



**Queensland
Government**

Department of Premier and Cabinet
- Ministerial Services
1 William Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

TAX INVOICE

Invoice Date 28.02.2017
Invoice No. 1800001528
Customer No. 21001146
Due Date 30.03.2017
Amount Due \$35.60
Customer Ref LONDON CL

DEPARTMENT OF AGRICULTURE
FISHERIES AND FORESTRY
GPO BOX 46
BRISBANE QLD 4001

Contact Details

Contact Accounts Receivable Officer
Phone 30039073
Email [redacted]@premiers.qld.gov.au

Additional Information:

Attn: Annette Hall
Phone: 3096 6062

Payment Terms: Within 30 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Lunch meeting at The London Club 12/2/17 Minister	32.36	3.24	35.60
TOTAL		32.36	3.24	35.60

Total Amount Payable excl GST \$ 32.36
GST Amount Payable \$ 3.24
Total Amount Payable incl GST \$ 35.60

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002
Email: msbfinance@premiers.qld.gov.au



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
1 William Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided. Deposit details are to be forwarded via one of the following methods:

Email msbfinance@premiers.qld.gov.au
BSB/Account 064-013 10005664
Reference Number 1800001528

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <https://www.qld.gov.au/gov/information-security-records-and-privacy>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Department of Premier and Cabinet
Ministerial Services

PO Box 15185
CITY EAST, QLD, 4002

Email: msbfinance@premiers.qld.gov.au

DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY

Customer Number 21001146

Invoice Number/Reference 1800001528 1042

Payment Slip

Due Date 30.03.2017
Amount Due \$35.60

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES BRANCH
DEBIT NOTE REQUEST

DEBIT NOTE TO BE ISSUED TO:	Department of Agriculture and Fisheries
ADDRESS:	GPD Box 46, Brisbane, QLD 4001
SAP CUSTOMER (if known)	
CONTACT OFFICER:	Annette Hall
PHONE:	3096 6062
EMAIL:	annette.hall@daf.qld.gov.au

DATE OF INVOICE:	GL Account	Cost Centre	Profit Centre	Internal Order	WBS Element (only use if applicable)	Tax Code	Amount (GST incl)	CR/DR
Particulars including a description of the goods or services provided (exact wording to appear on tax invoice)								
1-0-Mtg 12/02/17 London Club Letts DAF D/N	530008	4205253				PG	35.60	CR
TOTAL INVOICE INCL GST							35.60	
GST							3.24	
Total excl GST							32.36	
NOTES: (any specific terms or conditions, if has to be cleared with vendor payment indicate vendor number)	Lunch meeting at The London Club w/Min Byrne (Agriculture)							

Released under RTI

[REDACTED]

From: HALL Annette <Annette.Hall@daf.qld.gov.au>
Sent: Tuesday, 21 February 2017 9:03 AM
To: [REDACTED]@ministerial.qld.gov.au
Cc: LETTS Malcolm; [REDACTED] (DAFF)
Subject: Dinner Reimbursement - London Club

Hi [REDACTED]

As discussed, you can have the paperwork directed through this office. Malcolm Letts is the Acting DG and as I understand it accompanied the Minister to the dinner.

Regards

Annette



Annette Hall
Director
Office of the Director-General
Department of Agriculture and Fisheries

T 07 3096 6062 M [REDACTED] E annette.hall@daf.qld.gov.au W www.daf.qld.gov.au
1 William Street, Brisbane QLD 4000
GPO Box 46, Brisbane QLD 4001

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MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Agriculture DATE OF FUNCTION: 12.02.17
 VENUE: The London Club Restaurant COST OF FUNCTION \$ 1785 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

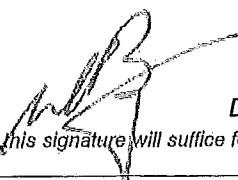
Meeting with Assistant Minister Anne Ruston.

Participants; Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note; Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Hon. Bill Byrne	1
Office of Minister Bill Byrne	1
DAF	1
Senator Anne Ruston	1
Office of Senator Anne Ruston	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date: <u>12 Feb 17</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister: _____ Date: _____</p>
---	--

 * Your *
 * Receipt *
 * Thank You *

TABLE		5
1x San Pe1 Spark 500ml	6.00	6.00
1x 61 GLS		0.00
3x OPEN DRINK	6.50	19.50
1x OPEN DRINK	6.50	6.50
2X VIRGI MARY		
1x LLB	4.00	4.00
1x SOFT DRINK	3.50	3.50
1x 6 SQUASH		0.00
1x TEA	3.50	3.50
1x 6PEPPERMINT		0.00
1x Piccolo Latte	3.50	3.50
1x FLAT WHITE	4.00	4.00
2x CAPPUCCINO	4.00	8.00
-Beverage		58.50--
1x Butchers Block Small	17.50	17.50
1x Flash Fried Squid Salad	17.00	17.00
GF		
1x Flash Fried Squid Salad	17.00	17.00
2x Pan Fried Seafood	34.00	68.00
1x skinny		119.50--
-Food		
SUBTOTAL		178.00

Released under PDR

[REDACTED]

From: [REDACTED]@ministerial.qld.gov.au>
Sent: Monday, 20 February 2017 5:57 PM
To: [REDACTED]
Subject: RE: Entertainment claim - DAF

Hi [REDACTED]

My COS has indicated that he would like to recover their portion of cost from the department.

