Insurance Commission of Western Australia

Workers Compensation Reimbursement of Travel Expenses

Government Insurance Division

Level 15, Tower 2, Mia Yellagonga
5 Spring Street
Perth WA 6000

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Perth WA 6842

Tel: (08) 9264 3333
icwa.wa.gov.au

Complete and submit this form to claim for travel expenses associated with trips to and from your medical treatment appointments only.

The Insurance Commission of Western Australia collects your personal information to assess and manage your workers compensation claim. During the course of your claim, we will continue to collect other personal information from you and/or other relevant parties (including hospitals, medical providers, employers, injury management and rehabilitation professionals etc) for the same purpose. Your information may be shared with other authorised parties where necessary and authorised by law. For further details on how we handle your personal information, please read our Privacy Policy at icwa.wa.gov.au/privacy.

Claim number:

Incident date:

(Office use only)

Worker details

Last name:	First name:
Address:	
Phone:	Email:
Agency name:	

Details of travel expenses

Date	Details of travel		Number of km travelled	Name of medical practitioner/treatment provider
	From	To		

Signature of worker: Date:

IMPORTANT NOTES

- Supporting receipts must be provided.
- WorkCover WA set the amount paid for vehicle related expenses and the amount can be found on their website.
- Use a logbook (or web mapping site to plot your journey) to obtain the number of kilometres travelled.
- Your claims officer will also plot your journey to check the distance and decide on the amount to reimburse.
- If you are unable to drive or use public transport and have to use a taxi or ride-share service, your doctor must confirm it as being medically necessary.