees, and up to €15,000 subject to the provision of bank guarantees.	Outside the Insured's country of residence
• Advance payment of bail	Limit of indemnity € 60.000	Outside the Insured's country of residence
Assistance to the Insured's Family Members:		
• Return of the spouse/cohabiting accompanying partner and children in the event of the Insured's repatriation	Actual expenses	Worldwide
• Hospital visit to the Insured	€ 250 per day per person with Limit of indemnity of € 2.500 per event	Worldwide
• Travel ticket / accommodation expenses for a family member in the event of the Insured's death	Up to € 250 per day for a maximum of 7 days	Worldwide
• Administrative assistance	Actual expenses	In Italy
• Psychological support	2 interviews on the phone	In Italy
• Dispatch of a physician in the event that the Insured's child remaining at home falls ill or suffers an accident	Actual expenses	In Italy
• Assistance for children under 14 years of age	Limit of indemnity € 500	In Italy
CRISIS MANAGEMENT		**Operation of coverage**
• Forced stay due to a natural disaster or an epidemic	€150 per day, with a maximum limit of €1,500; €4,500 per event	Worldwide
• Reimbursement of the Insured's salary in the event of kidnapping or abduction	From the 91st day, up to a maximum of €250,000	Outside the Insured's country of residence
• Evacuation due to political events and natural disasters	Actual cost; where not possible, up to €200 per night, for a maximum of 14 nights and €50,000 per event.	Outside the Insured's country of residence
PROTECTION OF PERSONAL AND COMPANY PROPERTY		**Operation of coverage**
• Loss, theft and damage to personal effects	Up to €8,000, with a sub-limit of 30% for valuables.	Worldwide
• Loss, theft and damage to professional IT equipment	Limit of indemnity € 3.000 per event	Worldwide
• Loss, theft or destruction of samples	Limit of indemnity € 3.000 per event	Worldwide

• Loss or theft of bank cards, identity documents and keys	Limit of indemnity € 3.000 per event Limit of indemnity € 500 per event	Worldwide
• Fraudulent use of SIM cards by third parties	Actual expenses	Worldwide
• Personal effects (damage) and cash theft following an assault	Limit of indemnity up to € 1000 per event Limit of indemnity up to € 500 per event	Worldwide
Travel Disruptions		**Operation of coverage**
• Flight delay or cancellation, denied boarding	Limit of indemnity € 1.500	Worldwide
• Missed transfer	Limit of indemnity € 300	Worldwide
• Delay in the arrival of personal belongings	Limit of indemnity € 600	Worldwide
• Diversion of means of transport	Limit of indemnity € 3.000	Worldwide
• Cancellation or modification of a Professional Trip / Mission	Limit of indemnity € 15.000	Worldwide
• Cash advance	Limit of indemnity € 15.000	Worldwide
• Reimbursement of the deductible for damage to a rented vehicle	Limit of indemnity € 1.500 per event - € 10.000 per year	Worldwide
THIRD-PARTY LIABILITY		**Operation of coverage**
• Third party liability	Limit of indemnity € 7.500.000	Worldwide
OUTSTANDING BALANCE INSURANCE (*)		**Operation of coverage**
• Reimbursement of the outstanding balance	Limit of indemnity € 360.000	Worldwide

(*) Outstanding Balance Insurance Coverage

In the event of the Insured's death or total permanent disability resulting from an accident or illness occurring during the mission, the Company undertakes to pay an indemnity intended for the total or partial settlement of any outstanding balance relating to economic obligations, advances or financings connected with the mission covered by the insurance.L'indennizzo sarà liquidato fino alla concorrenza dell'importo effettivamente residuo al momento del sinistro e comunque entro il massimo di € 360.000 per persona assicurata e per sinistro.

Where the outstanding balance is lower than the applicable limit of indemnity, the indemnity shall be limited to the amount actually due.

The Company shall not be required to pay any sums exceeding the outstanding balance existing as at the date of the claim.

The procedures for determining the outstanding balance and the documentation required for the settlement of the claim shall be specified in the Policy Conditions.

