QBE Insurance (Australia) Limited
ABN 78 003 191 035

Corporate Travel Claim

The issue of this form does not constitute an admission of liability on the part of the insurer.

Insured Name	

Policy Number		Claim Number	

IMPORTANT INFORMATION

1. Please complete the Policy Details Section and any of the following sections which relate to your claim.
2. Please ensure that this form is signed and that all questions are answered fully.
3. We may ask for details of your medical history, or of the person whose accident, illness or death necessitated additional expenditure or the cancellation of the journey. Such information must be obtained at your expense.
4. To avoid delay in processing your claim, please ensure that all necessary documentation specified in the section relevant to your claim is sent with this form.
5. Claims may be subject to an excess as described in your Policy.

If claiming under a corporate travel policy the following section is to be completed by an authorised officer of the insured company and complete and sign declaration on page 4.

1. Name of Insured Company						
2. Traveller's relationship to Insured Company						
3. Did the loss occur whilst on Authorised Business Travel?		No ☐ Yes ☐	Was an air trip involved in the travel?			No ☐ Yes ☐
4. Details of journey:	Departure Date	/ /	From	/ /	To	/ /
	Return Date		Position Held			

Policy Details Section

Claimant Name (Block Letters)	Surname			Given Name(s)		
Postal Address						
			State		Postcode	
Occupation			Date of Birth	/ /		
Contact Numbers	Business	( )	Private	( )		
	Facsimile	( )	Mobile			
Travel Agent			Telephone	( )		
Date of Booking Travel Arrangements	/ /	Date of Departure	/ /	Date of Return	/ /	

Was this authorised business travel?	No ☐ Yes ☐
Have you made previous claims for travel insurance?	No ☐ Yes ☐ – If "Yes", please give details

Name of Insurer	Date of Claim
	/ /
	/ /

Are you registered for GST?	No ☐ Yes ☐	What is your ABN?	☐☐☐☐☐☐☐☐☐☐☐

Have you claimed or intend to claim an input tax credit on the GST component of the premium applicable to the Policy?	No ☐ Yes ☐ – Will you be claiming an amount less than 100%?	
	No ☐ Yes ☐ – Specify amount claimed	%
Are you entitled to claim an input tax credit for repairs or replacement of the item that has been lost or damaged?	No ☐ Yes ☐ – Will you be claiming an amount less than 100%?	
	No ☐ Yes ☐ – Specify amount claimed	%

Claim Payment Details – Electronic Funds Transfer

For fast payment claims please provide your bank account details below:

Name of Bank			
Account name			
BSB:		Account Number	

PLEASE CHECK THAT THIS FORM HAS BEEN FULLY COMPLETED AS ANY OMISSIONS MAY DELAY YOUR CLAIM

Section 1. Cancellation Claims

The following documents are required in support of your claim Please tick (✓) when attached			
Doctor's Certificate (see section 4)	☐	Travel Agent's letter confirming details of tour costings and cancellation charges	☐
Transport provider's reports	☐		
Reasons for Cancellation			
Date of Cancellation	/ /		
Where cancellation was due to accident, illness or death, please state the name of the person whose accident, illness or death necessitated the cancellation:			
Name		Relationship to Insured	
Amount claimed for irrecoverable prepaid travel costs	$		

Section 2. Luggage and Personal Effects

The following documents are required in support of your claim Please tick (✓) when attached			
Police or responsible authority's report	☐	Original purchase receipts/proof of ownership	☐
Quotation for repair of damage	☐	Transport provider's reports	☐
Date of loss	/ /	Time	am/pm
Location		Country	
Please state exactly what happened.			
If space is insufficient, please attach details and a sketch if necessary. What action did you take to recover the lost articles?			
If space is insufficient, please attach details.			
Which responsible authority (e.g. Police) was notified?			
		Location	
Date notified	/ /	Time	am/pm

Section 3. Medical Emergency and Additional Expenses Claims

The following documents/statements are required in support of your claim Please tick (✓) when attached					
Original medical/hospital accounts detailing illness/medical condition	☐	Accounts in support of accommodation expenses	☐		
Medical certificate supporting need for altered travel plans	☐	Copy of Travel Itinerary	☐		
Date of accident, illness or circumstances	/ /	Time	am/pm	Country	
Particulars of claim.					
If your claim arises from injury or illness, please specify the nature of such injury or illness.					
Name of person whose injury or illness caused additional expenditure					

