



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2020-049

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	10
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

**From:** [Redacted]  
**To:** [Redacted]  
**Cc:**  
**Subject:** FOI Request - Travel Expenses Disclosure  
**Date:** Wednesday, 4 March 2020 3:08:30 PM

---

Good afternoon

I write to request under the *Freedom of Information Act 2016* documents related to the visit to Victorian Department of Premier and Cabinet & Premier Andrews' Office in December included in Mr Andrew Barr MLA's Travel Expenses Disclosure.

These documents may include, but are not limited to, invoices, receipts, acquittals, reimbursements, meeting requests, meeting notes, briefs, booking documents, itinerary, internal correspondence, external correspondence, internal working documents, invitations, discussion of reporting, media plans, allowances, reporting requirements, guidelines, procedures, decision making documents, approvals, and any other advice or documents.





**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2020-049



## **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 4 March 2020, in which you sought access to documents relating to the visit to the Victorian Department of Premier and Cabinet & Premier Andrews' Office in December 2019.

Specifically, you are seeking: *"...documents related to the visit to Victorian Department of Premier and Cabinet & Premier Andrews' Office in December included in Mr Andrew Barr MLA's Travel Expenses Disclosure.*

*These documents may include, but are not limited to, invoices, receipts, acquittals, reimbursements, meeting requests, meeting notes, briefs, booking documents, itinerary, internal correspondence, external correspondence, internal working documents, invitations, discussion of reporting, media plans, allowances, reporting requirements, guidelines, procedures, decision making documents, approvals, and any other advice or documents."*

### **Authority**

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

### **Timeframes**

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 2 April 2020.

### **Decision on access**

Searches were completed for relevant documents and five documents were identified that fall within the scope of your request.

I have decided to grant full access to one document and partial access to four documents. The information redacted in the documents I consider to be information that would, on

balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

### **Statement of Reasons**

In reaching my access decision, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- the submissions made by the relevant third parties; and
- the *Human Rights Act 2004*.

### **Exemption claimed**

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

#### Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

#### Factors favouring disclosure (Schedule 2 section 2.1)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factor in favour of disclosure is relevant to determine if release of the information contained within these documents is within the ‘public interest’.

*(a) disclosure of the information could reasonably be expected to do any of the following:*



- (ii) *contribute to positive and informed debate on important issues or matters of public interest.*

Having considered the factors identified as relevant in this matter, I consider that release of the information within the scope of the request may contribute to positive and informed debate on matter of public interest and enhance the government's accountability. The documents identified as being within the scope of the request provide information regarding the visit to Victorian Department of Premier and Cabinet & Premier Andrews' Office on 5-6 December 2019. I consider the documents are a matter of public interest and the release of the information identified may promote open discussion around the Mr Andrew Barr's travel expenses disclosure. I am satisfied that this factor favouring disclosure carries significant weight. However, this weight is to be balanced with the weight of factors favouring non-disclosure.

*Factors favouring non-disclosure (Schedule 2 section 2.2)*

As required in the public interest test set out in section 17 of the Act, I have also identified the following public interest factor in favour of non-disclosure that I believe is relevant to determine if release of the information contained within these documents is within the 'public interest':

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (ii) *prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004; and*
  - (xi) *prejudice trade secrets, business affairs or research of an agency or person;*

When considering the documents and the factor in favour of non-disclosure, I have considered the personal information contained in the documents, including names and contact information. I am satisfied that the names and contact information of ACT Government employees should be released as these individuals were acting in their official capacity and the personal information being released is done so in relation to these individuals exercising their delegations in a work-related capacity. I do not consider the release of this information is unreasonable or could prejudice their right to privacy.

However, when considering this finding against the factor favouring non-disclosure, I am satisfied that the protection of an individual's right to privacy, especially in the course of providing personal information for the purposes of Government travel is a significant factor as the parties involved have provided their personal information for the purposes of meeting obligations to be able to travel or for remittance purposes. In my opinion, the protection of personal privacy outweighs the benefit which may be derived in releasing this information. These individuals are entitled to expect that the personal information they have supplied as part of this travel process will be dealt with in a manner that protects their privacy.

I have also considered the impact of disclosing information which relates to business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an

organisation or undertaking as distinct from its private or internal affairs'. Schedule 2 section 2.2(a)(xi) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person. The information withheld from release could reasonably be expected to unfairly prejudice the business affairs of the ACT Government by disclosing the credit card details used by the ACT Government when purchasing travel.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that is not in the public interest to release, while releasing the rest of the information to you will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

### **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(e) of the Act.

### **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. A description of the access application and my decision will be published in the CMTEDD disclosure log three days after the date of my decision. Your personal contact details will not be published. You may view the CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

### **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

### **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely,



Philip Dachs  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate

19 March 2020



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
Documents related to the visit to Victorian Department of Premier and Cabinet & Premier Andrews' Office in December included in Mr Andrew Barr MLA's Travel Expenses Disclosure.	CMTEDDFOI2020-049

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-19	Signed TA – Mark Paviour (Out of scope information removed)	21 Nov 2019	Partial release	Sch 2 s2.2 (a)(ii) Sch 2 s2.2 (a)(xi)	Yes
2	20-27	Signed TA - Caitlin Cook (Out of scope information removed)	26 Nov 2019	Partial release	Sch 2 s2.2 (a)(ii)	Yes
3	28-35	Signed TA - Richard Fox	26 Nov 2019	Partial release	Sch 2 s2.2 (a)(ii)	Yes
4	36-42	Signed TA - Anton Gallacher (Out of scope information removed)	4 Dec 2019	Full release	N/A	Yes
5	43-65	Documents from CMO (Flight documents provided in Ref No. 1-4 above)	Various	Partial release	Sch 2 s2.2 (a)(ii)	Yes
<b>Total No of Docs</b>						
5						

# ACT Executive - Travel Reconciliation

**Travel Dates:** 5-6 December 19


**Travel Destination/s:** Melbourne

**Travel Purpose:** Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office

**Officer:** Mark Paviour

*(amounts are including GST)*


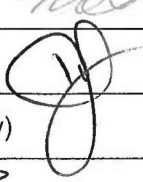
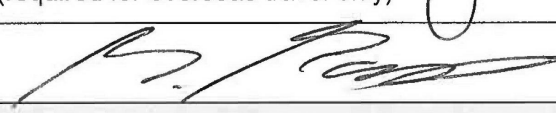
	Which Card	Paid by ACT Exec	Paid by Officer
<b>Flights:</b>			
CBR-MEL-CBR	AMEX	\$365.97	
<b>Accommodation by location:</b>			
5-6 Dec 19 - Pullman Melbourne on Swanston	T Henry	\$229.99	
<b>Meals:</b>			
5 - 6 Dec 19 meals	Reimb	\$	73.56
<b>Transport:</b>			
5 Dec 19 - Uber to the airport	C Cole	\$44.82	
5 Dec 19 - Uber in Melbourne	C Cole	\$54.80	
5 Dec 19 - Uber in Melbourne	C Cole	\$8.60	
6 Dec 19 - Uber to the Airport in Melbourne	C Cole	\$48.69	
<b>Other:</b>			
Nil			
<b>Travel Allowance:</b>			
Nil			
<b>Cash Aquittal (eg Petty Cash, Cash Withdrawal):</b>			
Nil			
<b>Total Cost of Trip:</b>		<b>\$752.87</b>	<b>\$ 73.56</b>
<i>Total paid by ACT Executive:</i>			<b>\$ 826.43</b>
<i>Total to be recovered from Officer:</i>			
<i>TA overpayment</i>			
<i>Total to be reimbursed to Officer:</i>			

Officer to sign as a correct account.....  


# ACT EXECUTIVE

## Executive Travel Form

This form must be completed and signed by the traveller and approved by the delegate before any travel or accommodation is booked.

<b>Traveller's Details</b>						
Name: Mark Paviour						
Minister's Office: Government Communication Unit						
Frequent Flyer Number:			Frequent Flyer Carrier:			
Reason for Travel: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office						
<b>Travel Details</b>						
Provide details of accompanying travellers: Richard Fox, Caitlin Cook, Ramez Shehata						
Class of Travel Required:						
<b>Departure and Arrival Details</b>						Self drive or Flight No.
Depart Location	Date	Time	Arrive Location	Date	Time	
Canberra	05/12/19	6:00am	Melbourne	05/12/19		
Melbourne	06/12/19	10:00am	Canberra	06/12/19		
If travelling by <b>Private Vehicle</b> please attach an "Application for Motor Vehicle Allowance" Form						
<b>Accommodation details</b> Include any private accommodation details.						
Do you require Accommodation?			Y	Do you require breakfast booked?		Y
Date in	Date out	Hotel/Motel		Address		Phone
				1 Treasury Place, East Melbourne		
Are there any special requirements for your accommodation?						
Details of any leave or non-official travel which you intend taking directly before or after your official travel						
From		To		Contact details		
<b>TRAVEL APPROVAL</b>						
Signature of Delegate (Travel Approval i.e. Minister/CoS) 					Date 21/11/19	
Signature of Financial Delegate (Executive Support) 					Date 21-2-20	
Approval of Chief Minister (required for overseas travel only)					Date	
Signature of Traveller: 					Date 28/01/20	
<b>VARIATION TO TRAVEL (Please complete if there were any changes to travel plans)</b>						



# American Express Business Travel Account Statement

Account Name: ACT EXECUTIVE  
Travel Office: QBT-50128382187

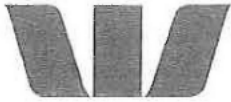
Account Number: 2.2(a)(xi)  
Travel Office Phone No.:  
Statement Date: 29 Dec 2019

## New Debits - Continued

Stmnt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1/ FX Details	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
Out of Scope								
19340 00011 002096344	VIRGIN AUST* 63125580823	PAVIOUR/MM 63184672810	04/12/2019 05/12/2019	CBR/MEL	WSQEN9	26006	149.63 14.96	164.59
19340 00009 002096346	QBT PTY LTD 128382187	PAVIOUR/MM Domestic Ai	04/12/2019 05/12/2019	Domestic Air only	WSQEN9	26006	8.50 0.85	9.35
19345 00033 002096345	QANTAS AIRW* 16009661901	PAVIOUR/MM 63184672843	10/12/2019 06/12/2019	MEL/CBR	WSQEN9	26006	171.57 17.16	188.73
Out of Scope								

\*Please refer to the Excel Statement for full display of this data reference.

Continued on Next Page...



# Corporate Card Statement

SHARED SERVICES - BANKING  
 ACT GOVERNMENT EXECUTIVE UNIT  
 LEVEL 3, WINYU HOUSE  
 125 GUNGAHLIN PLACE  
 GUNGHALIN ACT 2912

019

## CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Tracey Leanne Henry	2.2(a)(xi)		

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
28 NOV	<b>Purchases</b> AUTHORIZATION SYDNEY AU TRAVEL AGENCIES AND TOUR OPE Out of Scope	919.96	1/4 = \$229.99
29 DEC	<b>Miscellaneous Transactions</b> PRINCIPAL CREDIT Sub Total:	Out of Scope	



S003269 / M001165 / 362 / CN1VP4P1



## Corporate Card Statement

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
0.00	0.00 -	Out of Scope	0.00	0.00	Out of Scope	0.00	0.00

**I have checked the above details and verify that they are correct.**

**Cardholder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Transactions examined and approved.**

**Manager/Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Doelle, Simona**

---

**From:** Expedia.com.au <Expedia@au.expediamail.com>  
**Sent:** Friday, 29 November 2019 10:35 AM  
**To:** CMTEDD, ExecutiveSupport  
**Subject:** Expedia travel confirmation - Thu, 5 Dec. - (Itinerary # 71001751340391)



Thank you, Lauren! Your hotel booking is confirmed.

