

# Rio Tinto Medical Plus claim form

## Bereavement travel

RioTinto

### How to submit a bereavement travel claim

Rio Tinto Medical Plus will reimburse travel expenses for funeral related travel.

Follow these easy steps to submit your bereavement travel claim:

#### Step 1: Check your eligibility for bereavement travel

Read the Terms & Conditions below to confirm you meet the eligibility conditions for bereavement travel before you start.

##### Terms & Conditions

Reimbursement of travel expenses for funeral related travel to attend the funeral of a specified family member that requires travel of more than 100 km from the employee's residential address to attend.

Travel expenses for funeral related travel are claimable under Rio Tinto Medical Plus, subject to Immediate Leader, MRU Leader/Department Leader or General Manager (in the case of air travel) approval and the following conditions being met:

- In the case of air travel, the employee's General Manager must approve this mode of transport as the most efficient, having regard for cost and journey time. As a general guide, anything over a 10 hour return road trip may warrant the use of air travel as an alternative.
- Bereavement travel includes a return economy airfare within Australia for employees and their spouse (or one other dependant) to attend the funeral of a specified family member of the employee or their partner (spouse or de facto). Specified family members include the employee's spouse, de facto partner, parent, parent-in-law, sibling, grandparent or child of the employee or their partner (spouse or de facto). Child includes offspring, adopted or ward child of an employee, the employee's spouse, or the employee's de facto partner. A de facto partner is a person who is living with the employee as a couple on a genuine domestic basis who are not married to each other or related by family.
- Where international travel is required, reimbursement will be up to the equivalent of a full economy airfare to the nearest Australian capital city or international airport (i.e. Cairns International Airport).
- Bereavement travel does not include reimbursement for accommodation.

#### Step 2: Provide your employee details

Ensure you complete every field in this section of the claim form, and that any handwriting is clear and legible.

##### Employee details:

Title:	First name:	Family name:
Rio Tinto business unit:		
Phone number:	Employee number:	
Email:		
Residential address:		
Postal address: (if different from residential)		
Relationship of the deceased to the employee:		

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## Bereavement travel claim

<p><b>Step 3:</b></p>	<p><b>Provide details of your travel</b></p> <p>Ensure you complete every field in this section of the claim form, and that any handwriting is clear and legible.</p> <table border="1" data-bbox="256 421 1453 528"> <tr> <td>Destination from:</td> <td>to:</td> </tr> <tr> <td>Dates of travel from: ___/___/___</td> <td>to: ___/___/___</td> </tr> </table> <p><b>Type of travel (select private vehicle OR air travel)</b></p> <p>You must provide copies of all your travel receipts with your claim.</p> <table border="1" data-bbox="256 678 1453 792"> <tr> <td>Private vehicle:</td> <td>Total kms travelled in private vehicle:</td> </tr> <tr> <td>Air travel:</td> <td>Is air travel necessary?: (Your General Manager must approve air travel)</td> <td>YES</td> <td>NO</td> </tr> </table>	Destination from:	to:	Dates of travel from: ___/___/___	to: ___/___/___	Private vehicle:	Total kms travelled in private vehicle:	Air travel:	Is air travel necessary?: (Your General Manager must approve air travel)	YES	NO
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Dates of travel from: ___/___/___	to: ___/___/___										
Private vehicle:	Total kms travelled in private vehicle:										
Air travel:	Is air travel necessary?: (Your General Manager must approve air travel)	YES	NO								
<p><b>Step 4:</b></p>	<p><b>Attach the required supporting documents to your claim form</b></p> <p>Ensure you provide the following supporting documents with your bereavement travel claim.</p> <ul style="list-style-type: none"> <li>Copies of all your travel receipts</li> <li>Funeral notice OR Death certificate (showing the relationship of the deceased to the employee or the employee's partner)</li> </ul>										
<p><b>Step 5:</b></p>	<p><b>Sign and date the Declaration</b></p> <p>Read this Declaration then sign, date and print your name.</p> <p><b>Declaration and Consent:</b> I declare that:</p> <ul style="list-style-type: none"> <li>All documents supporting this claim are in respect of admissible expenses for myself, my partner and my dependant children. As per definition in Step 1.</li> <li>If this claim relates to my partner or any dependant child aged 16 or over, I have their consent to include their personal information (including any health information), as part of this claim.</li> <li>I have incurred the expenses in this claim and to the best of my knowledge the information is true and correct.</li> </ul> <p>I consent to the collection and processing of the personal information, including any health information (<b>Personal Information</b>), provided on or with this claim form in accordance with the Rio Tinto Medical Plus Privacy Statement (see next page). This includes processing of such Personal Information by Medibank Private (on behalf of Rio Tinto), in its capacity as claims administrator.</p> <table border="1" data-bbox="256 1581 1453 1630"> <tr> <td>Name (print clearly):</td> <td>Signed:</td> <td>Date: ___/___/___</td> </tr> </table>	Name (print clearly):	Signed:	Date: ___/___/___							
Name (print clearly):	Signed:	Date: ___/___/___									
<p><b>Step 6:</b></p>	<p><b>Obtain the required Manager approvals</b></p> <p>Ensure you obtain the required manager approvals for your bereavement travel claim as follows:</p> <ul style="list-style-type: none"> <li>Immediate Leader and MRU Leader/Department Leader approvals are required for all bereavement travel claims</li> <li>General Manager approval is required for all air travel claims</li> </ul> <table border="1" data-bbox="256 1850 1453 2103"> <tr> <td>Immediate Leader Signature:</td> <td>MRU Leader/Department Leader Signature:</td> <td>General Manager (only for air travel) Signature:</td> </tr> <tr> <td>Employee number:</td> <td>Employee number:</td> <td>Employee number:</td> </tr> <tr> <td>Print name:</td> <td>Print name:</td> <td>Print name:</td> </tr> </table>	Immediate Leader Signature:	MRU Leader/Department Leader Signature:	General Manager (only for air travel) Signature:	Employee number:	Employee number:	Employee number:	Print name:	Print name:	Print name:	
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Employee number:	Employee number:	Employee number:									
Print name:	Print name:	Print name:									