Malcolm Letts was the attendee. I am not sure who the best departmental contact would be to recover the cost but perhaps our DLO would be able to direct you to the relevant finances person within the department? [REDACTED] is our DLO – 3096 6063.

Please let me know if you want another contact and I can chat to [REDACTED] directly (normally would do that first but just playing email catch up and making sure I respond to you before the end of the day).

Cheers,
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@premiers.qld.gov.au]
Sent: Monday, 20 February 2017 9:45 AM
To: [REDACTED]@ministerial.qld.gov.au>
Subject: Entertainment claim - DAF

Hi [REDACTED]

Would you like the DAF representative who attended the meeting at The London Club to be treated as a guest of the Minister, or would you like us to recover their portion of the cost from the department?

If you would like the money recovered, please provide the name of the attendee and contact details of where we can send the debit note (eg contact name, phone number, email, address)

Thank you



**Queensland
Government**

[REDACTED]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9072
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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Department of the Premier and Cabinet

Document Number: 19/47778

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

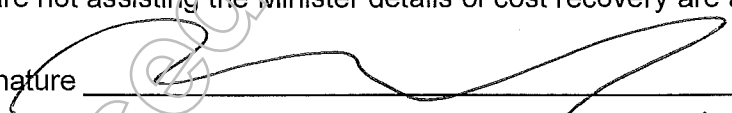
Ministerial Office: Main Roads, Road Safety and Ports / Energy and Water Supply

Financial Year: 2016/17 Urgent payment required by: / / 20


VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Castaways Resort & Spa <i>(6090020)</i>	Catering for breakfast meeting in Mission Beach 16/12/16	\$212.50
APPROVAL TOTAL: (GST inclusive)		\$212.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature 

Name (please print) Mark Bailey Date: 20/12/16


PREPARED BY: Name (please print)  Date: 16/12/16

Phone 07 3719 7315

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: 

Date: 22/12/16 23/12/16

MAIN ROADS 16/12/16

Host: Hon Mark Bailey MP
Guests: 1 x staff; 2 x Dept TMR; 1 x Dept NRM; 8 x external
Cost: \$212.50/13 = \$ 16.35 p.p.
Reason: Breakfast meeting with Cassowary groups at Castaway Resort & Spa at Mission Beach on 16/12/16.
to discuss road safety issues.

Voucher and certificate are correct.

APPROVED/NOT APPROVED

Please approve.



Released under RTI - DPC

MINISTERIAL SERVICES
20 DEC 2016
RECEIVED

ACCOUNTING DOCUMENT UPLOAD (NEW)

Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement

Instructions to complete template:
 All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc (e.g. 1234567.89).
 If copying data into template, use Edit > Paste Special > Values.

Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select Input Copied Cells. This ensures formatting remains consistent throughout.
 Restricted journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial regulations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	212.50
Total CR	212.50
Total Variance	-

DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
20.12.2016	23.12.2016	RR	AUD	228790	Main Roads	6	SSAUPLoad	Assignment
	ProfitCentre	InternalOrder	WhseElement	TaxCode	Amount/Dr/Cr		ItemText	20.12.2016
	4200				212.50 CR		1-Disc road safety 16/12/16 Castaways Bailey M/Rds	6090020
	4205191			PG	16.35 DR		1-Disc road safety 16/12/16 Castaways Bailey M/Rds	
	4205192			FG	16.35 DR		1-Disc road safety 16/12/16 Castaways Dept M/Rd	
	4205191			FG	32.70 DR		2-Disc road safety 16/12/16 Castaways Assoc M/Rd	
	4205191			PG	16.35 DR		1-Disc road safety 16/12/16 Castaways Bailey M/R	
	4205191			PN	130.75 DR		0-B-Disc road safety 16/12/16 Castaways Bailey M/R	

Under RTI - DPC

Checked

23/12/16

ACCOUNTING DOCUMENT UPLOAD (NEW)
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 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	212.50
Total CR	212.50
Total Variance	-

AP	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
AP	HDR	1	1042	20.12.2016	23.12.2016	KR	AUD	228790	Main Roads	6	SSAUPLOAD	Assignment	
GL	ITM	1	530008	4205191	4200	InternalOrder	MiscElement	TaxCode	Amount	Dr/Cr	ItemText	20.12.2016	6090020
GL	ITM	1	530008	4205192	4200	InternalOrder	MiscElement	TaxCode	212.50 DR	CR	pp-disc road safety 16/12/16 Castaways Bailey M/Rds		
GL	ITM	1	530008	4205191	4200	InternalOrder	MiscElement	TaxCode	16.35 DR	DR	pp-disc road safety 16/12/16 Castaways Bailey M/Rds		
GL	ITM	1	530008	4205191	4200	InternalOrder	MiscElement	TaxCode	32.70 DR	DR	pp-disc road safety 16/12/16 Castaways Assoc M/Rds		
GL	ITM	1	530008	4205191	4200	InternalOrder	MiscElement	TaxCode	16.35 DR	DR	pp-disc road safety 16/12/16 Castaways Assoc M/R		
GL	ITM	1	530010	4205191	4200	InternalOrder	MiscElement	TaxCode	130.75 DR	DR	pp-disc road safety 16/12/16 Castaways Bailey M/R		

