

Loss report and property claim form

Not all loss or damage will result in a payment. The details on this form will allow a determination to be made under the terms and conditions of UQ's insurance policy.

The University's policy for the reporting of losses is contained in the UQ Reporting of Losses Procedure. You should complete this form for (please tick all applicable):

- Items on the UQ Asset Register** (regardless of the value)
- Property losses \$2,000 and over** (regardless of whether the item is on the UQ Asset Register)
- Cash losses \$500 and over** (for Government reporting purposes)

The University is required to give notice to the insurer of any incident likely to result in an insurance claim within 30 days of the occurrence. Failure to do so may prejudice a claim. **Therefore, any incident likely to result in an insurance claim must be reported immediately to Insurance Services - insuranceclaims@uq.edu.au.** This form should be used for research losses, but further information may be necessary.

SECTION 1 - UQ CONTACT PERSON

ALL QUESTIONS IN THIS SECTION MUST BE ANSWERED

Full Name	
Position	Mobile Phone
Business Unit	Work Phone
Address	Email Address
Address 2	Staff #
Suburb	Postcode
Country	

SECTION 2 - CHART STRING DETAILS

Claim benefits will be transferred directly into your chart string. Please provide the following details:

Account Name: The University of Queensland NO 1 **BSB Number:** 064 158 **Account Number:** 10897870

SWIFT: CTBAAU2S **Chart string to allocate funds to** (including natural account)

Operational Unit	-	-	-	-	-	S2 Free
Site	*Fund	Function	Account - (Insurance Claims Income)	Project (if applicable)		FFT (For Insurance Settlements UQ claim reference number)

***Please note:** If the above chart string details are for a research project, please ensure that your local Management Accountant has arranged with UQ Contract & Grants (C&G) to have the fund code '611' (Insurance Claims – Research) added to the project. Please only provide chart string details for research projects with the 611 fund code. Research fund codes beginning with 4 cannot be used. Failure to do so may result in delays in allocating insurance claims revenue at the conclusion of a successful claim.

SECTION 3 - EVENT INFORMATION

Event Date

Time

Or between

and

Where did the event occur?

What happened?

What action has been taken about the loss or to prevent a similar loss in the future?

Name and address of any witnesses

Is any Third Party to blame for the loss or damage?

If YES, give name and address if known

Does the University own the property?

Is the property leased or on loan?

If YES, please provide details

Required Supporting Documentation (tick all applicable boxes)

Property Theft - Police Report, purchase receipts for stolen items, quotes for replacement items.

Malicious Property Damage - Police Report, purchase receipts for damaged items, quotes for repair/replacement items.

Accidental Property Damage - Supervisor's Report, purchase receipts for damaged items, quotes for repair/replacement.

Lost Property - Supervisor's Report, purchase receipts for missing items, quotes for repair/replacement items.

Missing Property (Stocktake) - Supervisor's Report, purchase receipts for missing items.

SECTION 4 - BURGLARY, THEFT OR MALICIOUS DAMAGE

Method of Entry

What security measures were in place to prevent loss at the time of the event e.g. Securing cable and/or serial numbers engraved.

Police Notification (the Police must be notified where the loss is the consequence of a criminal offence)

Station

Date of Notification

Name of Officer

Crime Report Number

SECTION 5 - PROPERTY DETAILS

List of items being claimed (if insufficient space attach separate sheet)

UQ Asset Number	Item Description	Original Date of Purchase	Original Purchase Price (AUD)	Amount Claimed (AUD)
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Total Estimate of Loss

SECTION 6 - CONSEQUENTIAL LOSSES

Physical damage to University property can also result in interruption or interference with the business of the University. This is referred to as consequential losses.

There may be opportunity to recover some of these losses via the University's protections or insurance.

