

**BLT RAHTA DECLARATION FORM**

Submission Instructions:  
 Complete this form only if claiming travel through BLT  
 Submit this form directly to the BLT office

For more information and Frequently asked questions go to:  
<http://www.myriotinto.com> > myMoney > RAHTA

Employee Name:

Employee Number:  Contact Phone Number:

Name of ALL persons Travelling	Relationship to Employee	Dates of Travel		Holiday Destination
		Departure Date	Return Date	

The following questions **MUST** be answered for RAHTA to apply. Please tick the appropriate box.

**IF EMPLOYEE IS TRAVELLING:**

I have taken 3 days approved leave and I have been away from Weipa for a minimum of 3 nights  
 YES     NO     N/A

**IF SPOUSE AND/OR RAHTA DEPENDENTS TRAVELLING:**

My spouse and/or Rahta dependents have been away from Weipa for a minimum of 3 nights  
 YES     NO     N/A

**IF CHILDREN AWAY AT SCHOOL ARE TRAVELLING:**

This travel was for children and/or full time students under the age of 25 travelling to or from their School and Weipa.  
 YES     NO     N/A

I, the undersigned employee, declare that the above information is correct to the best of my knowledge.  
 I authorize the RAHTA Administrator to pay for eligible invoices related to this travel from my RAHTA directly to Weipa Business and Leisure Travel.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be completed in full and signed with tax invoices attached for reimbursement to take place.**