Released under RTI - DPC

Checked: [redacted] 23/12/16

CASTAWAYS Invoice

RESORT & SPA
MISSION BEACH

2 Pacific Parade
Mission Beach
Queensland, 4852
t: 07 4068 7444
e: accounts@castaways.com.au

ACN : 123 873 334
TAX INVOICE ABN: 82 146 033 586

Bank Details
BSB: 083 064
ACCOUNT NUMBER: 87 331 2097

16th December, 2016

Attn: Office of Hon Mark Bailey

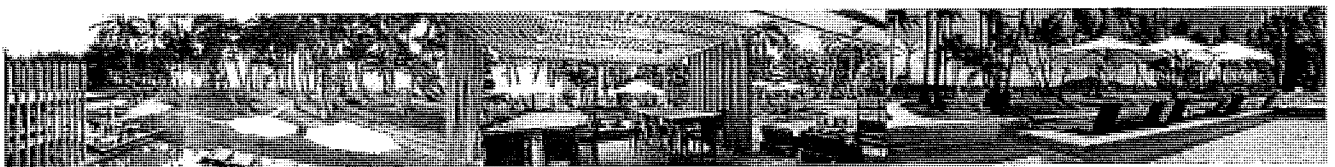
BREAKFAST MEETING

Acc: 16.12.16

INVOICE# 226790

CODE	DESCRIPTION	PAX	QTY	PRICE	TOTAL	GST inc.
BMT	Breakfast	14	14	\$12.50	\$175.00	
BFB	Beverages			\$37.50	\$37.50	
TOTAL					\$212.50	\$ 19.32

Please quote **226790Bailey** when paying into bank account and send remittance to functions @castaways.com.au



MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Main Roads, Road Safety and Ports / Energy and Water Supply

DATE OF FUNCTION: 16/12/16

VENUE: Castaways Resort & Spa, Mission Beach **COST OF FUNCTION \$212.50** (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

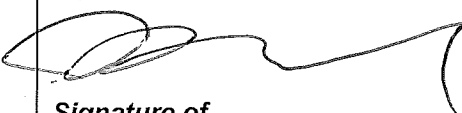
Description of event :
Breakfast meeting with cassowary groups

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
<ul style="list-style-type: none"> • Minister Mark Bailey • Tam van Alphen – Senior Advisor • Sandra Burke – TMR District Director (Far North) • Daryl Jones – TMR Manager Project Planning and Corridor • Peter Rowles – Community for Coastal & Cassowary Conservation (C4) • Ingrid Marker – Member of C4 (also from Cassowary Keystone Species) • Liz Gallie – Mission Beach Cassowaries • Sandel Hayes – Mission Beach Cassowaries • Tony O'Malley – Community Partnerships Cassowary Coast & Matters of National Environmental Significance Terrain NRM • Carole Sweatman (CEO) from above group • TBA - Member from Cassowary Coast Multisport Club • Carolyn Emms – Rainforest Reserves Australia • Scott Buchanan (Director) – Cassowary Recovery Team 	13

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p></p> <p>Signature of Claimant: (If claimant is Minister, this signature will suffice for Expenditure approval)</p> <p style="text-align: right;">20/12/16 Date</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister</p> <p style="text-align: right;">Date</p>

[Redacted]

From: [Redacted]@ministerial.qld.gov.au>
Sent: Wednesday, 21 December 2016 9:48 AM
To: [Redacted]
Subject: meeting details

Hi [Redacted]

The purpose of the breakfast meeting on 16/12/16 was: to discuss road safety issues for cassowaries with various Cassowary Interest groups.

Hope this is sufficient. If not, let me know and I will chase up more for you.

Regards

[Redacted]

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/47344


MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Main Roads, Road Safety and Ports / Energy and Water SupplyFinancial Year: 2016/17 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament <i>600 3560</i>	Catering costs for dinner hosted by Treasurer and Minister Bailey	\$1815.50
APPROVAL TOTAL: (GST inclusive)		\$1815.50


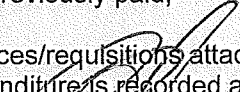
I certify that:

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- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature 
TreasurerName (please print) Mark BaileyDate: 9/11/16PREPARED BY: Name (please print) Date: 9/11/16Phone 07 3719 7315ok to sign  9/11/16**MINISTERIAL SERVICES OFFICER:**

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: Date: 17/11/16
23/11/16

Finance:

Half of the cost
to be costed
to Treasurer's
office

[Redacted] 10/11

Office: Main Roads & Treasurer

Date: 12 October 2016

Host: Hon Mark Bailey & Hon Curtis Pitt ✓

Guests:
1x Main Road Staff ✓
1x Treasurer Staff ✓
2x Associates ✓
13x Outsiders ✓

Cost: \$1,815.50/19 = \$95.55 /person ✓

Reason: Dinner to thank Energex & Ergon Board members for their service and Terry Effenev for long service to the Qld energy sector

Voucher and certificate prepared correctly

Approved/Not Approved

Please approve

Discussed with Chris,
OK to pay [Redacted] 17/11/16

Released under RTI - DPC

MINISTERIAL SERVICES
11 NOV 2016

MINISTERIAL SERVICES
17 NOV 2016
RECEIVED


ACCOUNTING DOCUMENT UPLOAD (NEW)
 Comment rows have 2 asterisks in the first column. They are ignored.
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Total DR	1,815.50
Total CR	1,815.50
Total Variance	-