General Terms and Conditions

Article 1 – International Sanctions

The Company shall not be required to provide any coverage or pay any indemnity under this contract where such coverage or payment would result in a breach of, or expose the Company, its parent company or any controlling entity to, any laws or regulations relating to international sanctions.

Article 2 – Payment of the Premium and Commencement of Coverage

This insurance shall take effect at 12:00 midnight on the date indicated in the Policy, even if the premium is paid within the following 30 days.

The extension of the payment terms provided for in the first paragraph of this Article shall also apply to any endorsement issued against payment for the purpose of amending the contract.

If the Policyholder fails to pay subsequent premiums or instalments thereof, the insurance shall be suspended from 12:00 midnight on the 30th day following the relevant due date and shall resume effect at 12:00 midnight on the day of payment, without prejudice to subsequent due dates and the Company's right to collect outstanding premiums pursuant to Article 1901 of the Italian Civil Code.

Premiums must be paid directly to the Insurance Company.

Article 3 – Amendments to the Insurance

Any amendments to this insurance must be evidenced in writing.

Article 4 – Increase in Risk

The Policyholder or the Insured must notify the Company in writing of any increase in risk. Any increase in risk not known to or accepted by the Company may result in the total or partial loss of the right to indemnity and may also lead to termination of the insurance pursuant to Article 1898 of the Italian Civil Code.

Article 5 – Reduction in Risk

In the event of a reduction in risk, the Company shall be required to reduce the premium or subsequent premium instalments following notification by the Policyholder or the Insured, pursuant to Article 1897 of the Italian Civil Code, and hereby waives any related right of withdrawal.

Article 6 – Other Insurance

It is agreed between the Parties that, should it be ascertained that other insurance policies exist or are subsequently taken out—either directly by the Policyholder or by third parties having an interest therein—covering the same entities insured under this contract, any losses reported by the Insured under this Policy shall be adjusted and indemnified by the Company directly to the Insured, regardless of the existence of such other insurance contracts, without prejudice to any other rights of the Company under applicable law (Article 1910 of the Italian Civil Code).

The Policyholder is released from the obligation to give prior notice to the Company of any policies already in force or subsequently taken out covering the same risks insured under this contract; however, the Insured shall be required to provide such notice in the event of a claim, if aware thereof.

Article 7 – Withdrawal Following a Claim

After each claim and up to the 30th day following the payment or rejection of the indemnity, the Company may withdraw from the insurance by registered letter or telex, upon 90 days' prior notice.

In such case, within fifteen days from the effective date of the withdrawal, the Company shall refund the portion of the net premium relating to the unexpired period of risk.

The Policyholder may also withdraw from the insurance in the period between each notification of a claim and the 30th day following the payment or rejection of the indemnity, using the same procedures as set out above, without prejudice to the right to a refund of the premium, net of taxes, relating to the unexpired period of risk.

Article 8 – Insurance Period

The contract shall have the duration indicated on the Policy front page and shall irrevocably terminate upon expiry of such period.

However, either Party shall have the right to withdraw from the contract at each annual expiry, by registered letter to be sent 120 days prior to the relevant expiry date.

The Policyholder shall also have the right, by giving at least 30 days' prior notice before expiry, to request a temporary extension of the present insurance for the purpose of carrying out or completing the procedures for awarding the new insurance contract.

Upon payment of the corresponding prorated premium, the Company hereby undertakes to grant such extension under the same contractual and economic terms for a period of 180 days from the expiry date.

Article 9 – Premium Adjustment

In relation to increases or decreases under this Policy, the sums insured under this contract shall be subject to premium adjustment at the end of each annual insurance period, based on the inclusion of new insured items or the exclusion of insured works.

On the basis of the data provided, the Company shall calculate the premium due by the Insured by applying the policy rate to the increased values and for the relevant number of days.

At the same time, the Company shall adjust the premium for the subsequent insurance year based on the variations occurred in the insured values.

