



# Travel expenses policy for retired and former Queensland mine and quarry workers attending free lung health checks

## 1. Introduction

Resources Safety and Health Queensland (RSHQ), in partnership with approved medical providers, offers free lung health checks for eligible retired and former Queensland mine and quarry workers. This travel expenses policy outlines how RSHQ can assist you, if you are an eligible retired or former Queensland mine and quarry worker, with travel expenses associated with attending the free lung health check appointments.

## 2. Assistance with travel expenses

Once you have been assessed as eligible for the program, RSHQ will pay for the cost of your free lung health check. This assessment will be completed by RSHQ approved medical providers and will include:

- spirometry test,
- chest X-ray examination,
- health examination with a doctor, and
- subsequent diagnostic assessments, if required, as recommended by the RSHQ approved medical provider and in accordance with the Clinical Pathways Guideline.

When travelling to and from your appointment(s) for your free lung health check, RSHQ can help with travel expenses, in accordance with this travel expenses policy, including:

- public transport,
- taxi and/or Uber fares,
- parking, or
- fuel (reimbursed at a rate of 46c/km).

When you are notified that you are eligible for a free lung health check, you will be informed of the available RSHQ approved medical providers, which may be located at fixed clinics or on-board the mobile health unit.

You can choose which RSHQ approved medical provider you attend, however RSHQ is only able to provide travel expenses assistance for travel to your nearest RSHQ approved medical provider, or for an equivalent distance. Where relevant service providers are located in close proximity, your chosen RSHQ approved medical provider will arrange all appointments with relevant service providers on the same day, unless unreasonable to do so. If you choose to attend appointments on different days, RSHQ will provide travel expenses assistance for one trip for medical examinations on a single day, unless it is demonstrated that it was unreasonable to attend on the same day. Parking expenses may be claimed irrelevant of the distance travelled.

## ***2.1. Appointments with fixed location provider(s)***

If you attend your nearest RSHQ approved medical provider at a fixed location and you are required to travel greater than 20km one way, to an appointment, you can be reimbursed the cost of travel. Travel reimbursements are calculated for the distance from your place of residence to the nearest approved medical provider at the below rates:

- fuel at a rate of 46c/km, or
- direct cost of public transport, taxi, or Uber, upon provision of a receipt with your claim form.

If you choose to attend an alternative RSHQ approved medical provider that is not your nearest provider, RSHQ can only reimburse travel expenses for the equivalent distance from your place of residence to your nearest RSHQ approved medical provider.

## ***2.2. Appointments with the Mobile Health Unit***

If you choose to attend the mobile health unit in a location that is closer than or equivalent to the distance to your closest 'fixed location' RSHQ approved medical provider, you can be reimbursed the cost of travel for the distance from your place of residence to the mobile health unit at the below rates. This applies if you are required to travel greater than 20km one way, to an appointment.

- fuel at a rate of 46c/km, or
- direct cost of public transport, taxi or Uber, upon provision of a receipt with your claim form.

If you choose to attend the mobile health unit at a location where it is not your nearest RSHQ approved medical provider, RSHQ can only reimburse travel expenses for the equivalent distance from your place of residence to your nearest RSHQ approved medical provider.

### 3. Flights, accommodation, and meal allowances

Depending on where you reside, there may be occasions where there is not an RSHQ approved medical provider located nearby. This may mean it is not possible for you to reach your appointments by your own vehicle or you may require an overnight stay. Where this is the case, the RSHQ approved medical provider you have chosen to arrange your appointments with will notify RSHQ.

An RSHQ representative will contact you to arrange your travel itinerary, which will include arranging and paying for your airfare and accommodation (if necessary). Once booked by RSHQ, you will receive a travel agenda. RSHQ is unable to reimburse airfare and accommodation expenses that have been privately arranged.

You may also be eligible for meal reimbursements when travelling to attend an appointment. Consideration will be given to the time required for travel, for example if away for a whole day or overnight, and the unique circumstances of your trip/s. Meals (includes food and non-alcoholic beverages only) may be reimbursed up to the values in Table 1. Mini-bar expenses are not included.

**Table 1: Meal reimbursements for rates**

<b>Meal</b>	<b>Reimbursement</b>	<b>Entitlement notes</b>
		<ul style="list-style-type: none"><li>Entitlement notes apply to trips that are at least 12 hours or require overnight absences from your home.</li><li>For trips less than 12 hours consideration will be given to individual, unique circumstance, taking these entitlement notes into account.</li></ul>
Breakfast	Up to \$22	Breakfast meal expenses are payable on day of departure where: <ul style="list-style-type: none"><li>you must depart from your home before 6:00AM, and</li><li>it is not practicable for you to have breakfast before leaving, hence you must purchase it during the journey.</li></ul>
Lunch	Up to \$22	Lunch meal expenses are payable in accordance with the following departure and return times: <ul style="list-style-type: none"><li>you depart home earlier than 1:30PM or return home later than 1:30PM.</li></ul>
Dinner	Up to \$38	Dinner meal expenses are payable in accordance with the following departure and return times: <ul style="list-style-type: none"><li>you depart home earlier than 6:30PM or return home later than 6:30PM.</li></ul>

## 4. Support Person

If you require a support person to enable you to safely attend your appointment(s), in some circumstances RSHQ may approve travel expenses for the support person, including:

- RSHQ arranging and paying for airfares and accommodation for a support person, if necessary, and
- reimbursement of meal expenses for a support person in accordance with this policy.

Requests for travel expenses for support persons must be supported by evidence and/or justification. Requests are assessed on a case-by-case basis. Travel and associated costs for a support person must be pre-approved by RSHQ prior to your medical appointment. For further information, please contact the Health Surveillance Unit at RSHQ.

## 5. Accessibility

RSHQ values your health and safety and encourages you to think about any accessibility needs you may have when undertaking your free lung health check. Considerations may include ensuring appropriate communication methods, tailoring travel arrangements to and from appointments, inclusion of a support person, or ensuring your accommodation facilities and medical clinics are accessible. Please contact the Health Surveillance Unit at RSHQ to discuss your specific requirements.

## 6. Claiming reimbursement for travel expenses

To request reimbursement of travel expenses, please complete the Travel expense claim form for retired and former Queensland mine and quarry workers and attach the required supporting documentation (e.g., receipts). When claiming reimbursements, please note:

- claims submitted without the necessary supporting documentation are unable to be reimbursed,
- claims must be submitted within two months of the date of the expense, and
- once a claim is approved, reimbursements may take up to 20 business days and can only be paid by direct deposit to your nominated bank account.

## 7. Contacting the Health Surveillance Unit at RSHQ

For more information about free lung health checks for retired and former Queensland mine and quarry workers, to discuss this travel expenses policy or for an expense claim form, please contact the Health Surveillance Unit in RSHQ on (07) 3818 5420 or email [FormerWorker@rshq.qld.gov.au](mailto:FormerWorker@rshq.qld.gov.au).

## 8. Related documents

- Travel expense claim form for retired and former Queensland mine and quarry workers