

Rio Tinto Medical Plus claim form Travel and accommodation

Employee name

First name:	Family name:
Rio Tinto Business Unit:	
Phone number:	Employee number:
Email:	
Residential address:	
Postal address (if different from above):	
Claimant's name if family member:	
Relationship to employee:	

Travel

Reason for travel: (please circle) Funeral Medical specialist visit	Name of specialist:
Is air travel necessary? (please circle) Yes No (Your General Manager must approve air travel)	
Destination: From:	To:
Dates of travel: From: ____ / ____ / ____	To: ____ / ____ / ____
Type of Travel: Private Vehicle <input type="checkbox"/>	Air Travel <input type="checkbox"/>
Domestic <input type="checkbox"/>	International <input type="checkbox"/>
Total kms: (if travel by private vehicle) ____ kms	At \$0.15 per kilometre ____ Total travel assistance: \$

Accommodation

Reason for accommodation:	Number of nights:
Accommodation assistance: <input type="checkbox"/>	Total accommodation assistance:
<input type="checkbox"/> night/s at \$200 per night (receipts must be provided)	\$
Approved PATS/PTSS Assistance: ____ nights at \$ ____ per night (PATS/PTSS statement/letter is compulsory for remote areas)	

Approval

Employee signature:	Immediate Manager signature*:	MRU Manager signature:	General Manager signature: (Only for air travel)
Employee number:	Employee number:	Employee number:	Employee number:
Print name:	Print name:	Print name:	Print name:

*(Manager to ensure Dr/Dentist referral, accommodation receipts and PATS/PTSS statement/letter is sighted – ensure all documentation has been provided and checklist below completed).

Declaration

I hereby declare that:
All documents supporting this claim are in respect of admissible expenses for myself, my partner and my dependant children.
I declare that I have incurred the expenses in this claim and to the best of my knowledge the information is true and correct. I acknowledge that Rio Tinto has appointed Medibank Private to administer claims under the scheme. I consent to disclosure of this claim and supporting documents to the claims administrator.

Name (Print clearly)	Signed	Please e-mail all scanned documents including receipts to: Medical.Plus@medibank.com.au Or post to: Rio Tinto Medical Plus Claims GPO Box 9999 Docklands Vic 3008
_____	_____	
Date ____ / ____ / ____		

Checklist (please tick)

All fields completed and form signed:	<input type="checkbox"/>	Accommodation receipts attached: (where applicable)	<input type="checkbox"/>
Dr / Specialist referral attached: (where applicable)	<input type="checkbox"/>	PATS/PTSS Statement letter:	<input type="checkbox"/>
Travel receipts attached: (where applicable)	<input type="checkbox"/>	Proof of dependent relationship (if applicable):	<input type="checkbox"/>

Travel and accommodation

Terms & Conditions

Eligibility

Reimbursement of travel and accommodation expenses for specialist services not available locally and funeral related travel.

Travel and accommodation expenses are claimable under RT Medical Plus, subject to manager, MRU Manager or General Manager (in the case of air travel) approval and the following conditions being met:

- An employee or eligible family member has been referred by a medical practitioner for treatment or access to specialist medical services that are not available locally (i.e. within 100Km of their residential location)
- In the case of accommodation expenses, an overnight stay is deemed necessary because additional or follow-up appointments are required the following day or the forward and returning journeys cannot reasonably be completed in one day.
- 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.
- Travel and accommodation expenses from the relevant state-based patient travel assistance scheme (PATS/PTSS) must be claimed first. The reimbursement amount will be less any expense reimbursement claimed through the patient travel assistance scheme.
- Bereavement travel includes a return economy return airfare within Australia, for remote employees and their spouse (or one other dependent) to attend the funeral of an immediate family member. An immediate family member includes the employee's spouse, de-facto partner or child. Child includes offspring, adopted or ward child of an employee, the employee's spouse, or the employee's de facto partner. A defacto 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.

At the discretion of the General Manager bereavement travel can also be approved for return airfare to attend the funeral of a parent, parent-in-law, sibling or grandparent of the employee, or their spouse.

Where international travel is required, reimbursement will be up to the equivalent of a full economy airfare to the nearest Australian capital city.

Bereavement travel does not include reimbursement for accommodation.

Definition

Surface Travel	<ul style="list-style-type: none"> • 15c per kilometre using private vehicle • Full cost of rail or coach travel at the lowest economy fare
Air Travel	Air Travel The costs of the lowest available economy airfare on a direct route to the nearest Capital City
Accommodation	<ul style="list-style-type: none"> • Up to \$200 per night (room only) • \$50 if staying with family/friends

For full terms and conditions refer to the Rio Tinto Better Health Cover (RTBHC) policy, this can be obtained by contacting one of your local Rio Tinto Total Rewards Specialist via email TRBenefits@riotinto.com.

Your Total Rewards Specialist will be able to assist you with your claim or you could choose to talk to your Human Resources Department.

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 Total Rewards (POS) Australia.