[VIEW FULL ITINERARY](#)

[DOWNLOAD TO YOUR PHONE](#)

**Pullman Melbourne on Swanston**  
195 Swanston Street, Melbourne, VIC, 3000 Australia

---

Check-in

**Thu, 5 Dec**

Minimum check-in age is: 18

Check-out

**Fri, 6 Dec**

11 AM

## Room Details

### Room 1

**Classic room, 1 Queen Bed**

#### Reserved for

Mr Mark Paviour

1 adult

#### Special requests\*

1 Queen Bed

Non-smoking room

### Room 2

**Classic room, 1 Queen Bed**

Reserved for

Mr Ramez Shehata  
1 adult

**Special requests\***

1 Queen Bed  
Non-smoking room

**Room 3**

**Classic room, 1 Queen Bed**

**Reserved for**

Mr Richard Fox  
1 adult

**Special requests\***

1 Queen Bed  
Non-smoking room

**Room 4**

**Classic room, 1 Queen Bed**

**Reserved for**

Ms Caitlin Cook  
1 adult

**Special requests\***

1 Queen Bed  
Non-smoking room

\*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

**Manage Booking**

Change or cancel

Free cancellation until 4 December 2019 at 6:00 pm (AUS Eastern Standard Time)

**Pricing Summary**

**Room 1 Price**

**AU\$229.99**

Thu, 5 Dec

AU\$209.08

Taxes

AU\$20.91

**Room 2 Price**

**AU\$229.99**

Thu, 5 Dec

AU\$209.08

Taxes	AU\$20.91
<b>Room 3 Price</b>	<b>AU\$229.99</b>
Thu, 5 Dec	AU\$209.08
Taxes	AU\$20.91
<b>Room 4 Price</b>	<b>AU\$229.99</b>
Thu, 5 Dec	AU\$209.08
Taxes	AU\$20.91
<hr/>	
<b>Total</b>	<b>AU\$919.96</b>

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Australian dollars.



**You earned 2392 Expedia Rewards points**

### **Additional hotel fees**

These fees and deposits only apply if they are not included in your selected room rate.

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

### **Rules and restrictions**

For rules and restrictions please view your full itinerary.

### **Cancellations and changes**

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Pullman Melbourne on Swanston charges the following cancellation and change fees.

Cancellations or changes made after 6:00 PM (AUS Eastern Standard Time) on 4 Dec 2019 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.

In the case of multiple rooms/units booked together, fees charged by the property apply to each room/unit that is cancelled or changed.

### **Pricing**

Uber December 19

Drop-off Date	Drop-off TI	Drop-off Date	Drop-off TI	First Name	Last Name	City	Pickup Address	Drop-off Address	Expense Memo	Group	Fare in Loc	Taxes in Lo	Total	ExGST
Out of Scope														
12/04/2019 6:19PM	12/05/2019 5:19AM	Anton	Gallacher	Canberra	2.2(a)(ii)	Canberra	Australian Capital Territory 2609, Australia	Australian Capital Territory 2609, Australia	Airport	26006 - Prc	19.63	1.96	21.59	19.63
12/04/2019 6:25PM	12/05/2019 5:25AM	Mark	Paviour	Canberra	2.2(a)(ii)	Canberra	Level 4 Plaza Offices - West, Canberra Airport (CBR), Te	Level 4 Plaza Offices - West, Canberra Airport (CBR), Te	Travel to airport	26006 - Prc	40.75	4.07	44.82	40.75
12/04/2019 9:37PM	12/05/2019 8:37AM	Mark	Paviour	Melbourne	2.2(a)(ii)	Melbourne	Melbourne Airport VIC 3045, Australia	Unnamed Road, East Melbourne VIC 3002, Australia	Travel to Vic Govt	26006 - Prc	54.8	0	54.8	49.82
12/05/2019 4:57AM	12/05/2019 3:57PM	Mark	Paviour	Melbourne	2.2(a)(ii)	Melbourne	Unnamed Road, East Melbourne VIC 3002, Australia	263 Little Bourke St, Melbourne VIC 3000, Australia	--	26006 - Prc	7.83	0.77	8.6	7.82
Out of Scope														
12/05/2019 9:56PM	12/06/2019 8:56AM	Mark	Paviour	Melbourne	2.2(a)(ii)	Melbourne	310 Bourke St, Melbourne VIC 3000, Australia	Melbourne Airport VIC 3045, Australia	Travel to airport	26006 - Prc	44.27	4.42	48.69	44.26
12/06/2019 12:34AM	12/06/2019 11:34AM	Caitlin	Cook	Canberra	2.2(a)(ii)	Canberra	Level 4 Plaza Offices - West, Canberra Airport (CBR),	2.2(a)(ii)	--	26012 - AC	21.3	2.13	23.43	21.30
12/06/2019 12:35AM	12/06/2019 11:35AM	Richard	Fox	Canberra	2.2(a)(ii)	Canberra	Arrivals Hall, Canberra Airport (CBR), Terminal Ave, f	Canberra ACT 2601, Australia	--	26006 - Prc	22.69	2.27	24.96	22.69
12/06/2019 12:37AM	12/06/2019 11:37AM	Anton	Gallacher	Canberra	2.2(a)(ii)	Canberra	Australian Capital Territory 2609, Australia	2.2(a)(ii)	Travel home	26006 - Prc	23.94	2.39	26.33	23.94
12/06/2019 4:30AM	12/06/2019 3:30PM	Richard	Fox	Canberra	2.2(a)(ii)	Canberra	Bank House, 24 Ainslie Pl, Canberra ACT 2601, Austr	2.2(a)(ii)	--	26002 - AC	35.1	3.51	38.61	35.10
Out of Scope														



**ACT**  
Government

ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>EXECUTIVE</b>
<b>Payee:</b>	Mark Paviour (Chief Minister's Office)
<b>Special Requests/ Reference Number:</b>	please pay as a priority

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

<b>Bank Account Name:</b>	M E Paviour
<b>BSB Number:</b>	2.2(a)(ii)
<b>Account Number:</b>	
<b>Payee Postal Address:</b>	Legislative Assembly Building, Civic Square, London Circuit, CANBERRA CITY

### Purchase Order Related Invoices:

<b>Purchase Order Number:</b>	
<b>Receipt Number:</b>	
<b>Project/Task Number:</b>	
<b>Contact Name for Purchase Orders:</b>	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
260	26006	711406	99	99999	9999	10% AP	\$66.87	\$6.69	\$73.56	Mark Paviour - Meals MLB 5-6 Dec 19
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$6.69
<b>Total Amount \$ (incl. GST):</b>	\$73.56
<b>Remittance Advice Description:</b>	Staff Reimbursement - Mark Paviour- Meals MLB 5-6 Dec 19

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Simona Doelle Phone: 62073441

Signature: *Doelle* Date: 12/02/20

### Authorising Officer (financial delegate):

Name: CHRIS COLE Position: SENIOR Manager

Signature: *JBC* Date: 12/2/20

9

\$4.0

\$4.7

1

MM

1

MM

HOWITT HOUSE  
1 COLLING STREET MELBOURNE 3000  
ANN BY 624 920 023

UTPOS  
MACCAR: RATTORTA  
MELBOURNE AB  
MED: 31987667  
TID: BN2TJ0  
Version: 0.5.90

=====

CUSTOMER COPY

DEC 05, 19 13:15  
BATCH: 000005  
INV: 237  
STAN: 000253  
ACCOUNT TYPE CREDIT  
RRN: 000005000237  
VISA  
A0000000031010

Visa Debit  
.....0176(L)  
SLE AUD \$20.00

-----

APPROVED 00  
APPROVAL CODE 407/157  
ARQC: FFA 114 500  
APSN:OU ATC:0344

-----

PLEASE RETURN RECEIPT  
FOR YOUR RECORDS



TAX INVOICE

Delaware North Retail Services

ABN 99 001 341 073

12/6/2019 9:31

MIA T1 Grinders 1

Check: 50100526

Server: Lakshani

Terminal: 5010

Regular  
1 HCT Toastie W 9.90

Subtotal 9.90  
Total 9.90

Visa EMV 9.90

GRAND TOTAL 9.90

T5010 C94520 12/6/2019 09:31

Melbourne Airport

Ph (03) 9335-2877

\* Item does not include GST

TAX INVOICE

Del: ire North Retail Services  
ABN 99 001 341 073

12/6/2019

9:13

MIA T1 Grinders 1

Check: 50100518 Table: MARK

Server: AdminONLY

Terminal: 5010

Regular

1 Ham&Ch Croissant 10.90

1 Small Coffee Gri 4.50

Flat White

Subtotal 15.40

Total 15.40

Visa EMV 15.40

GRAND TOTAL 15.40

15010 05995 12/6/2019 09:13

Melbourne Airport

Ph (03) 9335-2877

\* Item does not include GST

Vaults 1-9 Federation Wharf  
Federation Square, 3000  
9662 1771  
www.riverlandbar.com  
Tax Invoice  
ABN: 56 790 381 931  
1.1% surcharge for cards applies  
Wifi: riverlandbar

DATE: 05/12/2019      TIME: 07:36 PM  
Operator: Kai.a      Trans.#: 382  
Till: RL T9 T-Bar 2      Daily 05/12/2019

Table No.92

BAR  
###kitchen###      1      0.0  
BAR Total      \$0.0

KITCHEN  
Chix Burger      1      20.0  
Add Bacon      4  
KITCHEN Total      \$

Subtotal:      \$24.00

DEBIT CARD AC \$24.26

Type: DEBIT CARD AC  
Number: XXXXXX0176  
Expiry: Dec 2020  
Approval Code: 490297  
(Include Handling Fee      \$0.26)

Balance:      \$0.00

Number of items: 2

Total Includes: GST of      \$2.21

Book a table on 9662 1771

Happy Hour

Monday to Friday - 5pm to 7pm

Like us on Facebook - Riverland Bar

Follow us on Instagram - @riverlandbar

Follow us on Twitter - Riverlandbar

Printed: 29-Nov-2019

## Attention

**ACT GOVERNMENT**

**ACT EXECUTIVE**

PO Box 818, Dickson, ACT 2602

## Booking Details

**Last Updated Date:** 29 Nov 2019

**Created Date:** 28 Nov 2019

**QBT Booking Reference:** WSQEN9

**Customer Number:** 00010490

We are pleased to advise the following travel arrangements

## Name of Passenger

**Mr Mark Paviour**

Product	Flight Details	Departure	Arrival	Status	Other Info
	Virgin Australia VA252 Airline Reference: MWNAZA	06:25 05/12/2019 Thu Canberra: Canberra Airport	07:35 05/12/2019 Thu Terminal 3 Melbourne: Tullamarine Airport	ECONOMY (L) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:10 <b>Airline Meal:</b> (S) Snack or Brunch <b>Number of stops:</b> 0 <b>Baggage allowance:</b> 2PC