AP	Seq	CompCode	DocDate	PostDate	LocType	Currency	Reference	HeaderText	PostingPeriod	LineItemKey2	CorrespondenceType
AP	HDR	GL Account	1042	13.10.2016	KR	ALID	958513/10/2016	Main Roads & Treas	6	SSA/UPLOAD	Assignment
GL	ITM	GL Account	CostCentre	ProfitCentre	InternalOrder	WastElement	TaxCode	Amount	Dr/Cr	Item Text	17.11.2016
GL	ITM	530007	4205191	4200			PG	95.56 DR		1-EnergyDinner 12/10/16 PHse Bailey Pitt M Rd Treas	6003660
GL	ITM	530007	4205151				PG	95.56 DR		1-EnergyDinner 12/10/16 PHse Bailey Main Roads	
GL	ITM	530007	4205192				PG	95.56 DR		1-EnergyDinner 12/10/16 PHse Pitt Treasurer	
GL	ITM	530007	4205152				P3	95.56 DR		1-EnergyDinner 12/10/16 PHse Staff Main Roads	
GL	ITM	530007	4205191				PG	95.55 DR		1-EnergyDinner 12/10/16 PHse Assoc Main Roads	
GL	ITM	530009	4205151				PN	621.08 DR		0-13-EnergyDinner 12/10/16 PHse Assoc Main Roads	
GL	ITM	530009	4205191				PN	621.08 DR		0-13-EnergyDinner 12/10/16 PHse Bailey Main Roads	
GL	ITM	530009	4205151				PN	621.08 DR		0-13-EnergyDinner 12/10/16 PHse Pitt Treasurer	

Under RTI - LPP

Approved by 
 23/11/16

ACCOUNTING DOCUMENT UPLOAD (NEW)

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Total DR	1,815.50
Total CR	1,815.50
Total Variance	-

13.10.16

**	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	Header/Text	PostingPeriod	ItemText	LineItemRefKey2	CorrespondenceType
AP	ITM	1	530007	12/02/16	17/11/16	AS	AUD	95851310/2016	Main Roads & Treas	5	SSA/UPLOAD		Assignment
AP	ITM	1	530007	4205191	4200	Internal Dist	WbsElement	TaxCode	1915.50 DR		Phase Bailey Pitt MR4 Treas	17-172016	Vendor/Cust
AP	ITM	1	530007	4205191	4200	Internal Dist	WbsElement	TaxCode	95.56 DR		Phase Bailey Main Roads		
AP	ITM	1	530007	4205192	4200	Internal Dist	WbsElement	TaxCode	95.56 DR		Phase Pitt Treasurer		
AP	ITM	1	530007	4205192	4200	Internal Dist	WbsElement	TaxCode	95.56 DR		Phase Staff Main Roads		
AP	ITM	1	530007	4205191	4200	Internal Dist	WbsElement	TaxCode	95.55 DR		Phase Assoc Main Roads		
AP	ITM	1	530007	4205191	4200	Internal Dist	WbsElement	TaxCode	95.55 DR		Phase Assoc Treasurer		
AP	ITM	1	530009	4205191	4200	Internal Dist	WbsElement	TaxCode	621.08 DR		Phase Bailey Main Roads		
AP	ITM	1	530009	4205191	4200	Internal Dist	WbsElement	TaxCode	621.08 DR		Phase Pitt Treasurer		

600
3560

17/11/16

Under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Main Roads, Road Safety and Ports, Energy, Biofuels and Water Supply
 DATE OF FUNCTION: 12/10/16

VENUE: Parliament House COST OF FUNCTION \$1,815.50 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :


Dinner to thank the Energex and Ergon Board members for their service and Terry Effeney for long service to the Qld energy sector

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Minister Bailey	1
Treasurer	1
Ministerial staff – Treasurer and Min Bailey offices	2
Under Treasurer	1
Director-General DEWS	1
Energex board members	6
Ergon board members	4
Energy Qld board members	2
Peter Effeney, SPARQ Solutions	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p></p> <p>Signature of Claimant: Date 9/11/16</p> <p><i>(If claimant is Minister, this signature will suffice for Expenditure approval)</i></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister Date</p>
--	--

Hi [redacted]

As discussed, please arrange for the Treasurer to co-sign on the yellow form for this entertainment expenditure.

Thank you.



**Queensland
Government**

Department of the
Premier and Cabinet

Kind Regards,

[redacted signature]

With compliments

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au

Released under RTI - DDC



Parliamentary
Service

Debtor's Statement

Office of Minister for Main Roads,Road
Safety&Ports&Energy

Statement To:- 31/10/16

Page 1

For enquiries call : (07) 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
13/10/16	958513/10/2016	1,815.50		1,815.50
	Statement Total	1,815.50		1,815.50



Parliamentary
Service

EFT PAYMENTS:

BSB A/C Legislative Assembly
Remit to: finance.a@parliament.qld.gov.au

CHEQUES payable to: The Clerk of the Parliament

Queensland Parliament
Cnr George & Alice Street
BRISBANE, 4000

Office of Minister for Main
Roads,Road
Statement To:- 31/10/16

Account No.:-9585
Page 1

Invoice Date	Invoice No.	Balance
13/10/16	958513/10/2016	1,815.50
	Statement Total	1,815.50

Released under RTID364

<u>CURRENT</u>	<u>30 DAYS</u>	<u>60 + DAYS</u>	<u>HELD IN CREDIT</u>	<u>TOTAL</u>
1815.5	0	0	0	1815.5

