



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

This form can be used by eligible retired and former Queensland mine and quarry workers to claim travel expenses associated with attending medical appointments with an RSHQ approved medical provider for a free lung health check. Please note:

- Claims must be submitted within two months of the date of the expense.
- Claims submitted without the necessary receipts cannot be reimbursed.
- Reimbursements of some expense types must be pre-approved by RSHQ, such as expenses for support persons.
- Refer to *Travel expenses policy for retired and former Queensland mine and quarry workers attending free lung health checks* to understand how RSHQ can assist with travel expenses.

Claimant's details										
Name		Authorisation number				Address				
Email		Phone number				Postal address				
Journey details										
If you attend your nearest RSHQ approved medical provider and are required to travel greater than 20km one way to appointments, you can be reimbursed travel costs (e.g., public transport, taxi/Uber fares or fuel expenses) for distance from place of residence to nearest approved medical provider. If you choose to attend an alternative approved medical provider that is not the nearest provider, RSHQ can only reimburse travel expenses for equivalent distance from place of residence to nearest RSHQ approved medical provider. Parking expenses may be claimed irrelevant of distance travelled.										
Date	Time and place travel commenced	Time and place travel finished	Method				Cost of trip (if not by car)	Cost of parking (if applicable)	Kms travelled if by car	Reason for travel (e.g., attended doctor's appointment)
			Bus	Train	Taxi / Uber	Car				
	Time: Place:	Time: Place:								
	Time: Place:	Time: Place:								
	Time: Place:	Time: Place:								
	Time: Place:	Time: Place:								

**Meal reimbursements**

Meals (includes food and non-alcoholic beverages, excludes mini-bar expenses). Refer to *Travel expenses policy for retired and former Queensland mine and quarry workers attending free lung health checks* to understand how RSHQ can assist with travel expenses, including meal reimbursements, or contact HSU for more information.

Date	Meal type (e.g., breakfast, lunch, dinner)	Cost of meal	Date	Meal type (e.g., breakfast, lunch, dinner)	Cost of meal

**Claimant's bank account details**

Please be advised that reimbursements can only be paid by direct deposit to your nominated bank account.

Account number	BSB number	Account name	Bank name

**Declaration**

I declare that the expenses claimed on this form were required to attend medical appointments as part of a free lung health check with an RSHQ approved medical provider. I understand that Resources Safety & Health Queensland will not reimburse me unless I attach all receipts, tickets, and/or Go-card transaction history and my attendance is confirmed.

**Claimant's signature** ..... **Date** .....

Please send completed form and supporting documentation to [FormerWorker@rshq.qld.gov.au](mailto:FormerWorker@rshq.qld.gov.au) or Health Surveillance Unit PO Box 467, GOODNA QLD 4300.  
To discuss the travel expenses policy or 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).