## Remarks

CBR MEL - Dep: 05/12/2019 06:25 Terminal N/A /Arr: 05/12/2019 07:35 Terminal 3  
CBR MEL - CO2/PAX\* 51.89 KG ECO, 51.89 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF816 Airline Reference: WSQEN9	10:15 06/12/2019 Fri Terminal 1 Melbourne: Tullamarine Airport	11:20 06/12/2019 Fri Canberra: Canberra Airport	ECONOMY (B) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:05 <b>Airline Meal:</b> (R) Refreshments - complimentary <b>Number of stops:</b> 0 <b>Check-in terminal:</b> Terminal 1 <b>Baggage allowance:</b> 2PC

## Remarks

MEL CBR - Dep: 06/12/2019 10:15 Terminal 1 /Arr: 06/12/2019 11:20 Terminal N/A  
MEL CBR - CO2/PAX\* 51.87 KG ECO, 51.87 KG PRE

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (CBR/MEL) for Mr Mark Paviour	AUD	117.55	32.23	14.81	164.59
Air Fare (MEL/CBR) for Mr Mark Paviour	AUD	135.47	36.28	16.98	188.73

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

COST : 26006  
 TRIPREA : DELEGATION MINISTERIAL OR PARLIAMENTARY TRAVEL  
 TRAVELBKR : TRACEY HENRY  
 APPROVEDBY : NOT REQUIRED

## Fare Conditions

Fare Information: LFLXWG  
 Canberra-Melbourne

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Dec 05, 2019 03:25 AM

### CHANGE CONDITIONS

Prior to departure of first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 - Revalidation: Allowed with restrictions  
 No-show for first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation: Allowed with restrictions  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 After departure of first flight  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 No-show for subsequent flight(s)  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 Penalty may apply

### REFUND CONDITIONS

Prior to departure of first flight  
 - Refund: Restrictions or penalties may apply  
 - Penalty may apply. Please check the complete fare rules.  
 No-show for first flight  
 - Refund: Restrictions or penalties may apply  
 After departure of first flight  
 - Refund: Not allowed  
 No-show for subsequent flight(s)  
 - Refund: Not allowed

Fare Information: BFXGOV61  
 Melbourne-Canberra



## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Dec 06, 2019 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Restrictions or penalties may apply

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travel bookings or amendments facilitated by a QBT consultant may attract a QBT Service Fee. For a copy of the fee schedule, please contact your travel team or [woagtravel@finance.gov.au](mailto:woagtravel@finance.gov.au)

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (Domestic)

For domestic flights departing from Australian domestic terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

**Electronic Tickets**

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

**No Show / Cancellation Fees**

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

**QBT Privacy Notice**

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager.

**Reconfirmation**

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

**Seating and Meals**

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

**Ticketing Policy**

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

**Terminals**

If your flight is on **Qantas** and your flight number is between **QF1** and **QF399** your flight departs from the **International terminal**.

All other Qantas flights depart from Domestic Terminals.

if your flight is on **Jetstar** and your flight number is between **JQ1** to **JQ241** your flight departs from the **International terminal**. \*\* except for **JQ100** and **JQ103** which use the domestic terminal. Please check the terminal number on your itinerary.

**The recommended check in time is 120 minutes prior to departure.**

\*\*\*\*\* Itinerary End \*\*\*\*\*

# ACT Executive - Travel Reconciliation

Travel Dates: 5-6 December 19

Travel Destination/s: Melbourne

Travel Purpose: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office

Officer: Caitlin Cook

(amounts are including GST)

	Which Card	Paid by ACT Exec	Paid by Officer
<b>Flights:</b>			
CBR-MEL-CBR	AMEX	\$365.97	/
<b>Accommodation by location:</b>			
5-6 Dec 19 - Pullman Melbourne on Swanston	T Henry	\$229.99	/
<b>Meals:</b>			
Nil			
<b>Transport:</b>			
6 Dec 19 - Uber - Home from the airport	C Cole	\$23.43	/
<b>Other:</b>			
Nil			
<b>Travel Allowance:</b>			
Nil			
<b>Cash Aquittal (eg Petty Cash, Cash Withdrawal):</b>			
Nil			
<b>Total Cost of Trip:</b>		\$619.39	\$ - \$ 619.39
<i>Total paid by ACT Executive:</i>			
<i>Total to be recovered from Officer:</i>			
<i>TA overpayment</i>			
<i>Total to be reimbursed to Officer:</i>			

Officer to sign as a correct account.....



## Executive Travel Form

This form must be completed and signed by the traveller and approved by the delegate before any travel or accommodation is booked.

<b>Traveller's Details</b>						
Name: Caitlin Cook						
Minister's Office: Government Communication Unit						
Frequent Flyer Number:			Frequent Flyer Carrier:			
Reason for Travel: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office						
<b>Travel Details</b>						
Provide details of accompanying travellers: Mark Paviour, Richard Fox, Ramez Shehata						
Class of Travel Required:						
<b>Departure and Arrival Details</b>						Self drive or Flight No.
Depart Location	Date	Time	Arrive Location	Date	Time	
Canberra	05/12/19	6:00am	Melbourne	05/12/19		
Melbourne	06/12/19	10:00am	Canberra	06/12/19		
If travelling by <b>Private Vehicle</b> please attach an "Application for Motor Vehicle Allowance" Form						
<b>Accommodation details</b> Include any private accommodation details.						
Do you require Accommodation?			Y	Do you require breakfast booked?		Y
Date in	Date out	Hotel/Motel		Address		Phone
				1 Treasury Place, East Melbourne		
Are there any special requirements for your accommodation?						
Details of any leave or non-official travel which you intend taking directly before or after your official travel						
From		To		Contact details		
<b>TRAVEL APPROVAL</b>						
Signature of Delegate (Travel Approval i.e. Minister/CoS)					Date 26/11/19	
Signature of Financial Delegate (Executive Support)					Date 26-11-19	
Approval of Chief Minister (required for overseas travel only)					Date	
Signature of Traveller:					Date 25-11-19	
<b>VARIATION TO TRAVEL (Please complete if there were any changes to travel plans)</b>						



# American Express Business Travel Account Statement

Account Name: ACT EXECUTIVE  
Travel Office: QBT-50128382187

Account Number: 2.2(a)(xi)  
Travel Office Phone No.:  
Statement Date: 29 Dec 2019

## New Debits

Stmt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1/ FX Details	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
Out of Scope								
002104803		Domestic Ai	06/12/2019	only	MRL8RP	26006	0.85	
19340 00006	QBT PTY LTD 128382187	COOK/CE	04/12/2019	WoAG Admin D			3.00	3.30
002096519		WoAG Admin	05/12/2019	om	WSK8OH	26006	0.30	
19340 00005	QBT PTY LTD 128382187	COOK/CE	04/12/2019	Domestic Air			8.50	9.35
002096518		Domestic Ai	05/12/2019	only	WSK8OH	26006	0.85	
19340 00013	VIRGIN AUST* 63125580823	COOK/CE	04/12/2019	CBR/MEL			149.63	164.59
002096516		63184674501	05/12/2019		WSK8OH	26006	14.96	
19345 00035	QANTAS AIRW* 16009661901	COOK/CE	10/12/2019	MEL/CBR			171.57	188.73
Out of Scope								
19340 00004	QBT PTY LTD 128382187	FOX/RD	04/12/2019	WoAG Admin D			3.00	3.30
002096501		WoAG Admin	05/12/2019	om	WSUDZ3	26006	0.30	
19340 00003	QBT PTY LTD 128382187	FOX/RD	04/12/2019	Domestic Air			8.50	9.35
002096500		Domestic Ai	05/12/2019	only	WSUDZ3	26006	0.85	
19340 00012	VIRGIN AUST* 63125580823	FOX/RD	04/12/2019	CBR/MEL			149.63	164.59
002096498		63184674350	05/12/2019		WSUDZ3	26006	14.96	
19345 00034	QANTAS AIRW* 16009661901	FOX/RD	10/12/2019	MEL/CBR			171.57	188.73
002096499		63184674394	06/12/2019		WSUDZ3	26006	17.16	

\*Please refer to the Excel Statement for full display of this data reference.

Continued on Next Page...

# ACT Executive - Travel Reconciliation

Travel Dates: 5-6 December 19

Travel Destination/s: Melbourne

Travel Purpose: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office

Officer: Richard Fox

(amounts are including GST)

Which Card	Paid by ACT Exec	Paid by Officer
------------	------------------	-----------------

**Flights:**

CBR-MEL-CBR

AMEX	\$	365.97	✓
------	----	--------	---

**Accommodation by location:**

5-6 Dec 19 - Pullman Melbourne on Swanston

T Henry	\$	229.99	✓
---------	----	--------	---

**Meals:**

5 Dec 19 - Lunch Melbourne

Reimb	\$	20.00	✓
-------	----	-------	---

5 Dec 19 - Dinner Melbourne

Reimb	\$	20.22	✓
-------	----	-------	---

6 Dec 19 - Breakfast Melbourne

Reimb	\$	15.40	✓
-------	----	-------	---

**Transport:**

5 Dec 19 - Taxi to the Airport

Reimb	\$	75.86	✓
-------	----	-------	---

6 Dec 19 - Uber from the Airport

C Cole	\$	24.96	✓
--------	----	-------	---

**Other:**

Nil

**Travel Allowance:**

Nil

**Cash Aquittal (eg Petty Cash, Cash Withdrawal):**

Nil

**Total Cost of Trip:**

\$	620.92	\$	131.48	\$	752.40
----	--------	----	--------	----	--------

Total paid by ACT Executive:

Total to be recovered from Officer:

TA overpayment

Total to be reimbursed to Officer:



Officer to sign as a correct account.....