Any debit or credit balance resulting from the premium adjustment and the premium recalculation shall be paid within 60 days from receipt by the Policyholder of the relevant adjustment endorsement formally issued and deemed correct by the Company.

Article 10 – Co-insurance and Delegation (applicable only in the event of co-insurance)

The insurance coverage is apportioned by shares among the Companies indicated in the premium allocation table; each Company shall be liable for performance in proportion to its respective share, as stated in the contract.

The Policyholder declares to have entrusted the management of this contract to ALPHA International Insurance Brokers S.r.l., and the insurance companies have agreed to grant the delegation to the Company designated on the front page of this Policy; consequently, all matters relating to this insurance shall be handled on behalf of the Policyholder and the Insured Parties by ALPHA International Insurance Brokers S.r.l., which shall liaise with the Lead Insurer, keeping the Co-insurers informed.

In particular, all communications relating to the Contract, including those concerning withdrawal, termination and claims handling, shall be deemed to have been made to or received by the Lead Insurer in the name and on behalf of all Co-insurers.

The Co-insurance Companies acknowledge as valid and binding upon themselves all acts of management carried out by the Lead Insurer on a joint basis, with the sole exception of the collection of policy premiums, the payment of which shall be made to each Company directly.

The undersigned Lead Insurer declares that it has received a mandate from the Co-insurers indicated in the relevant documents (Policy and endorsements) to sign such documents also in their name and on their behalf.

Accordingly, the signature affixed by the Lead Insurer to the Insurance Documents shall render them valid and effective in all respects also for the shares of the Co-insurers.

Article 11 – Broker Clause

The Policyholder declares to have entrusted the management of this Policy to ALPHA International Insurance Brokers S.r.l., having its registered office in Florence, Viale Don Giovanni Minzoni no. 44, in its capacity as Insurance Broker pursuant to Legislative Decree No. 209/2005.

The Parties mutually acknowledge that all communications relating to the performance of this insurance shall also be effected through the appointed Broker. Accordingly, the Company acknowledges that any communication made by the Policyholder and/or the Insured to the Broker shall be deemed as having been made to the Company itself, and vice versa; likewise, any communication made by the Broker to the Company shall be deemed as having been made by the Policyholder and/or the Insured.

It is specified that, where communications from the Policyholder result in a contractual modification, such modification shall bind the Company only upon its written consent.

Exclusively with regard to notices of withdrawal, the Parties (the Policyholder and the Company) shall send such notice directly to one another, copying the appointed Broker for information purposes.

In the event of any discrepancy between communications made by the Broker and those made directly by the Policyholder to the Company, the latter shall prevail.

By virtue of the mandate to collect premiums granted by the Company, payment of premiums made in good faith to the Broker and to persons for whom the Broker is responsible shall be deemed to have been made directly to the Company pursuant to Article 118, paragraph 2, of Legislative Decree No. 209/2005.

It is understood that such payment shall also have full discharging effect pursuant to Article 1901 of the Italian Civil Code.La remunerazione del Broker non sarà a carico delle compagnie aggiudicatrici, in quanto le competenze saranno a carico dell'Istituto appaltante secondo i termini previsti dalla procedura n. NP/EUI/REFS/2025/005 per la fornitura di servizi di Brokeraggio Assicurativo.

Article 12 – Tax Exemption

The Policyholder declares that it is exempt from the payment of taxes due to the Italian State, pursuant to the agreements between the Government of the Italian Republic and the European University Institute, as set out in Presidential Decree No. 990 of 13 October 1976, published in the Official Gazette on 19 December 1977.

Art. 13 – Jurisdiction

For any disputes arising out of or relating to the performance of this contract, the Court of Milan shall have exclusive jurisdiction.

Art. 14 – Reference to applicable Law

For all matters not otherwise governed herein, the applicable provisions of law shall apply.

Premium calculation

Parameter	Italy	Europe	World
Insured days	2.250	10.000	5.000
Premium per day			
Total			

Co-insurance Allocation

The risk is apportioned among the following Companies according to the percentages indicated below:

Insurance company	Agency	Percentage of retention