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## Bereavement travel claim

### Step 7: Send your claim form and all supporting documents to Medical Plus Claims

Upon receipt of your completed claim form and supporting documents, the Medical Plus Claims team will assess your claim.

- If your claim form is completed correctly and the required supporting documents have been provided, your claim will be reported to Rio Tinto payroll.
- If your claim form is incomplete, incorrect or supporting documents are missing, you will be contacted by the Medical Plus Claims team.

#### By email:

Please email your completed bereavement travel claim form and scanned copies of all your supporting documents including travel receipts and funeral notice or death certificate to:

[Medical.Plus@medibank.com.au](mailto:Medical.Plus@medibank.com.au)

#### By post:

Please post your completed bereavement travel claim form and attach copies of all your supporting documents including travel receipts and funeral notice or death certificate to:

**Rio Tinto Medical Plus Claims**  
**GPO Box 9999**  
**Docklands VIC 3008**

### Definitions

#### Surface travel:

- Private vehicle: reimbursements for kilometre claims for car travel will be calculated using the prescribed ATO rate at the time of claim using the most direct route available regardless of the route taken.
- Full cost of rail or coach travel at the lowest economy fare.

#### Air travel:

- The cost of the lowest available economy airfare on a direct route to the nearest Australian capital city or Australian international airport when international travel is required.

For full terms and conditions refer to the Rio Tinto Better Health Cover (RTBHC) policy which can be obtained by contacting the Rio Tinto APAC Benefits Team via email [Benefitsapac@riotinto.com](mailto:Benefitsapac@riotinto.com).

#### Rio Tinto Medical Plus Privacy Statement:

Rio Tinto provides the Medical Plus program as a benefit to its Australian employees. More information about this program is available at [myriotinto.com](http://myriotinto.com) - under 'myBenefits'.

Rio Tinto has appointed Medibank Private to administer the Medical Plus program (as claims administrator).

The personal information, including any health information (**Personal Information**) that you provide in this claim form or in documents attached to this claim form will be collected by Medibank Private on behalf of Rio Tinto.

Medibank Private will process this Personal Information to assess your Medical Plus claim and to report to Rio Tinto payroll (so that you can be reimbursed). Please be aware that Medibank Private does not report any health information to Rio Tinto; it only reports on the nature of the claim you have made (eg Hospital Gap) and the amount of reimbursement. As claims administrator, Medibank Private will undertake this data processing in Australia.

Please be aware that if you don't complete the claim form and provide the requested Personal Information, your claim will not be able to be processed. The Rio Tinto [Data Privacy Standard](#) and the [Employee Privacy Statement](#) contain more information about data privacy at Rio Tinto, including your rights of access and correction, and how to complain about processing of personal data about you. These documents are available at the above links or from Rio Tinto Group Ethics & Integrity ([askE&I@riotinto.com](mailto:askE&I@riotinto.com)).

#### Disclaimer:

Rio Tinto at its sole discretion has the right to decline any claim that does not meet the Rio Tinto Better Health Cover policy whether written or implied. Following General Manager approval, final approval will be made by Rio Tinto APAC Benefits.