Printed: 29-Nov-2019

## Attention

**ACT GOVERNMENT**

**ACT EXECUTIVE**

PO Box 818, Dickson, ACT 2602

## Booking Details

**Last Updated Date:** 29 Nov 2019

**Created Date:** 28 Nov 2019


**QBT Booking Reference:** WSK8OH

**Customer Number:** 00010490

We are pleased to advise the following travel arrangements

### Name of Passenger

**Ms Caitlin Elizabeth Cook**

Product	Flight Details	Departure	Arrival	Status	Other Info
	Virgin Australia VA252 Airline Reference: VMXVAG	06:25 05/12/2019 Thu Canberra: Canberra Airport	07:35 05/12/2019 Thu Terminal 3 Melbourne: Tullamarine Airport	ECONOMY (L) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:10 <b>Airline Meal:</b> (S) Snack or Brunch <b>Number of stops:</b> 0 <b>Baggage allowance:</b> 2PC

### Remarks

CBR MEL - Dep: 05/12/2019 06:25 Terminal N/A /Arr: 05/12/2019 07:35 Terminal 3  
CBR MEL - CO2/PAX\* 51.89 KG ECO, 51.89 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF816 Airline Reference: WSK8OH	10:15 06/12/2019 Fri Terminal 1 Melbourne: Tullamarine Airport	11:20 06/12/2019 Fri Canberra: Canberra Airport	ECONOMY (B) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:05 <b>Airline Meal:</b> (R) Refreshments - complimentary <b>Number of stops:</b> 0 <b>Check-in terminal:</b> Terminal 1 <b>Baggage allowance:</b> 2PC

### Remarks

MEL CBR - Dep: 06/12/2019 10:15 Terminal 1 /Arr: 06/12/2019 11:20 Terminal N/A  
MEL CBR - CO2/PAX\* 51.87 KG ECO, 51.87 KG PRE

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (CBR/MEL) for Ms Caitlin Elizabeth Cook	AUD	117.55	32.23	14.81	164.59
Air Fare (MEL/CBR) for Ms Caitlin Elizabeth Cook	AUD	135.47	36.28	16.98	188.73

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

COST : 26006  
 TRIPREA : DELEGATION MINISTERIAL OR PARLIAMENTARY TRAVEL  
 TRAVELBKR : TRACEY HENRY  
 APPROVEDBY : NOT REQUIRED

## Fare Conditions

Fare Information: LFLXWG  
 Canberra-Melbourne

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Dec 05, 2019 03:25 AM

### CHANGE CONDITIONS

Prior to departure of first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 - Revalidation: Allowed with restrictions  
 No-show for first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation: Allowed with restrictions  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 After departure of first flight  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 No-show for subsequent flight(s)  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 Penalty may apply

### REFUND CONDITIONS

Prior to departure of first flight  
 - Refund: Restrictions or penalties may apply  
 - Penalty may apply. Please check the complete fare rules.  
 No-show for first flight  
 - Refund: Restrictions or penalties may apply  
 After departure of first flight  
 - Refund: Not allowed  
 No-show for subsequent flight(s)  
 - Refund: Not allowed

Fare Information: BFXGOV61  
 Melbourne-Canberra



## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Dec 06, 2019 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Restrictions or penalties may apply

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travel bookings or amendments facilitated by a QBT consultant may attract a QBT Service Fee. For a copy of the fee schedule, please contact your travel team or [woagtravel@finance.gov.au](mailto:woagtravel@finance.gov.au)

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (Domestic)

For domestic flights departing from Australian domestic terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

**Electronic Tickets**

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

**No Show / Cancellation Fees**

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

**QBT Privacy Notice**

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager.

**Reconfirmation**

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

**Seating and Meals**

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

**Ticketing Policy**

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

**Terminals**

If your flight is on **Qantas** and your flight number is between **QF1** and **QF399** your flight departs from the **International terminal**.

All other Qantas flights depart from Domestic Terminals.

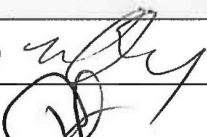
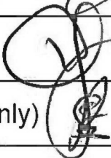


if your flight is on **Jetstar** and your flight number is between **JQ1** to **JQ241** your flight departs from the **International terminal**. \*\* except for **JQ100** and **JQ103** which use the domestic terminal. Please check the terminal number on your itinerary.

**The recommended check in time is 120 minutes prior to departure.**

\*\*\*\*\* Itinerary End \*\*\*\*\*

## Executive Travel Form

This form must be completed and signed by the traveller and approved by the delegate before any travel or accommodation is booked.

<b>Traveller's Details</b>						
Name: Richard Fox						
Minister's Office: Government Communication Unit						
Frequent Flyer Number:			Frequent Flyer Carrier:			
Reason for Travel: Visit to Victoria Department of Premier & Cabinet & Premier Andrews' Office						
<b>Travel Details</b>						
Provide details of accompanying travellers: Mark Paviour, Caitlin Cook, Ramez Shehata						
Class of Travel Required:						
<b>Departure and Arrival Details</b>						Self drive or Flight No.
Depart Location	Date	Time	Arrive Location	Date	Time	
Canberra	05/12/19	6:00am	Melbourne	05/12/19		
Melbourne	06/12/19	10:00am	Canberra	06/12/19		
If travelling by <b>Private Vehicle</b> please attach an "Application for Motor Vehicle Allowance" Form						
<b>Accommodation details</b> Include any private accommodation details.						
Do you require Accommodation?			Y	Do you require breakfast booked?		Y
Date in	Date out	Hotel/Motel		Address		Phone
				1 Treasury Place, East Melbourne		
Are there any special requirements for your accommodation?						
Details of any leave or non-official travel which you intend taking directly before or after your official travel						
From		To		Contact details		
<b>TRAVEL APPROVAL</b>						
Signature of Delegate (Travel Approval i.e. Minister/CoS) 					Date 26/11/19	
Signature of Financial Delegate (Executive Support) 					Date 28.11.19	
Approval of Chief Minister (required for overseas travel only) 					Date	
Signature of Traveller: 					Date	
<b>VARIATION TO TRAVEL (Please complete if there were any changes to travel plans)</b>						





**ACT**  
Government

ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	EXECUTIVE
<b>Payee:</b>	Richard Fox (Chief Minister's Office)
<b>Special Requests/ Reference Number:</b>	please set to immediate payment

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

Bank Account Name:	Richard Fox 2.2(a)(ii)
BSB Number:	2.2(a)(ii)
Account Number:	
Payee Postal Address:	GPO Box 1020 CANBERRA ACT 2601

### Purchase Order Related Invoices:

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$(excl. GST)	GST Amount \$	Total \$(incl. GST)	Description
260	26006	711408	99	99999	9999	10% AP	\$68.96	\$6.90	\$75.86	Taxi to Airport - 5 Dec 19
260	26006	711406	99	99999	9999	10% AP	\$18.38	\$1.84	\$20.22	Dinner MLB - 5 Dec 19
260	26006	711406	99	99999	9999	10% AP	\$14.00	\$1.40	\$15.40	Breakfast MLB - 6 Dec 19
260	26006	711406	99	99999	9999	10% AP	\$18.18	\$1.82	\$20.00	Lunch MLB - 5 Dec 19
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$11.96
<b>Total Amount \$ (incl. GST):</b>	\$131.48
<b>Remittance Advice Description:</b>	Staff Reimbursement - Richard Fox - MLB 5-6 Dec 19

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Simona Doelle Phone: 62073441

Signature: *Doelle* Date: 23/12/19

### Authorising Officer (financial delegate):

Name: Tracey Henry Position: Acting Executive Branch Manager

Signature: *[Signature]* Date: 23-12-19

Moneytech Payments Pty  
 ABN 38 126 015 227  
 97 Pacific Highway  
 North Sydney  
 2060 New South Wales  
 Ph: 1300 851 657

TAX INVOICE

VEHICLE NO: 51715826701  
 DRIVER ID: 99  
 DRIVER ABR: 99  
 FROM: 05DEC2019  
 TO: SUBURBS  
 DATE: 04:23:41  
 FARE: \$72.25  
 EXTRAS: \$0.00  
 TOTAL FARE: \$72.25  
 SERV.FEE (4.54%): \$3.28  
 GST SERV.FEE: \$0.33  
**TOTAL AUD: \$75.86**

APPROVED  
 ###DRIVER RECEIPT###



ANZ MERCHANT COPY

MPAY.COM.AU SMARTCAB  
 413/71 RACECOURSE RD  
 HAMILTON QLD 4807  
 TERMINAL ID 01754002608  
 MASTERCARD <C> CR  
 0286  
 PUR AUD \$75.86  
 AID CBA Credit  
 TUR A0000000041010  
 APSN 01 P00007 ATC 00A0  
 APPROVED AUTH 022/32  
 STAN 003899  
 12/19 04:23

MAB EFTPO  
 MACCARONI TRATTORIA  
 MELBOURNE AU  
 MID: 31987607  
 TID: BN. 1  
 Version: 0.6.90

CUSTOMER COPY

DEC 13:16  
 BATCH: 000005  
 INV: 238  
 STAN: 000254  
 ACCOL: PE CREDIT  
 RRN: 00005000238  
 ID  
 ADD: 0001010  
 MTT Mastercard  
 \$150  
 AUD \$20.00  
 00  
 CODE 217185  
 F0: 0000EA90D80A  
 ATC: 0344

RECEIPT  
 YOUR RECEIPT

Moneytech Payments Pty LTD  
 ABN 38 126 015 227  
 97 Pacific Highway  
 North Sydney  
 2060 New South Wales  
 Ph: 1300 851 657

TAX INVOICE

VEHICLE NO: 51715826701  
 DRIVER ID: 99  
 DRIVER ABR: 99  
 FROM: 05DEC2019  
 TO: SUBURBS  
 DATE: 04:23:41  
 FARE: \$72.25  
 EXTRAS: \$0.00  
 TOTAL FARE: \$72.25  
 SERV.FEE (4.54%): \$3.28  
 GST SERV.FEE: \$0.33  
**TOTAL AUD: \$75.86**

**ANZ MERCHANT COPY**

RIVERLAND BAR  
VULTS 1-9 FEDERATIO  
MELBOURNE VIC 3000  
TERMINAL ID 07763019006  
DEBIT CARD AC (C) SAV  
9816  
PUR AUD \$20.22  
eftpos SAV  
AID A00000038410  
TUR 0000000000  
TUR FINAL 0000000000  
APSN 01 P00007 ATC 0004  
**APPROVED AUTH 146480**  
STAN 011927  
RRN 1230687  
05/12/19 19:37

**ANZ CUSTOMER COPY**

RIVERLAND BAR  
VULTS 1-9 FEDERATIO  
MELBOURNE VIC 3000  
TERMINAL ID 07763019006  
DEBIT CARD AC (C) SAV  
9816  
PUR AUD \$20.22  
eftpos SAV  
AID A00000038410  
TUR 0000000000  
TUR FINAL 0000000000  
APSN 01 P00007 ATC 0004  
**APPROVED AUTH 146480**  
STAN 011927  
RRN 1230687  
05/12/19 19:37

THANK YOU  
FOR YOUR CUSTOM  
PLEASE RETAIN FOR YOUR

**TAX INVOICE**  
Delaware North Retail Services  
ABN 99 001 341 073  
12/6/2019 9:15

MIA T1 Grinders 1  
Check: 50100521 Table: RICHARD  
Server: AdminONLY  
Terminal: 5010

Regular	
1 Ham&Ch Croissant	10.90
1 Small Coffee Gri	4.50
Flat White	
Subtotal	15.40
Total	15.40

Card Fee	15.40
GRAND TOTAL	15.40

09:16

Report  
2077

Item does not include GST

Printed: 29-Nov-2019

## Attention

**ACT GOVERNMENT**

**ACT EXECUTIVE**

PO Box 818, Dickson, ACT 2602

## Booking Details

**Last Updated Date:** 29 Nov 2019

**Created Date:** 28 Nov 2019


**QBT Booking Reference:** WSUDZ3

**Customer Number:** 00010490

We are pleased to advise the following travel arrangements

## Name of Passenger

**Mr Richard David Fox**

Product	Flight Details	Departure	Arrival	Status	Other Info
	Virgin Australia VA252 Airline Reference: XOJXWA	06:25 05/12/2019 Thu Canberra: Canberra Airport	07:35 05/12/2019 Thu Terminal 3 Melbourne: Tullamarine Airport	ECONOMY (L) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:10 <b>Airline Meal:</b> (S) Snack or Brunch <b>Number of stops:</b> 0 <b>Baggage allowance:</b> 2PC