TOTAL PAYABLE:-	1,815.50
------------------------	----------



**Parliamentary
Service**

Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George Alice Streets
BRISBANE QLD 4000
Enquires Ph. (07) 3553 6166
ABN : 26468894065

Office of Minister for Main

Safety&Ports&Energy

Statement to: 31/10/2016

Account No:

Page 1

Date	Location	Invoice No.	Description	Receipt No.	Qty	Unit Price	Amt	GST	Amt Incl GST
CATERING									
13/10/16	Function Area	958513/10/2016	Cascade Light	101	5	4.09	20.45	2.05	22.50
13/10/16	Function Area	958513/10/2016	Clovel Hse SMC	101	2	28.18	56.36	5.64	62.00
13/10/16	Function Area	958513/10/2016	Clovel Hse SSB	101	5	28.18	140.91	14.09	155.00
13/10/16	Function Area	958513/10/2016	xxxx Gold 375ml	101	2	4.09	8.18	0.82	9.00
13/10/16	Function Area	958513/10/2016	San Pell 1lt	101	1	8.18	8.18	0.82	9.00
13/10/16	Function Area	958513/10/2016	Two Courses	101	19	70.00	1,330.00	133.00	1,463.00
13/10/16	Function Area	958513/10/2016	Alternate Servs	101	19	2.27	43.18	4.32	47.50
13/10/16	Function Area	958513/10/2016	Alternate Servs	101	19	2.27	43.18	4.32	47.50
							1,650.45	165.05	1,815.50
SUB TOTAL (Catering)							1,650.45	165.05	1,815.50
OTHER									
SUB TOTAL (Other)							0.00	0.00	0.00
GRAND TOTAL							1,650.45	165.05	1,815.50

To pay by credit card please call Accounts Receivables on (07) 3553 6166

To pay by EFT please send payments to: BSB 064013 A/C 1000 0505

Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax

Notes

* GST free

+ Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

[redacted]

From: [redacted]
Sent: Tuesday, 8 November 2016 5:01 PM
To: [redacted]
Subject: RE: Board farewell dinner

Hi [redacted]

I spoke to the Treasurer and he has advised that as long as this expense is in line with the Ministerial handbook for entertainment, he is ok with half of the cost being charged to his Ministerial account, not his personal one. I don't know the account number off hand, did you want me to contact MSB or are you happy to do it?

Thanks [redacted].

From: [redacted]
Sent: Thursday, 3 November 2016 7:51 AM
To: [redacted]@ministerial.qld.gov.au>
Subject: Board farewell dinner

Hi [redacted]

The bill for the dinner the Treasurer and Minister Bailey co-hosted on Wednesday 12/10/16 has come in.

As previously discussed, we would like to arrange for half the cost to be transferred to the Treasurer's account. Would you please advise what the account number is and provide authorisation by email that it is ok to do so.

Regards

[redacted]
Executive Assistant and Office Manager
Office of the Hon. Mark Bailey MP
Minister for Main Roads, Road Safety and Ports and
Minister for Energy, Biofuels and Water Supply
P 07 3719 7300 | F [redacted]@ministerial.qld.gov.au
Level 34 1 William Street Brisbane QLD 4000
GPO Box 2644 Brisbane QLD 4001



Department of the Premier and Cabinet

Document Number: 19/47538

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for the Arts

Financial Year: 2016/2017

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ministerial Services Branch	Petty Cash reimbursement November 2016	\$473.80 <i>\$453.90</i>
APPROVAL TOTAL: (GST inclusive)		\$473.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

pay \$453.90

APPROVED: Signature [Signature] ✓

Name (please print) Angela MacDonagh, Chief of Staff Date: 25/11/2016

PREPARED BY: [Signature] Executive Manager Date: 25/11/2016

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature]

Date: 07/12/16 7/12/16

• Claims for Travel - See Overleaf

MINISTERIAL SERVICES
- 6 DEC 2016
RECEIVED

Shingle Inn
 Brisbane Square
 TAX INVOICE
 ABN: 84 850 091 278
 Tel: (07) 3211 8844

Item	Qty	Price
R B/CAKE FPASSIO BOX	1.0	\$14.50 *
	1.0	\$0.70 *

Total:
 TAX: \$15.20
 \$1.38
 CASH:
 CHANGE: \$20.00
 \$4.80

Terminal Number: 11
 CLERK: Maddy
 Receipt Number: 0000001431
 Sale Date: 22/11/2016 11:59:06
 *Indicates tax inclusive item.

Thank you for choosing Shingle Inn!

Shi
 Bris
 TA
 ABN: 8
 Tel: (

Item	Qty	Price
R B/CAKE FPASSIO BOX	1.0	\$14.50 *
	1.0	\$0.70 *

Total:
 TAX: \$15.20
 \$1.38
 CASH/
 CHAI: \$20.00
 \$4.80

Terminal Number: 1
 CLERK: Maddy
 Receipt Number: 0
 Sale Date: 22/11/2016 11:59:06
 *Indicates tax in

Thank you for choosing Shingle Inn!

