

Agency representatives

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Integrity Commission	Paul Fitzgerald	1300 720 289
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Office of the Governor	David Hughes	6234 2611
HoA	Adrian Munnings	6212 2360
Brand Tasmania	Jess Radford	6232 7647
EPA	Robin Wall	6165 4520

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 and any supporting documentation should be signed, scanned and emailed to

JLT Public Sector

Email: TasClaims@jlta.com.au

and send a copy to your agency contact.

When you return from overseas ...

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

**BUSINESS TRAVEL
INSURANCE AND
EMERGENCY ASSISTANCE**

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

September 2025

WHAT YOU NEED TO KNOW BEFORE YOU TRAVEL OVERSEAS

Cover

Cover includes:

- **emergency assistance** (see below);
- personal accident – death and injury;
- overseas medical expenses;
- limited personal liability;
- the cost of replacing lost/stolen passports;
- delayed or stolen baggage or business property; and

The maximum duration of any travel covered is 180 days.

Cover is also provided for associated incidental personal travel (travel that does not exceed the period of business travel).

Further information on the terms of the travel policy, including cover, exclusions and benefits, is available on the TRMF website at www.treasury.tas.gov.au/trmf.

Worldwide emergency assistance

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

- emergency medical and travel assistance; and
- emergency medical or political evacuation.

To be eligible you must be ...

- a State Service employee; or
- the Premier, a Minister or Member of Parliament; or
- a person appointed by an agency to represent them (eg board and committee members and volunteers); and
- travelling interstate or overseas on **authorised business**.

Before you leave ...

- **obtain an AHI Assist Card** (shown below)
Cards are available 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.ahiinsurance.com.au.



At the time of the incident you must ...

- report loss of or damage to 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 **emergency hotline number +61 2 8330 1222** provided on the AHI Assist Card. Email, fax and SMS options are also available on the reverse side of the card.

Be prepared to provide the Tasmanian Government policy number (**Policy No.22638**).