## Remarks

CBR MEL - Dep: 05/12/2019 06:25 Terminal N/A /Arr: 05/12/2019 07:35 Terminal 3  
CBR MEL - CO2/PAX\* 51.89 KG ECO, 51.89 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF816 Airline Reference: WSUDZ3	10:15 06/12/2019 Fri Terminal 1 Melbourne: Tullamarine Airport	11:20 06/12/2019 Fri Canberra: Canberra Airport	ECONOMY (B) Confirmed	<b>Aircraft type:</b> BOEING 737-800 <b>Flight Duration:</b> 1:05 <b>Airline Meal:</b> (R) Refreshments - complimentary <b>Number of stops:</b> 0 <b>Check-in terminal:</b> Terminal 1 <b>Baggage allowance:</b> 2PC

## Remarks

MEL CBR - Dep: 06/12/2019 10:15 Terminal 1 /Arr: 06/12/2019 11:20 Terminal N/A  
MEL CBR - CO2/PAX\* 51.87 KG ECO, 51.87 KG PRE



Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (CBR/MEL) for Mr Richard David Fox	AUD	117.55	32.23	14.81	164.59
Air Fare (MEL/CBR) for Mr Richard David Fox	AUD	135.47	36.28	16.98	188.73

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

COST : 26006  
 TRIPREA : DELEGATION MINISTERIAL OR PARLIAMENTARY TRAVEL  
 TRAVELBKR : TRACEY HENRY  
 APPROVEDBY : NOT REQUIRED

## Fare Conditions

Fare Information: LFLXWG  
 Canberra-Melbourne

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Dec 05, 2019 03:25 AM

### CHANGE CONDITIONS

Prior to departure of first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 - Revalidation: Allowed with restrictions  
 No-show for first flight  
 - Reissue: Restrictions or penalties may apply  
 - Revalidation: Allowed with restrictions  
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM  
 After departure of first flight  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 No-show for subsequent flight(s)  
 - Reissue: Not allowed  
 - Revalidation: Not applicable (See reissue conditions)  
 Penalty may apply

### REFUND CONDITIONS

Prior to departure of first flight  
 - Refund: Restrictions or penalties may apply  
 - Penalty may apply. Please check the complete fare rules.  
 No-show for first flight  
 - Refund: Restrictions or penalties may apply  
 After departure of first flight  
 - Refund: Not allowed  
 No-show for subsequent flight(s)  
 - Refund: Not allowed

Fare Information: BFXGOV61  
 Melbourne-Canberra

## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Dec 06, 2019 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Restrictions or penalties may apply

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travel bookings or amendments facilitated by a QBT consultant may attract a QBT Service Fee. For a copy of the fee schedule, please contact your travel team or [woagtravel@finance.gov.au](mailto:woagtravel@finance.gov.au)

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (Domestic)

For domestic flights departing from Australian domestic terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

**Electronic Tickets**

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

**No Show / Cancellation Fees**

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

**QBT Privacy Notice**

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager.

**Reconfirmation**

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

**Seating and Meals**

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

**Ticketing Policy**

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

**Terminals**

If your flight is on **Qantas** and your flight number is between **QF1** and **QF399** your flight departs from the **International terminal**.

All other Qantas flights depart from Domestic Terminals.

if your flight is on **Jetstar** and your flight number is between **JQ1** to **JQ241** your flight departs from the **International terminal**. \*\* except for **JQ100** and **JQ103** which use the domestic terminal. Please check the terminal number on your itinerary.

**The recommended check in time is 120 minutes prior to departure.**

\*\*\*\*\* Itinerary End \*\*\*\*\*



# ACT Executive - Travel Reconciliation


Travel Dates: 5-6 December 19

Travel Destination/s: Melbourne

Travel Purpose: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office

Officer: Anton Gallacher

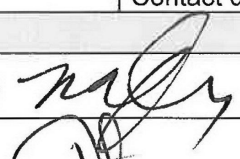
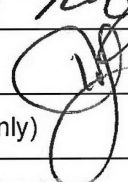
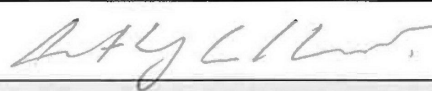
(amounts are including GST)

	Which Card	Paid by ACT Exec	Paid by Officer
<b>Flights:</b>			
CBR-MEL-CBR	AMEX	\$411.62 ✓	
<b>Accommodation by location:</b>			
5-6 Dec 19 Pullman Melbourne on Swanston	T Henry	\$220.00 ✓	
<b>Meals:</b>			
Nil			
<b>Transport:</b>			
5 Dec 19 - Uber to the airport	C Cole	\$21.59 ✓	
6 Dec 19 - Uber from the airport	C Cole	\$26.33 ✓	
<b>Other:</b>			
Nil			
<b>Travel Allowance:</b>			
Nil			
<b>Cash Aquittal (eg Petty Cash, Cash Withdrawal):</b>			
Nil			
<b>Total Cost of Trip:</b>		\$679.54	\$ -
<i>Total paid by ACT Executive:</i>			\$ 679.54
<i>Total to be recovered from Officer:</i>			
<i>TA overpayment</i>			
<i>Total to be reimbursed to Officer:</i>			
<b>Officer to sign as a correct account.....</b>			

# ACT EXECUTIVE

## Executive Travel Form

This form must be completed and signed by the traveller and approved by the delegate before any travel or accommodation is booked.

Traveller's Details						
Name: Anton Gallacher						
Minister's Office: CMO						
Frequent Flyer Number:			Frequent Flyer Carrier:			
Reason for Travel: Visit to Victoria Department of Premier & Cabinet & Premier Andrew's Office						
Travel Details						
Provide details of accompanying travellers: Mark Paviour, Richard Fox, Caitlin Cook						
Class of Travel Required:						
Departure and Arrival Details						Self drive or Flight No.
Depart Location	Date	Time	Arrive Location	Date	Time	
Canberra	05/12/19	6:00	Melbourne	05/12/19		
Melbourne	06/12/19	10:00	Canberra	06/12/19		
If travelling by <b>Private Vehicle</b> please attach an "Application for Motor Vehicle Allowance" Form						
Accommodation details Include any private accommodation details.						
Do you require Accommodation?			Y/N	Do you require breakfast booked?		Y/N
Date in	Date out	Hotel/Motel	Address		Phone	
5 Dec	6 Dec	Pullman Melbourne				
Are there any special requirements for your accommodation?						
Details of any leave or non-official travel which you intend taking directly before or after your official travel						
From		To		Contact details		
TRAVEL APPROVAL						
Signature of Delegate (Travel Approval i.e. Minister/CoS)					Date	
					04/12/19	
Signature of Financial Delegate (Executive Support)					Date	
					28/2/20	
Approval of Chief Minister (required for overseas travel only)					Date	
Signature of Traveller:					Date	
					28/2/19	
VARIATION TO TRAVEL (Please complete if there were any changes to travel plans)						



# Pullman Melbourne on Swanston, Melbourne

Thu, 5 Dec - Fri, 6 Dec **✓ Booked.** No need to reconfirm. Total: AU\$220.00

## Hotel overview



### Pullman Melbourne on Swanston



195 Swanston Street, Melbourne VIC 3000

[View hotel](#) [Map and directions](#)

#### Reservation dates

5 Dec 2019 - 6 Dec 2019 [Review Your Hotel](#)

#### Itinerary #

71001968585004

The Pullman Melbourne on Swanston is **18.9 km** from Melbourne, VIC, Australia (MEL-Tullamarine). How are you getting there?  
Choose from rental cars or airport rides

Looking for activities **near your hotel** ?  
Explore 376 activities within 2 kms. Starting at AU\$4!

## Check-in and Check-out

[Back to top](#)

#### Check-out time

11 AM

#### Check-in policies

Minimum check-in age is: 18

If a late check-in is planned, contact this property directly for their late check-in policy.

## Room

[Back to top](#)

### Guests

Reserved for Mr Anton Gallacher  
1 adult

### Room type

Classic room, 1 Queen Bed

### Room requests

1 queen bed  
Non-smoking room

---

## Price summary

[Back to top](#)

### Price breakdown

Room price: AU\$220.00  
1 night: AU\$200.00  
Taxes & fees: AU\$20.00

**Total: AU\$220.00** [Get receipt](#)

Collected by Expedia

Unless specified otherwise, rates are quoted in Australian dollars.

---

## Expedia Rewards

[Back to top](#)

**On this trip you will collect 572 Expedia Rewards points**

- 440 base points for this trip
- 132 bonus points for gold Bonus Offer

For Expedia Rewards members

[See all your rewards !\[\]\(cbd8541a32dfc32f356f5c6c994b0a21\_img.jpg\)](#)

---

## Additional hotel fees

[Back to top](#)

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

---

## Rules and restrictions

[Back to top](#)

### Cancellations and Changes

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Pullman Melbourne on Swanston charges the following cancellation and change fees.

Cancellations or changes made after 6:00 PM (AUS Eastern Standard Time) on 4 Dec 2019 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.



# American Express Business Travel Account Statement

Account Name: ACT EXECUTIVE  
Travel Office: QBT-50128382187

Account Number: 3760-594779-71008  
Travel Office Phone No.:  
Statement Date: 29 Dec 2019

## New Debits - Continued

Stmnt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1/ FX Details	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
19340 00001 002101391	QBT PTY LTD 128382187	GALLACHER ANTON MR WoAG Admin	04/12/2019 05/12/2019	WoAG Admin D om	KTAYLU		3.00 0.30	3.30
19340 00014 002100856	VIRGIN AUST* 63125580823	GALLACHER ANTON MR 63184806731	04/12/2019 05/12/2019	CBR/MEL	KTAYLU	26006	149.63 14.96	164.59
19340 00002 002101390	QBT PTY LTD 128382187	GALLACHER ANTON MR VIP Domesti	04/12/2019 05/12/2019	VIP Domestic	KTAYLU	26006	50.00 5.00	55.00
19345 00036 002100857	QANTAS AIRW* 16009661901	GALLACHER ANTON MR 63184806764	10/12/2019 06/12/2019	MEL/CBR	KTAYLU	26006	171.57 17.16	188.73

Out of Scope

\*Please refer to the Excel Statement for full display of this data reference.

Continued on Next Page...