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Section 3. Medical Emergency and Additional Expenses Claims

Their relationship to you				
Has the illness or injury occurred before?	No ☐ Yes ☐ – If "Yes", please supply the following details			
Usual Doctor's Name				
Doctor's Telephone no.	( )	Date of Last Visit	/ /	
If additional expenses have been incurred as the result of an accident, illness or death of a person in Australia, please state:				
Their relationship to you				

Expenditure for which reimbursement is claimed		Amount claimed
1. Provider (eg. Dr. J. Smith, Bali Hospital etc.)	Service (i.e. Medical, Hospital etc.)	
2. Additional expenses		
3. Cancellation/Loss deposits (Please attach documents from your travel agent showing cancellation charges)		

Medical Authority

With regards to medical, cancellation and/or additional expenses –
I hereby authorise any hospital, physician or other person who has attended or examined me to furnish to QBE Insurance (Australia) Limited or their representative any and all information in respect of treatment given for:

A photostat copy of the this authorisation shall be considered as effective and valid as the original.

Name of Usual Doctor				
Address of Usual Doctor				
		State		Postcode

Medical Authority: I authorise any hospital, physician or other person who attended me, to give QBE Insurance (Australia) Limited or its representative any or all information with respect to any illness or injury, medical history, consultation, prescription, or treatment, and copies of all hospital or medical records. I also agree that copies of all employer records including verification of earnings can be provided.

A photocopy of this authorisation will be considered as effective and valid as the original.

Signature of Insured 1. **X** Date / /

Signature of Insured 2. **X** Date / /

Privacy

QBE includes information about how we manage your personal information in our Product Disclosure Statements and Policy booklets. You can obtain a copy of the ***QBE Privacy Policy Statement*** from our website **www.qbe.com** or contact the Compliance Manager on 02 9375 4656 or email **compliance.manager@qbe.com** for further information.

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Section 4. Medical Certificate - Completion by Doctor

To be obtained at the claimant's expense from the patient's usual medical practitioner in Australia (or specialist where applicable) in cases of medical claims and cancellation or additional expenses claims exceeding $500 resulting from accident, illness or death.

Name of person to whom this certificate applies (i.e. the person whose accident, illness or death necessitates the completion of this certificate)

	Age	
Are you his/her usual medical attendant? No ☐ Yes ☐ – If "Yes", for how long?		

Please give precise details of the nature of the illness or injury

Please state the date of the onset of the illness, or the date on which the injuries were sustained	/ /
Please state the date you were first consulted for this condition	/ /

Have you previously treated this patient for the same/similar/related condition as described above? No ☐ Yes ☐

If "Yes", please state when

To the best of your knowledge has any other doctor previously treated this patient for the same/similar/related condition? No ☐ Yes ☐

If "Yes", please state the last time, and what treatment and/or medication was prescribed.

Was the patient advised not to undertake travel, as a result of any illness/injury? No ☐ Yes ☐

If "Yes", please provide details including date of advice:

Was the patient advised to continue this treatment and/or medication whilst away? No ☐ Yes ☐

Are you prepared to certify that solely due to the condition described above, the claimant(s) is/are compelled to cancel the travel arrangements? No ☐ Yes ☐

I certify that the foregoing statements are correct

Doctor's Name					
Doctor's Address					
		State		Postcode	
Doctor's Qualification					
Doctor's Signature	X		Date	/ /	

Declaration

The information and answers given above are true, correct and complete in every detail.

1. I/We understand the claim may be refused if information is not true or is withheld.
2. I/We authorise QBE Insurance (Australia) Limited to give to and obtain from other insurers, insurance reference bureaus and credit reporting agencies any information relating to the Insured's credit or insurance history as well as insurance claims information obtained during the course of this contract.

Principal Insured ______ Date / /

Position within Company ______

PLEASE CHECK THAT THIS FORM HAS BEEN FULLY COMPLETED AS ANY OMISSIONS MAY DELAY YOUR CLAIM

Return the completed form to your Financial Services Provider or mail to QBE Insurance, GPO Box 4229, Sydney NSW 2001.

This Policy is underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 of 82 Pitt Street, Sydney.

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