Aurora Equity (OOA) (Shareholder)

Premiers ✓ 22/11/16
 Host: Premier
 staff: 1 ✓
 outsiders 2 ✓
 Reason: stake holder
 meeting
 cost: \$15.20/4 = \$3.80
 p.h.
 voucher + text prepared
 correctly ✓

OK to pay

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

[Signature]

Signature of Minister
 Premier

23/11/15
 Date

N.S.
 06/12/16

Shingle Inn
 Brisbane Square
 TAX INVOICE
 ABN: 84 850 091 278
 Tel: (07) 3211 8844

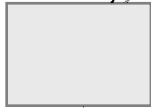
Item	Qty	Price
R B/CAKE FPASSIO BOX	1.0 1.0	\$14.50 * \$0.70 *
Total:		\$15.20
TAX:		\$1.38
CASH:		\$20.00
CHANGE:		\$4.80

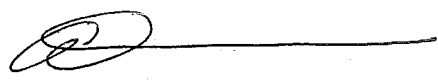
Terminal Number: 11
 CLERK: Maddy
 Receipt Number: 000001431
 Sale Date: 22/11/2016 11:59:06
 *Indicates tax inclusive item.
 Thank you for choosing Shingle Inn!

RTID364 - DPC

Premiers ✓ 22/11/16
 Host: Premier
 staff: 1 ✓
 outiders 2 ✓
 Reason: stakeholder
 meeting
 cost: \$15.20/4 = \$3.80
 p.p.

Voucher + Cert prepared
 correctly ✓

OK to pay


Approval of Expenditure:	
for official al esents	The above expenditure is approved for payment in accordance with the Ministerial Handbook.
te Expenditure	 Signature of Minister- Premier 23/11/15 Date

N.S.
 06/12/16

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Premiers Office

DATE OF FUNCTION: 22/11/2016

VENUE: Premier's Boardroom, Lvl 40

COST OF FUNCTION - \$15.20 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :


Stakeholder meeting / Meet and Greet


Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Premier and Minister for the Arts	1
Director of Policy, Office of Premier and Minister for the Arts	1
Life Science Queensland (Stakeholder)	1
Aurora Equity (USA) (Stakeholder)	1

Premiers 22/11/16
Host: Premier
staff: 1
outliers 2
Reason: stakeholder
meeting
cost: \$15.20/4 = \$3.80
p.p.

Voucher + cert prepared
correctly

OK to pay


Approval of Expenditure:	
for official all resents	The above expenditure is approved for payment in accordance with the Ministerial Handbook.
te Expenditure	 Signature of Minister Premier
	23/11/15 Date

N.S.
06/12/16

Department of the Premier and Cabinet

*New version
reflect 11/05/15
NS*

Document Number: 19/41465

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: (SPORT & RACING) Agriculture

Financial Year: 2014-2015 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
FINN MCCARTHY	WOMEN & GILES ADVISORY COMMITTEE BREAKFAST	139.50
APPROVAL TOTAL: (GST inclusive)		\$ 139.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) ELIOT STEIN Date: 15/4/15

PREPARED BY: Name (please print) [Signature] Date: 15/4/15
 Phone 3719 7572

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]
 Date: 01/05/15 11/5/15

• Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:


Departure Date & Time: 1 / 1 : _____ Return Date & Time: / / : _____

Agriculture 15/04/15

Host: Minister Byrne
 Guests: Min Staff x 1,
 Dept Staff x 1
 Women & Girls Advisory
 Committee x 5

Cost: \$139.50/8 = \$17.44 p.p.

Reason: meeting with
 Women & girls advisory
 committee (in relation
 to sport & reading part.)
 Voucher book prepared
 correctly.

OK to pay

 01/05/15

Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL				

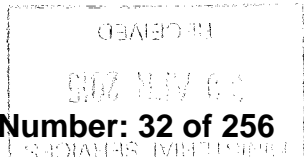
DECLARING INCIDENTAL AND/OR MEAL ALLOWANCE

I declare that I have not been reimbursed for any meal expenses for the above period; and the above period was for Official purposes as defined in the Queensland Government Financial Management Act 2006.
 I declare that I have not claimed on this form for trips where the actual cost of meals or other expenses was covered by another government source e.g. conference.

Date: _____

signed by the person claiming the allowance.

Please print on yellow paper



MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: SPORT & RACING DATE OF FUNCTION: 15/4/15
 VENUE: Cocada Cafe, Brisbane. COST OF FUNCTION \$ 139.50 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :



Women and Girls Advisory Committee Breakfast

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Women and Girls Advisory Committee	5
Minister for Sport and Racing	1
Ministerial Staff	1
Departmental Staff	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>15-4-15</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p> Signature of Minister Date <u>20/4/15</u></p>
--	--

Commonwealth Bank

CICADA CAFE BAR
BRISBANE QLD
TERMINAL 84653200
REFERENCE 089919

CUSTOMER COPY

CARD NO: 9155(i)
EXPIRY DATE:
CBA Debit
SAVINGS
PURCHASE \$139.50
TOTAL AUD \$139.50

APPROVED 00
15 APR 2015 08:41

CICADA
cafe-restaurant-bar
275 George Street
Brisbane QLD 4000

Server: Server 15/04/2015
Cashier: Leah
Table 301/1 8:32 AM
Guests: 7

#50016

LARGE SKIM LATTE	4.50
LONG BLACK	3.80
Regular	
LARGE SKIM FLAT WHITE	4.50
FLAT WHITE	3.80
Jasmine Green Tea	4.50
CAFE LATTE	4.50
strong	
SKIM LATTE	3.80
2 SKIM F.W (@3.80)	7.60
Poached Egg's	12.50
Extra Bacon	
CRISPY BACON	
3 Avocado Toast (@15.00)	45.00
Turkish Toast	9.00
Extra Avocado	
Poached Egg's	12.50
Extra Mushroom	
Poached Egg's	8.50
Sausage and Kale	15.00
17 Items	
Total	139.50
Balance Due	\$ 139.50