Printed: 04-Dec-2019

Attention

**ACT GOVERNMENT**

**ACT EXECUTIVE**

PO Box 818, Dickson, ACT 2602

Booking Details

**Last Updated Date:** 04 Dec 2019

**Created Date:** 04 Dec 2019

**QBT Booking Reference:** KTAYLU

**Customer Number:** 00010490

We are pleased to advise the following travel arrangements


Name of Passenger

**Mr Anton Gallacher**

Product	Flight Details	Departure	Arrival	Status	Other Info
	Virgin Australia VA252 TKT: TKT: 6318480673 Airline Reference: TDRCRW	06:25 05/12/2019 Thu Canberra: Canberra Airport	07:35 05/12/2019 Thu Terminal 3 Melbourne: Tullamarine Airport	ECONOMY (L) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:10 Airline Meal: (S) Snack or Brunch Extra Baggage:(XBAG) Excess Baggage Number of stops: 0 Baggage allowance: 2PC

Remarks

CBR MEL - Dep: 05/12/2019 06:25 Terminal N/A /Arr: 05/12/2019 07:35 Terminal 3  
CBR MEL - CO2/PAX\* 51.89 KG ECO, 51.89 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF816 TKT: TKT: 6318480676 Airline Reference: KTAYLU	10:15 06/12/2019 Fri Terminal 1 Melbourne: Tullamarine Airport	11:20 06/12/2019 Fri Canberra: Canberra Airport	ECONOMY (B) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:05 Airline Meal: (R) Refreshments - complimentary Number of stops: 0 Check-in terminal: Terminal 1 Baggage allowance: 2PC

Remarks

MEL CBR - Dep: 06/12/2019 10:15 Terminal 1 /Arr: 06/12/2019 11:20 Terminal N/A  
MEL CBR - CO2/PAX\* 51.87 KG ECO, 51.87 KG PRE



Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (CBR/MEL) for Mr Anton Gallacher	AUD	117.55	32.23	14.81	164.59
Air Fare (MEL/CBR) for Mr Anton Gallacher	AUD	135.47	36.28	16.98	188.73

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

APPROVEDBY : NOT REQUIRED  
COST : 26006  
TRAVELBKR : TRACEY HENRY  
TRIPREA : DELEGATION MINISTERIAL OR PARLIAMENTARY TRAVEL

## Fare Conditions

Fare Information: LFLXWG  
Canberra-Melbourne

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Dec 05, 2019 03:25 AM

### CHANGE CONDITIONS

#### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Dec 04, 2020 12:00 AM
- Revalidation: Allowed with restrictions

#### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Allowed with restrictions
- Revalidation/Reissue request must be made prior to: Friday Dec 04, 2020 12:00 AM

#### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

#### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

### REFUND CONDITIONS

#### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty may apply. Please check the complete fare rules.

#### No-show for first flight

- Refund: Restrictions or penalties may apply

#### After departure of first flight

- Refund: Not allowed

#### No-show for subsequent flight(s)

- Refund: Not allowed

Fare Information: BFXGOV61  
Melbourne-Canberra

## Cook, Caitlin

---

**From:** Henry, Tracey on behalf of CMTEDD, ExecutiveSupport  
**Sent:** Thursday, 28 November 2019 4:14 PM  
**To:** Cook, Caitlin  
**Subject:** RE: QBT profile set-up [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thank you 😊

---

**From:** Cook, Caitlin <Caitlin.Cook@act.gov.au>  
**Sent:** Thursday, 28 November 2019 4:06 PM  
**To:** CMTEDD, ExecutiveSupport <ExecutiveSupport@act.gov.au>  
**Subject:** RE: QBT profile set-up [SEC=UNCLASSIFIED]

Hi Tracey,

No worries! More info for you below:

Can you please send the following info:

- Middle name – 2.2(a)(ii)
- Date of Birth – 2.2(a)(ii)
- Mobile Number – 0434 702 827
- Frequent Flyer Numbers (Qantas and/or Virgin Velocity) – N/A

Thanks for your help,

### Caitlin Cook

Communications Adviser – Minister Rachel Stephen-Smith  
Government Communications Unit  
Office of the ACT Chief Minister

T: (02) 6207 8731 | M: 0434 702 827 | E: [caitlin.cook@act.gov.au](mailto:caitlin.cook@act.gov.au)

---

**From:** Henry, Tracey <Tracey.Henry@act.gov.au> **On Behalf Of** CMTEDD, ExecutiveSupport  
**Sent:** Thursday, 28 November 2019 9:15 AM  
**To:** Cook, Caitlin <Caitlin.Cook@act.gov.au>  
**Subject:** FW: QBT profile set-up [SEC=UNCLASSIFIED]

UNCLASSIFIED

Sorry Caitlin your trip to Melbourne!

**From:** Henry, Tracey **On Behalf Of** CMTEDD, ExecutiveSupport  
**Sent:** Thursday, 28 November 2019 9:14 AM  
**To:** Cook, Caitlin <[Caitlin.Cook@act.gov.au](mailto:Caitlin.Cook@act.gov.au)>  
**Subject:** QBT profile set-up [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Caitlin

We need to set up your QBT profile so we can book flights for you for your upcoming trip to Sydney.

Can you please send the following info:

- Middle name
- Date of Birth
- Mobile Number
- Frequent Flyer Numbers (Qantas and/or Virgin Velocity)

Thank you  
Tracey

Tracey Henry | A/g Business Manager, Executive Support  
Phone: 02 6207 0372 | Email: [tracey.henry@act.gov.au](mailto:tracey.henry@act.gov.au)  
Corporate | Chief Minister, Treasury & Economic Development Directorate | ACT Government  
Level 2, Canberra Nara Centre, 1 Constitution Avenue, Canberra City |  
GPO Box 158 Canberra ACT 2601 | [act.gov.au](http://act.gov.au)



## Cook, Caitlin

---

**From:** Paviour, Mark  
**Sent:** Friday, 29 November 2019 11:07 AM  
**To:** CMTEDD, ExecutiveSupport; Fox, Richard; Cook, Caitlin; Shehata, Ramez  
**Cc:** Mison, Matt  
**Subject:** RE: Melbourne - 5-6 December Confirmations

Excellent, thanks Tracey!

**From:** Henry, Tracey **On Behalf Of** CMTEDD, ExecutiveSupport  
**Sent:** Friday, 29 November 2019 10:49 AM  
**To:** Paviour, Mark <Mark.Paviour@act.gov.au>; Fox, Richard <RichardD.Fox@act.gov.au>; Cook, Caitlin <Caitlin.Cook@act.gov.au>; Shehata, Ramez <Ramez.Shehata@act.gov.au>  
**Cc:** Mison, Matt <Matt.Mison@act.gov.au>  
**Subject:** Melbourne - 5-6 December Confirmations

UNCLASSIFIED

Hi Team

Please see attached your flight and accommodation confirmations for your upcoming trip to Melbourne 5-6 December.

If you have any questions, please do not hesitate to contact me.

Kind regards  
Tracey

Tracey Henry | A/g Director, Ministerial and ACT Executive Support  
Phone: 02 6207 0372 | Email: [tracey.henry@act.gov.au](mailto:tracey.henry@act.gov.au)  
Corporate | Chief Minister, Treasury & Economic Development Directorate | ACT Government  
Level 2, Canberra Nara Centre, 1 Constitution Avenue, Canberra City |  
GPO Box 158 Canberra ACT 2601 | [act.gov.au](http://act.gov.au)



## Cook, Caitlin

---

**From:** Henry, Tracey on behalf of CMTEDD, ExecutiveSupport  
**Sent:** Friday, 29 November 2019 10:49 AM  
**To:** Paviour, Mark; Fox, Richard; Cook, Caitlin; Shehata, Ramez  
**Cc:** Mison, Matt  
**Subject:** Melbourne - 5-6 December Confirmations  
**Attachments:** Expedia travel confirmation - Thu, 5 Dec. - (Itinerary # 71001751340391); QBT travel itinerary for Mr RICHARD DAVID FOX 05/12/2019 CBR/MEL/CDR - WSUDZ3; QBT travel itinerary for Mr MARK PAVIOUR 05/12/2019 CBR/MEL/CDR - WSQEN9; QBT travel itinerary for Ms CAITLIN ELIZABETH COOK 05/12/2019 CBR/MEL/CDR - WSK8OH; QBT travel itinerary for Mr RAMEZ SHEHATA 05/12/2019 CBR/MEL/CDR - WT5KQP

UNCLASSIFIED

Hi Team

Please see attached your flight and accommodation confirmations for your upcoming trip to Melbourne 5-6 December.

If you have any questions, please do not hesitate to contact me.

Kind regards  
Tracey

Tracey Henry | A/g Director, Ministerial and ACT Executive Support  
Phone: 02 6207 0372 | Email: [tracey.henry@act.gov.au](mailto:tracey.henry@act.gov.au)  
Corporate | Chief Minister, Treasury & Economic Development Directorate | ACT Government  
Level 2, Canberra Nara Centre, 1 Constitution Avenue, Canberra City |  
GPO Box 158 Canberra ACT 2601 | [act.gov.au](http://act.gov.au)



## Paviour, Mark

---

**From:** Paviour, Mark  
**Sent:** Friday, 29 November 2019 11:07 AM  
**To:** CMTEDD, ExecutiveSupport; Fox, Richard; Cook, Caitlin; Shehata, Ramez  
**Cc:** Mison, Matt  
**Subject:** RE: Melbourne - 5-6 December Confirmations

Excellent, thanks Tracey!

---

**From:** Henry, Tracey **On Behalf Of** CMTEDD, ExecutiveSupport  
**Sent:** Friday, 29 November 2019 10:49 AM  
**To:** Paviour, Mark <Mark.Paviour@act.gov.au>; Fox, Richard <RichardD.Fox@act.gov.au>; Cook, Caitlin <Caitlin.Cook@act.gov.au>; Shehata, Ramez <Ramez.Shehata@act.gov.au>  
**Cc:** Mison, Matt <Matt.Mison@act.gov.au>  
**Subject:** Melbourne - 5-6 December Confirmations

UNCLASSIFIED

Hi Team

Please see attached your flight and accommodation confirmations for your upcoming trip to Melbourne 5-6 December.

If you have any questions, please do not hesitate to contact me.

Kind regards  
Tracey

Tracey Henry | A/g Director, Ministerial and ACT Executive Support  
Phone: 02 6207 0372 | Email: [tracey.henry@act.gov.au](mailto:tracey.henry@act.gov.au)  
Corporate | Chief Minister, Treasury & Economic Development Directorate | ACT Government  
Level 2, Canberra Nara Centre, 1 Constitution Avenue, Canberra City |  
GPO Box 158 Canberra ACT 2601 | [act.gov.au](http://act.gov.au)



25 Years of the  
ACT Public Service  
1994-2019



## Paviour, Mark

---

**From:** Henry, Tracey on behalf of CMTEDD, ExecutiveSupport  
**Sent:** Friday, 29 November 2019 10:49 AM  
**To:** Paviour, Mark; Fox, Richard; Cook, Caitlin; Shehata, Ramez  
**Cc:** Mison, Matt  
**Subject:** Melbourne - 5-6 December Confirmations  
**Attachments:** Expedia travel confirmation - Thu, 5 Dec. - (Itinerary # 71001751340391); QBT travel itinerary for Mr RICHARD DAVID FOX 05/12/2019 CBR/MEL/CDR - WSUDZ3; QBT travel itinerary for Mr MARK PAVIOUR 05/12/2019 CBR/MEL/CDR - WSQEN9; QBT travel itinerary for Ms CAITLIN ELIZABETH COOK 05/12/2019 CBR/MEL/CDR - WSK8OH; QBT travel itinerary for Mr RAMEZ SHEHATA 05/12/2019 CBR/MEL/CDR - WT5KQP

UNCLASSIFIED

Hi Team

Please see attached your flight and accommodation confirmations for your upcoming trip to Melbourne 5-6 December.

