

## CLAIMING TRAVEL REIMBURSEMENTS

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### WHAT CAN BE CLAIMED AS TRAVEL REIMBURSEMENT?

You are entitled to claim for reimbursement for the reasonable costs of travel to and from medical treatment/services, medical panel appointments and conciliation. Please note that you will only be reimbursed for the distance taken by the most direct route to receive your treatment or attend your appointment.

When claiming for travel reimbursements, it is a requirement that the claim be made within 6 months of the date of travel. If not received within this time frame, the request may be denied.

#### Private Vehicle

We will reimburse:

- The use of your own motor vehicle. Reimbursement is made at a set rate per kilometre (currently 30cents / km, *Subject to indexation*)
- Cost of car parking and City Link tolls. In this instance, we request that you provide confirmation by way of receipt. If you do not have a receipt for parking, we will be able to reimburse the cost of up to \$15.00, but will require verification of the appointment you attended.

#### Public Transport

We will reimburse:

- The daily fare to cover all zones travelled. In this instance, we request that you provide confirmation by way of receipt or copy of your purchased ticket.

#### Taxi

If you require transport by taxi, prior approval must be sought from Gallagher Bassett. In this instance, you are required to submit a letter from your treating practitioner stating that you are not capable of travelling either by public or private transport.

Your case manager will provide a response on whether or not taxi travel expenses will be reimbursed.

### HOW TO CLAIM FOR TRAVEL REIMBURSEMENT?

To claim for travel reimbursement, all you need to do is ensure that this form is completed in full. We request that you have your treater (doctor or health professional) initial the form as confirmation that you have attended on that day. This form will assist in promptly processing your reimbursement. Further to this, please ensure that you sign and date the declaration on this form.

### CLAIMING TRAVEL RE-IMBURSEMENT AT CONCILIATION

We will reimbursement the reasonable costs of travelling to and from a conciliation conference up to a maximum of \$50 per conference. The Conciliation Costs Declaration Form is available from Accident Conciliation Compensation Service (ACCS) on the day of the conference. You can then send the completed form to Gallagher Bassett for reimbursement. (NB: This entitlement is only for conciliation lodgements after 5 April 2010.)

### IF YOU NEED MORE INFORMATION

If you require any further information on how to claim for travel reimbursements, please contact your case manager.