10% GST Am: 126.82 GST: 12.68

TAX INVOICE
ABN 51 169 406 651
p: 07 3211 2161
f: 07 3211 2234
w: www.cicadagroup.com.au
Monday to Friday 6am till late

530008/4205081 PG \$ 17.44 1-0 Byrne ✓
 530008/4205082 PG \$ 17.44 1-0 Mc Lawley ✓
 530010/4205081 PN \$ 87.18 0-5 Byrne ✓
 530008/4205081 PG \$ 17.44 1-0 Dept guest ✓

\$ 139.50 ✓

** Meet Women & Girls Advisory Comm 15/4/15 Cicada Payne Row

Department of the Premier and Cabinet

Document Number: 19/4 2105

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: 2014-15 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty cash - DP's office	May → 2015	400.80 \$78.60
APPROVAL TOTAL: (GST inclusive)		\$ 400.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

pay \$78.60

APPROVED: Signature _____
Name (please print) _____ Date: 23-6-15

PREPARED BY: Name (please print) _____ Date: _____
Phone 3 719 7073

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
Date: 26/06/15 26/06/15

• Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ :___:___ Return Date & Time: ___/___/___ :___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED

23 JUN 2015

Total DR	78.60
Total CR	78.60
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	1042	23.06.2015	26.06.2015	KR	AUD	PCSH/OPREM/615	Deputy Premier	12	SSA/PL/LOAD	Assignment
AP				InternalOrder	Waste/ment	TaxCode	Amount Dv/Gr		ItemText	Vendor/Cust
GL	530008	4/05/12	4200			PG	78.60 CR		** Petty Cash 12/05/15 Deputy Premier	6018704
							78.60 DR		B-U-Working M/L Fed/Budget 12/5/15 Staff Dep Prem	



Prepared by:

26/06/15

Released Under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier

DATE OF FUNCTION: 12 May 2015

VENUE: Boardroom, DP's office

COST OF FUNCTION \$ 78-60 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

- Federal Budget announced 7pm.
- Staff working late to prepare budget briefings for D.P. per Matt Collins request

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Matt Collins COS.	8.
Peter Clarke	
Mark Bellaver	
Isuru Neelagana	
Jess Collins	
Emily Brogan	
Susan McHardy	
Tess Picheing	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL



26/6/15

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister _____ Date <u>20/07/15</u></p>
--	---

Tara Street MSB Director on behalf of the office. 21/6/15

Ef 38

PETTY CASH VOUCHER

Name Date 13/5/2015

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Pizza for staff meals	71.45	7.15	78.60

I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.

office mgr

I certify that the sum of \$ 78.60 is due and payable to me and I acknowledge receipt of that sum.

Particulars of Charge

Staff meals - working late for Federal Budget meeting

7 x \$10
 1 x \$5
 50c x 1
 20c x 1
 \$1 x 1
 \$2 x 1

Pizza Salame	1 x \$14.	\$	Pizza Diavolo	1 x \$19.	\$19.90
Discount 100% Promotio-			without:	1 x \$0.0	\$0.00
Pizza Verdure	1 x \$17.	\$	without:	1 x \$0.0	\$0.00
Pizza Diavolo	1 x \$19.	\$	Pizza con Carne	1 x \$20.	\$20.90
Pizza Diavolo	1 x \$19.	\$			
without:	1 x \$0.0				
without:	1 x \$0.0				
Pizza con Carne	1 x \$20.	\$			
			Total		\$78.60
			incl. 10% GST		\$7.15
			Tender Type Card		\$78.60
			Change		\$0.00
			Total	\$78.60	
			incl. 10% GST	\$7.15	
			Tender Type Card	\$78.60	
			Change	\$0.00	

Thanks for visiting!
www.vapiano.com

Released under the Official Information Act

ABN:84654989854
Vapiano Albert Lane
191 Albert Street
4000 Brisbane
Phone: (07) 3221 4933
E-Mail: www.vapiano.com.au

Sales Receipt

Transaction#: 921607
Date: 12/05/2015
Time: 6:44:15 PM
Served by: H NAT
Guest: 137446263712

Description	Qty	Price	Total
Pizza Salame	1 x	\$14.	\$14.90
Discount 100% Promotio			-\$14.90
Pizza Verdure	1 x	\$17.	\$17.90
Pizza Diavolo	1 x	\$19.	\$19.90
Pizza Diavolo	1 x	\$19.	\$19.90
without:	1 x	\$0.0	\$0.00
without:	1 x	\$0.0	\$0.00
Pizza con Carne	1 x	\$20.	\$20.90

Total \$78.60

incl. 10% GST \$7.15
Tender Type Card \$78.60
Change \$0.00

Thanks for visiting!
www.vapiano.com

Petty Cash Reimbursement Register

Ministerial Office:

Office of the Deputy Premier - May 2015

Date	Particulars	Amount	Accumulated expenses
13/05/2015	Staff meals - working late	\$ 78.60	\$ 78.60
19/05/2015	Kitchen items - water glasses, jugs, storage jar	\$ 99.70	\$ 178.30
19/05/2015	2 x drinks serving trays for meetings	\$ 49.90	\$ 228.20
19/05/2015	Coffee milk frother, coffee machine cleaner	\$ 47.20	\$ 275.40
19/05/2015	coffee beans for coffee machine	\$ 28.00	\$ 303.40
15/05/2015	Milk for meetings	\$ 2.70	\$ 306.10
26/05/2015	Signing ink pens for Deputy Premier	\$ 94.70	\$ 400.80