If you have any questions, please do not hesitate to contact me.

Kind regards  
Tracey

Tracey Henry | A/g Director, Ministerial and ACT Executive Support  
Phone: 02 6207 0372 | Email: [tracey.henry@act.gov.au](mailto:tracey.henry@act.gov.au)  
Corporate | Chief Minister, Treasury & Economic Development Directorate | ACT Government  
Level 2, Canberra Nara Centre, 1 Constitution Avenue, Canberra City |  
GPO Box 158 Canberra ACT 2601 | [act.gov.au](http://act.gov.au)



25 Years of the  
ACT Public Service  
1994-2019

## Mison, Matt

---

**From:** Paviour, Mark  
**Sent:** Wednesday, 4 December 2019 4:09 PM  
**To:** Henry, Tracey  
**Cc:** Mison, Matt  
**Subject:** Ramez

Hi Tracey,

Anton Gallacher is going to replace Ramez on the Melbourne Trip.

Mark Paviour  
Director, Government Communications Unit Office of the ACT Chief Minister  
0466 521 634

**Gallacher, Anton**

---

**From:** Henry, Tracey  
**Sent:** Wednesday, 4 December 2019 5:49 PM  
**To:** Paviour, Mark  
**Cc:** Gallacher, Anton  
**Subject:** FW: QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU  
**Attachments:** qbt\_Itinerary\_20191204053437922\_5459447.pdf; CalEvent1\_Flight.ics; CalEvent2\_Flight.ics

UNCLASSIFIED

Hi Mark and Anton

Flight confirmation for tomorrow morning.

Kind regards  
Tracey

**From:** QBT Itineraries <do\_not\_reply@qbt.travel>  
**Sent:** Wednesday, 4 December 2019 5:35 PM  
**To:** Henry, Tracey <Tracey.Henry@act.gov.au>  
**Subject:** QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU



## Your Itinerary

**Please find attached your new itinerary which relates to the above booking reference.**

Should you have any queries, please contact QBT on your dedicated 1300 number.

Kind Regards,

**The QBT Team**

This email is automatically generated. Please do not reply to this email

---



## Gallacher, Anton

---

**From:** Gallacher, Anton  
**Sent:** Wednesday, 4 December 2019 7:43 PM  
**To:** Henry, Tracey  
**Cc:** Paviour, Mark  
**Subject:** Re: QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/GBR - KTAYLU  
**Attachments:** ~WRD000.jpg; ~WRD000.jpg; image001.jpg

Thanks Tracey.

Sent from my iPhone

On 4 Dec 2019, at 5:48 pm, Henry, Tracey <[Tracey.Henry@act.gov.au](mailto:Tracey.Henry@act.gov.au)> wrote:

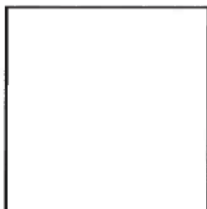
UNCLASSIFIED

Hi Mark and Anton

Flight confirmation for tomorrow morning.

Kind regards  
Tracey

**From:** QBT Itineraries <[do\\_not\\_reply@qbt.travel](mailto:do_not_reply@qbt.travel)>  
**Sent:** Wednesday, 4 December 2019 5:35 PM  
**To:** Henry, Tracey <[Tracey.Henry@act.gov.au](mailto:Tracey.Henry@act.gov.au)>  
**Subject:** QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/GBR - KTAYLU



## Your Itinerary

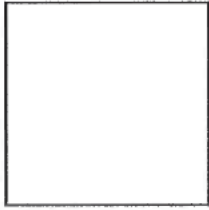
**Please find attached your new itinerary which relates to the above booking reference.**

Should you have any queries, please contact QBT on your dedicated 1300 number.

Kind Regards,  
**The QBT Team**

This email is automatically generated. Please do not reply to this email

---



- <qbt\_Itinerary\_20191204053437922\_5459447.pdf>  
<CalEvent1\_Flight.ics>  
<CalEvent2\_Flight.ics>

## Paviour, Mark

---

**From:** Paviour, Mark  
**Sent:** Wednesday, 4 December 2019 5:54 PM  
**To:** Henry, Tracey  
**Cc:** Gallacher, Anton  
**Subject:** Re: QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU  
**Attachments:** ~WRD000.jpg; ~WRD000.jpg

You are amazing! Thank you Tracey!

Mark Paviour  
Director, Government Communications Unit  
Office of the ACT Chief Minister  
0466 521 634

On 4 Dec 2019, at 5:48 pm, Henry, Tracey <[Tracey.Henry@act.gov.au](mailto:Tracey.Henry@act.gov.au)> wrote:

UNCLASSIFIED

Hi Mark and Anton

Flight confirmation for tomorrow morning.

Kind regards  
Tracey

**From:** QBT Itineraries <[do\\_not\\_reply@qbt.travel](mailto:do_not_reply@qbt.travel)>  
**Sent:** Wednesday, 4 December 2019 5:35 PM  
**To:** Henry, Tracey <[Tracey.Henry@act.gov.au](mailto:Tracey.Henry@act.gov.au)>  
**Subject:** QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU



## Your Itinerary

**Please find attached your new itinerary which relates to the above booking reference.**

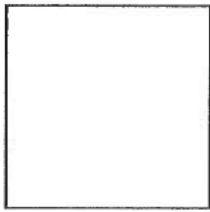
Should you have any queries, please contact QBT on your dedicated 1300 number.

Kind Regards,  
**The QBT Team**

This email is automatically generated. Please do not reply to this email

---





<image001.jpg>

<qbt\_itinerary\_20191204053437922\_5459447.pdf>

<CalEvent1\_Flight.ics>

<CalEvent2\_Flight.ics>

## Paviour, Mark

---

**From:** Henry, Tracey  
**Sent:** Wednesday, 4 December 2019 5:49 PM  
**To:** Paviour, Mark  
**Cc:** Gallacher, Anton  
**Subject:** FW: QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU  
**Attachments:** qbt\_Itinerary\_20191204053437922\_5459447.pdf; CalEvent1\_Flight.ics; CalEvent2\_Flight.ics

UNCLASSIFIED

Hi Mark and Anton

Flight confirmation for tomorrow morning.

Kind regards  
Tracey

**From:** QBT Itineraries <do\_not\_reply@qbt.travel>  
**Sent:** Wednesday, 4 December 2019 5:35 PM  
**To:** Henry, Tracey <Tracey.Henry@act.gov.au>  
**Subject:** QBT travel itinerary for Mr ANTON GALLACHER 05/12/2019 CBR/MEL/CBR - KTAYLU



## Your Itinerary

**Please find attached your new itinerary which relates to the above booking reference.**

Should you have any queries, please contact QBT on your dedicated 1300 number.

Kind Regards,

**The QBT Team**

This email is automatically generated. Please do not reply to this email



## Paviour, Mark

---

**From:** Paviour, Mark  
**Sent:** Wednesday, 4 December 2019 5:06 PM  
**To:** CMTEDD, ExecutiveSupport  
**Cc:** Gallacher, Anton  
**Subject:** Re: Updated Itinerary - Pullman Melbourne on Swanston, Melbourne, Thu, 5 Dec (Itinerary # 71001968585004)

Excellent thanks Tracey.

Mark Paviour  
Director, Government Communications Unit  
Office of the ACT Chief Minister  
0466 521 634

On 4 Dec 2019, at 5:03 pm, CMTEDD, ExecutiveSupport <[ExecutiveSupport@act.gov.au](mailto:ExecutiveSupport@act.gov.au)> wrote:

UNCLASSIFIED

Hi Mark

Hotel booking has been updated for Anton and I am now just waiting for the flights to be changed. I will send them through as soon as I receive the updated itinerary.

Kind regards  
Tracey

**From:** [Expedia.com.au](mailto:Expedia.com.au) <[Expedia@au.expediamail.com](mailto:Expedia@au.expediamail.com)>  
**Sent:** Wednesday, 4 December 2019 4:37 PM  
**To:** CMTEDD, ExecutiveSupport <[ExecutiveSupport@act.gov.au](mailto:ExecutiveSupport@act.gov.au)>  
**Subject:** Updated Itinerary - Pullman Melbourne on Swanston, Melbourne, Thu, 5 Dec (Itinerary # 71001968585004)

<image001.jpg>

<image002.jpg>

Thank you, Lauren. Your booking has been updated. Here's your new itinerary.

Add to your trip by searching for deals on flights and activities.

[VIEW FULL ITINERARY](#)

[DOWNLOAD TO YOUR PHONE](#)

<image003.jpg>

## Pullman Melbourne on Swanston

195 Swanston Street, Melbourne, VIC, 3000 Australia

---

Check-in

**Thu, 5 Dec**

Minimum check-in age is: 18

Check-out

**Fri, 6 Dec**

11 AM

### Room Details

Room 1

**Classic room, 1 Queen Bed**

Reserved for

Mr Anton Gallacher

2 adults

Special requests\*

1 Queen Bed

Non-smoking room

\*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

**Manage Booking**

Change or cancel

### Pricing Summary

**Room 1 Price**

**AU\$220.00**

Thu, 5 Dec

AU\$200.00

Taxes

AU\$20.00

---

**Total**

**AU\$220.00**

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Australian dollars.

<image004.jpg>

**You earned 572 Expedia Rewards points**

## **Additional hotel fees**

These fees and deposits only apply if they are not included in your selected room rate.

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

## **Rules and restrictions**

For rules and restrictions please view your full itinerary.

## **Cancellations and changes**

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Pullman Melbourne on Swanston charges the following cancellation and change fees.

Cancellations or changes made after 6:00 PM (AUS Eastern Standard Time) on 4 Dec 2019 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.

## **Pricing**

Your credit card is charged the total cost at time of purchase. Prices and room/unit availability are not guaranteed until full payment is received.

Some properties request that we wait to submit guest names until 7 days prior to check in. In such a case, your room/unit is reserved, but your name is not yet on file with the property.

## **Guest charges and room capacity**

Base rate is for 2 guests.

Total maximum number of guests per room/unit is 2.

Maximum number of adults per room/unit is 2.

Maximum number of children per room/unit is 1.

This property considers guests aged 11 and under, at time of travel, to be children.

Availability of accommodation in the same property for extra guests is not guaranteed.

## **Late arrival instructions**

If a late check-in is planned, contact this property directly for their late check-in policy.

## **Where to find help**

---

For special requests and questions about your reserved room or the hotel property, contact Pullman Melbourne on Swanston.

Phone: Tel: 61 (3) 9663 47 11, Fax: 61 (3) 9663 74 47

Message Hotel

If you need help managing this itinerary, contact Expedia.

