



Workday, Inc.

## Business Travel Program

Workday, Inc. is providing travel benefits to eligible employees and dependents traveling on behalf of Workday, Inc. for business purposes. This includes personal deviations while on a business trip. Below is a brief overview of the benefits being offered and contact information in the event of injury.

### WHILE YOU ARE TRAVELING ANYWHERE IN THE WORLD

#### Accidental Death & Dismemberment Benefits

If, within 365 days of a covered accident, injury results in any one of the losses shown, the benefit amount shown opposite the loss will be paid. If multiple losses occur, only one benefit amount—the largest—will be paid for all losses due to the same accident.

Covered Loss	Benefit Amount
Life, Two or more Members, Quadriplegia	100% of Principal Sum
Paraplegia, Hemiplegia	100% of Principal Sum
One Member	50% of Principal Sum
Thumb & Index Finger of the Same Hand, Uniplegia	25% of Principal Sum

#### Additional Benefits:

- Baggage Delay, Bereavement and Trauma, Carjacking, Child Care Center, Coma, Emergency Reunion, Family Reunion, Home Alteration and Vehicle Modification, Lost Baggage, Personal Property and Financial Instrument Reimbursement, Rehabilitation, Seatbelt and Airbag, Special Education

### EMERGENCY RESPONSE BENEFITS APPLICABLE TO ALL PLANS

If you are traveling outside your home country or country of permanent assignment on company business, we will pay the following emergency response benefits (subject to the maximum limits in the Policy):

- Emergency Medical, Emergency Medical Evacuation, Repatriation of Remains
- Quarantine
- Security Evacuation Expense (applies only if traveling outside your home country)
- War Risk (applies only if traveling outside your home country, country of permanent assignment, the United States, Afghanistan, Iraq, or Ukraine)

✂ *Cut out the ID card and carry it with you as a handy reference to access your Travel Assistance Services.*



## WHAT IS NOT COVERED

No benefits are payable for any loss or Injury that is caused by or results from:

♦ intentionally self-inflicted injury (applicable to Accidental Death and Dismemberment Benefit only), suicide or attempted suicide (applicable to Accidental Death and Dismemberment Benefit only) ♦ war or any act of war, whether declared or not ♦ a Covered Accident that occurs while on active duty service in the military, naval or air force of any country or international organization ♦ sickness, disease, bodily or mental infirmity, bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food ♦ piloting or serving as a crewmember in any aircraft (except as provided in the Policy) ♦ commission of, or attempt to commit, a felony.

Additional exclusions apply to Security Evacuation Expense Benefits. Please contact your Benefits Administrator for more details.

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit Us from providing insurance, including, but not limited to, the payment of claims.

## HOW TO FILE A CLAIM

You will need to submit a completed claim form for any covered accident or eligible expense in order to receive reimbursement under the policy. If you have suffered a covered loss or incurred a covered expense, please contact your Benefits Administrator for the appropriate claim form. The instructions for the claim form will detail any supporting documentation you will need to submit with your claim. You may also submit claims online at <https://www.chubbclaims.com/ace/us-en/welcome.aspx>.

### How can I ensure the timely processing of my claim?

Be sure to provide the requested documentation when submitting a claim. Also, be sure to provide a diagnosis or suitable explanation for the loss you are claiming. When receiving care from doctors outside of the United States, an explanation of the occurrence may help to clarify your claim and help to facilitate the claim process.

### What if there is an emergency while I am traveling?

Please contact International SOS. For more information, or to contact International SOS, please refer to your ID card.

### What information will I need to provide if I call for travel assistance services?

Please be prepared to identify yourself as a member of Workday, Inc. and refer to your membership number. International SOS will coordinate service authorization with your employer and will coordinate the claim submission process with your Insurer if they incur approved covered expenses.

This information is a brief description of the important features of this insurance plan. It is not an insurance contract. Travel assistance services are provided by International SOS. Security assistance and consultation services are provided by a joint venture of International SOS and Control Risks. Insurance benefits are underwritten by ACE American Insurance Company. Coverage may not be available in all states or certain terms may be different where required by state law.

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