Please tick any of the following that have occurred in relation to the event described in this Loss Report:

Re-establishing research and development projects

Loss of rental income

Loss of revenue (including Government and research revenue)

Contractual fines or penalties

Increased cost of working and additional expenses incurred because of damage

Loss of commission, profits or royalties

Termination of employment expenses

Other

Please provide brief details below:

Insurance Services will be in contact to discuss the consequential loss claim further.

SECTION 7 - CLAIMS FOR LOST OR DAMAGED RESEARCH

Insurance claims for lost or damaged research can be complex. In some circumstances assistance to prepare the necessary paperwork to support a claim can be provided. Please contact the Manager, Insurance Services if you would like to find out more about accessing this assistance.

Explanation and location of research

- Please provide a statement explaining the reasons that your research needs to be recreated/re-established and how your research was damaged by the event including photos (if possible).
- Please include a clear description and location of the research.
- What stage was your research at? For example, what was the period of the research and how long had you been working on it - 1 year, 3 years etc.
- What needs to be done to recover your research and how long do you anticipate it will take?
- Explanation of cost of research up to the date of the event.

Scholarships and grants for PhD students engaged in research

- To recreate the research it may be necessary for PhD students to extend their scholarship e.g. by 6 months. Please explain the reasoning.
- The funding for this extension needs to be identified.

Existing permanent staff salaries

Please outline the tasks of each staff member including the time required for each task and the hourly rate plus on-costs to recreate the research.

Additional casual staff salaries

Please advise if additional staff are required to assist with the recreation of the research. Outline the duties of each staff member, the time required for each task and the hourly rate plus on-costs to recreate the research.

For example:

- 3 months to grow the plants
- plants need to be inspected and watered once a day for one hour
- The claim can only be for one hour per day for that 3 month period, not 3 months i.e. if the hourly rate is \$30 per hour, then the claim will be \$30 per hour multiplied by 90 days (not \$30 per hour multiplied by 8 hours multiplied by 90 days).

Consumables

All consumables that need to be purchased must be listed and individually costed excluding GST and supporting quotes attached e.g. soil, reagents, chemicals, test tubes etc.

Equipment hire or purchase

Please list any equipment that needs to be bought or hired to complete your research e.g. hiring time on externally sourced x-ray equipment. Any vehicles, utes and/or equipment that needs to be purchased must be clearly identified with an estimated market value at the end of the research period.

Travel costs

Attach appropriate documentation for any travel costs to any destinations where research is required to recover specimens.

Commercial value to the research

Please notify Insurance Services insuranceclaims@uq.edu.au if there is a loss of revenue associated with the loss of your research as this needs to be identified separately in a business interruption claim.

Submission of paperwork

A spreadsheet summarising all of the above with associated estimated costs should be submitted along with the supporting documentation. Submit your paperwork to Insurance Services - insuranceclaims@uq.edu.au

DECLARATION

I understand that by investigating my claim or by accepting proof of my claim, Insurance Services has made no acceptance of liability, nor waived any of its rights in defence of any claim arising under the University of Queensland's policy.

I agree to Insurance Services using and disclosing my personal information pursuant to UQ's Privacy Policy and this document.

I authorise any person or entity, including those referred to above, to provide to Insurance Services such personal information as Insurance Services in its absolute discretion considers relevant for its assessment of my claim or my entitlement to benefits.

I will use my best endeavours and render all reasonable assistance and cooperation to Insurance Services in the assessment of my claim. I confirm that any information that I supply will be true and correct and that I will not withhold any information likely to effect the acceptance or handling of my claim.

I understand that if I do not consent to the terms of this authority or revoke my consent, Insurance Services may not be able to process my claim.

I appoint Insurance Services to do everything necessary or expedient to give effect to the transactions contemplated by the consents and authorisations in this document.

Signature of Claimant

Date

Name of Claimant

Signature of Head of School

Date

Name of Head of School

SUBMIT YOUR FORM

Once completed, please email this Loss Report Form and any supporting documentation (photos, quotes, receipts, purchase orders, police reports) to:

- insuranceclaims@uq.edu.au; and
- assets@fbs.uq.edu.au.