Itinerary #71001968585004

Expedia customer support

Download our FREE mobile app



Call to book:

1800648702

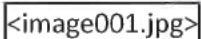
[My account](#) | [My itinerary](#) | [Privacy Policy](#) | [Customer Support](#) | [View this email in a web browser](#)

You are receiving this transactional email based on a recent booking on [Expedia.com.au](#).

© 2019 Expedia, Inc. All rights reserved. Expedia, Expedia Rewards, +VIP Access and the Airplane logos are registered trademarks, or trademarks, of Expedia, Inc. in the U.S. and/or other countries. All other products are trademarks of their respective owners.

Email sent by Expedia, Inc. ARBN 138 063 573 of 1111 Expedia Group Way W., Seattle WA 98119

EMLCID=AU.PT.EVENTTRIGGEREDMAILING.ENSITINERARYCHANGE.HOTEL&EMLDTL=DATE20191204-ISS  
UX.SIDX.KEY94541295234.PAIDX.LANGEN\_AU.MCIDX.TEST2.VERSX.MIDS1-26256\_2-33256\_3-33510\_4-3349  
1\_5-33695\_6-34195\_7-38519\_8-32976





**Paviour, Mark**

---

**From:** Henry, Tracey on behalf of CMTEDD, ExecutiveSupport  
**Sent:** Wednesday, 4 December 2019 5:03 PM  
**To:** Paviour, Mark  
**Cc:** Gallacher, Anton  
**Subject:** FW: Updated Itinerary - Pullman Melbourne on Swanston, Melbourne, Thu, 5 Dec (Itinerary # 71001968585004)

UNCLASSIFIED

Hi Mark

Hotel booking has been updated for Anton and I am now just waiting for the flights to be changed. I will send them through as soon as I receive the updated itinerary.

Kind regards  
Tracey

**From:** Expedia.com.au <Expedia@au.expdiamail.com>  
**Sent:** Wednesday, 4 December 2019 4:37 PM  
**To:** CMTEDD, ExecutiveSupport <ExecutiveSupport@act.gov.au>  
**Subject:** Updated Itinerary - Pullman Melbourne on Swanston, Melbourne, Thu, 5 Dec (Itinerary # 71001968585004)

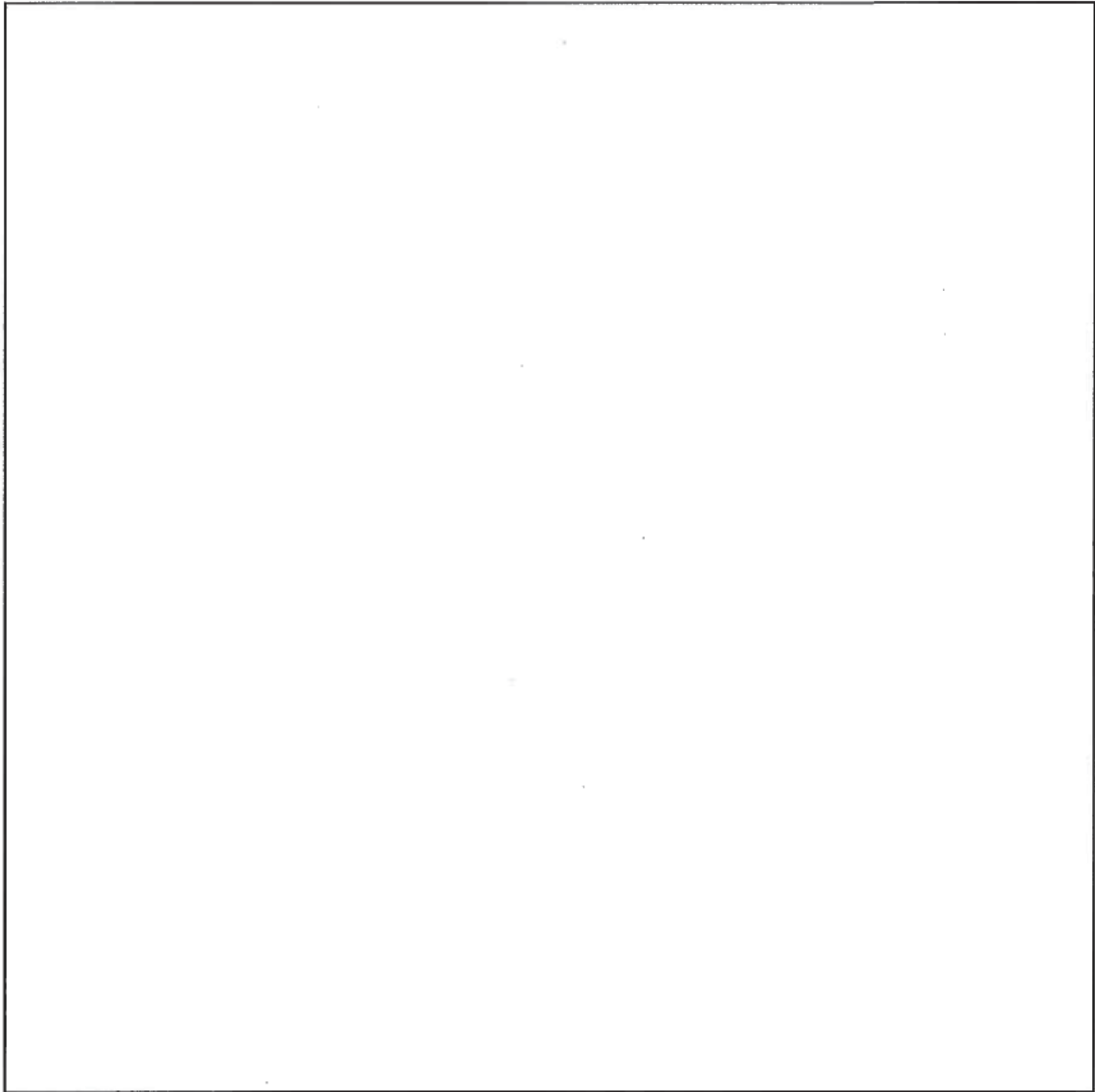


Thank you, Lauren. Your booking has been updated. Here's your new itinerary.

Add to your trip by searching for deals on flights and activities.

[VIEW FULL ITINERARY](#)

[DOWNLOAD TO YOUR PHONE](#)



**Pullman Melbourne on Swanston**  
195 Swanston Street, Melbourne, VIC, 3000 Australia

---

Check-in  
**Thu, 5 Dec**  
Minimum check-in age is: 18

Check-out  
**Fri, 6 Dec**  
11 AM

**Room Details**

**Room 1**  
**Classic room, 1 Queen Bed**

**Reserved for**  
Mr Anton Gallacher  
2 adults

**Special requests\***  
1 Queen Bed

Non-smoking room

\*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

**Manage Booking**

Change or cancel

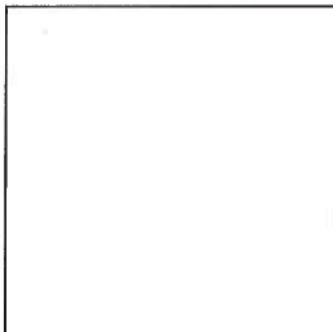
---

**Pricing Summary**

<b>Room 1 Price</b>	<b>AU\$220.00</b>
Thu, 5 Dec	AU\$200.00
Taxes	AU\$20.00
<hr/>	
<b>Total</b>	<b>AU\$220.00</b>

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Australian dollars.



**You earned 572 Expedia Rewards points**

---

**Additional hotel fees**

These fees and deposits only apply if they are not included in your selected room rate.

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

**Rules and restrictions**

For rules and restrictions please view your full itinerary.

## **Cancellations and changes**

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Pullman Melbourne on Swanston charges the following cancellation and change fees.

Cancellations or changes made after 6:00 PM (AUS Eastern Standard Time) on 4 Dec 2019 or no-shows are subject to a property fee equal to 100% of the total amount paid for the reservation.

## **Pricing**

Your credit card is charged the total cost at time of purchase. Prices and room/unit availability are not guaranteed until full payment is received.

Some properties request that we wait to submit guest names until 7 days prior to check in. In such a case, your room/unit is reserved, but your name is not yet on file with the property.

## **Guest charges and room capacity**

Base rate is for 2 guests.

Total maximum number of guests per room/unit is 2.

Maximum number of adults per room/unit is 2.

Maximum number of children per room/unit is 1.

This property considers guests aged 11 and under, at time of travel, to be children.

Availability of accommodation in the same property for extra guests is not guaranteed.

## **Late arrival instructions**

If a late check-in is planned, contact this property directly for their late check-in policy.

## **Where to find help**

---

For special requests and questions about your reserved room or the hotel property, contact Pullman Melbourne on Swanston.

Phone: Tel: 61 (3) 9663 47 11, Fax: 61 (3) 9663 74 47

Message Hotel

---

If you need help managing this itinerary, contact Expedia.

Itinerary #71001968585004

Expedia customer support

Download our FREE mobile app



Call to book:

1800648702

[My account](#) | [My itinerary](#) | [Privacy Policy](#) | [Customer Support](#) | [View this email in a web browser](#)

You are receiving this transactional email based on a recent booking on [Expedia.com.au](#).

© 2019 Expedia, Inc. All rights reserved. Expedia, Expedia Rewards, +VIP Access and the Airplane logos are registered trademarks, or trademarks, of Expedia, Inc. in the U.S. and/or other countries. All other products are trademarks of their respective owners.

Email sent by Expedia, Inc. ARBN 138 063 573 of 1111 Expedia Group Way W., Seattle WA 98119

EMLCID=AU.PT.EVENTTRIGGEREDMAILING.ENSITINERARYCHANGE.HOTEL&EMLDTL=DATE20191204-ISS  
UX.SIDX.KEY94541295234.PAIDX.LANGEN\_AU.MCIDX.TEST2.VERSX.MIDS1-26256\_2-33256\_3-33510\_4-3349  
1\_5-33695\_6-34195\_7-38519\_8-32976

## Paviour, Mark

---

**From:** Doelle, Simona  
**Sent:** Friday, 20 December 2019 1:43 PM  
**To:** Fox, Richard  
**Cc:** Paviour, Mark; Mison, Matt  
**Subject:** RE: Expenses from travel

UNCLASSIFIED

Hi Rich

You can send me the receipts and we will submit for reimbursement on your behalf.

Cheers  
Simona

---

**From:** Fox, Richard <RichardD.Fox@act.gov.au>  
**Sent:** Friday, 20 December 2019 1:36 PM  
**To:** Doelle, Simona <Simona.Doelle@act.gov.au>  
**Cc:** Paviour, Mark <Mark.Paviour@act.gov.au>; Mison, Matt <Matt.Mison@act.gov.au>  
**Subject:** Expenses from travel

Hi Simona,

Hope you're well. I have some receipts from my recent travel to Melbourne that I'd like to claim back. Do you have a form for expenses?

Thanks

Rich

**Richard Fox**  
Communications Adviser  
Government Communications Unit  
Office of the ACT Chief Minister

T: (02) 6207 8133 | M: 0435 657 164 | E: [richardd.fox@act.gov.au](mailto:richardd.fox@act.gov.au)