

On your return you must submit a claim form within 24 hours if an incident ...

- is likely to result in a claim; or
- involves personal injury to a third party.

Claim forms should be signed and faxed to ...

John O'Halloran or Greg Moore of Marsh Pty Ltd fax 61 3 6333 3270 and send a copy to your agency contact.

When you return from overseas ...

If you are injured, contact your HR representative when you get home, as you may be eligible for workers compensation.

For further information ...

Visit the TRMF website at www.treasury.tas.gov.au/trmf

Agency representatives

DEDTA	Kevin Thomas	6233 5751
DoE	Armin Howald	6233 7290
DHHS	Kristian Clayton	6236 5813
DIER	Stephen Shirley	6233 2097
Justice	Bruce Coles	6233 6005
DPEM	Ian Latham	6230 2250
DPAC	Peter Wright	6270 5655
DPIPWE	Andrew Bowen	6233 5895
Treasury	Michael Gluskie	6233 5036
Academy Polytechnic Skills Institute	Chris Ferguson	6233 8745

OVERSEAS BUSINESS TRAVEL INSURANCE AND EMERGENCY ASSISTANCE

Business travel insurance and emergency assistance when travelling overseas is provided through Accident & Health International.

Contact Details:

Tasmanian Risk Management Fund
Department of Treasury and Finance
21 Murray Street
Hobart, Tasmania 7000

Tel: 03 6233 6597

WHAT YOU NEED TO KNOW BEFORE YOU TRAVEL OVERSEAS

Cover

Cover includes:

- personal accident – death and injury;
- overseas medical expenses;
- **emergency assistance** (see below);
- delayed or stolen baggage or business property; and
- hire car excess expenses.

Cover is also provided for associated minor leisure travel but does not extend to unattended personal computers, electronic equipment or mobile phones.

Worldwide emergency assistance

Twenty-four hour emergency assistance is provided anywhere in the world and includes:

- emergency medical assistance;
- case management if hospitalised;
- arranging transport to an appropriate medical centre, accompanied by a doctor or nurse (if necessary);
- arranging evacuation and transportation home if necessary.

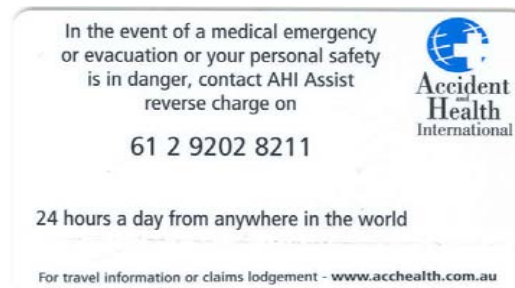
To be eligible you must be ...

- a State Service employee; or
- the Premier or a Minister of the Crown; or
- a person appointed to represent an agency (eg member of a board, committee or volunteer); and
- travelling on **authorised business**.

Before you leave...

- **obtain an AHI Assist Card** from your TRMF agency representative (see over for list).
- **ensure you have access to a claim form**

Claim forms are available from the AHI Assist website at www.acchealth.com.au.



At the time of the incident you must ...

- report loss or damage of baggage, business property, money or travel documents to either the police or transport carrier (insurer may refuse to cover otherwise).
- record details of the incident, witnesses etc (you will need this information to complete the claim form).

You **must not** admit liability or agree to pay or settle any third party costs.

For assistance ...

Contact AHI Assist by making a reverse charge call to the number provided on the Accident and Health International Assistance Card.

Be prepared to provide the following information:

- the Tasmanian Government policy number (provided on the front of the card); and
- telephone numbers where you can be contacted.