Total for reimbursement:	\$ 400.80
Cash on hand:	\$ 99.20
Total Petty Cash Float:	\$ 500.00

Prepared by:

Checked by:



*Disregard
 Note: tote bag
 is in dispute
 from April
 \$24.95
 cash on
 hand*

Department of the Premier and Cabinet

Document Number: _____

19/4 2105

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: 2014-15 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty cash - DP's office	May → 2015	400-80 \$78.60
APPROVAL TOTAL: <small>(GST inclusive)</small>		\$ 400-80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

pay \$78.60

APPROVED: Signature _____
 Name (please print) _____ Date: 23-6-15

PREPARED BY: Name (please print) _____ Date: _____
 Phone 3 719 7073

MINISTERIAL SERVICES OFFICER:
 I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached, and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
 Date: 26/06/15 _____ 26/06/15

• Claims for Travel - See Overleaf

[Redacted]
From: [Redacted]
Sent: Thursday, 25 June 2015 12:49 PM
To: [Redacted]@ministerial.qld.gov.au'
Subject: Petty Cash Voucher - Working Meal.

Hi [Redacted]

I am processing your office Petty Cash and the Petty Cash Voucher for Pizza for staff meals on 12/05/15 for \$78.60, did not have an Entertainment Certification Form attached.

I need the form (print on pink) as soon as possible, to process the expenditure. On the form, tick the Working Meal box and provide the number of staff, also the Deputy Premier if she had any. The form needs to be approved by the Chief of Staff but as he is overseas, the MSB Director can sign on behalf of the Chief of Staff. The expenditure will be processed in this financial year and later I will send this back for the Chief of Staff to approve.

Thank you.

Kind regards



Queensland
Government

[Redacted]

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9072 F 07 3221 0794

Executive Building, Level 1, 100 George Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

[redacted]
From: [redacted]
Sent: Friday, 26 June 2015 10:47 AM
To: [redacted]
Subject: RE: Petty Cash Voucher - Working Meal.

Hi [redacted]

There are no names on the petty cash voucher, it just says Pizza for staff meals.
You don't need to list all the staff names, just the number of staff that had the pizza.

Thank you.

Kind regards



**Queensland
Government**

[redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and
P 07 3003 9072 F 07 3221 0794
Executive Building, Level 1, 100 Gec
PO Box 15185, City East, QLD 4002

Chris confirmed to
let the office know - MSB
needs a pink form to be
approved by the Chief of Staff
Note: COS is away on an official overseas trip.

Please consider the environment before printing.

From: [redacted]@ministerial.qld.gov.au]
Sent: Friday, 26 June 2015 10:42 AM
To: [redacted]
Subject: RE: Petty Cash Voucher - Working Meal.

Ok. Does the petty cash slip have the staff names listed on it? If so, I'll copy those details to the pink form.
Otherwise I'll need to ask around ([redacted] is on leave and I wasn't present)



**Queensland
Government**

[redacted]
Office Manager / Executive Assistant
Office of the Hon. Jackie Trad MP
Deputy Premier, Minister for Transport, Minister for Infrastructure,
Local Government and Planning, Minister for Trade
T 07 3719 7100 D 07 3719 7073 E [redacted]@ministerial.qld.gov.au
Executive Building 100 George Street Brisbane QLD 4000

PO Box 15009 City East QLD 4002

From: [redacted]@premiers.qld.gov.au]
Sent: Friday, 26 June 2015 9:50 AM

[Redacted]
From: [Redacted]
Sent: Friday, 26 June 2015 9:50 AM
To: [Redacted]
Subject: RE: Petty Cash Voucher - Working Meal.

Hi [Redacted]

All entertainment and working meal expenditures will always need a pink form. Then you either attach a yellow expenditure approval form with the pink form and receipt or in this case attach a petty cash voucher form and receipt.

We are doing an early payment run today, if you can drop the form to me by 12pm, then I can include this in the payment run.

Kind regards



[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9072 F 07 3221 0794
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

From: [Redacted]@ministerial.qld.gov.au
Sent: Friday, 26 June 2015 9:30 AM
To: [Redacted]
Subject: RE: Petty Cash Voucher - Working Meal.

Thanks [Redacted]. When I first enquired about if we could do it I was advised we could do it this way, or with a pink form.

But I'll get the pink form filled out.

Thanks,



[Redacted]
Office Manager / Executive Assistant
Office of the Hon. Jackie Trad MP
Deputy Premier, Minister for Transport, Minister for Infrastructure,
Local Government and Planning, Minister for Trade
T 07 3719 7100 D 07 3719 7073 E [Redacted]@ministerial.qld.gov.au
Executive Building 100 George Street Brisbane QLD 4000

PO Box 15009 City East QLD 4002

From: [redacted]@premiers.qld.gov.au]

Sent: Thursday, 25 June 2015 12:49 PM

To: [redacted]

Subject: Petty Cash Voucher - Working Meal.

Hi [redacted],

I am processing your office Petty Cash and the Petty Cash Voucher for Pizza for staff meals on 12/05/15 for \$78.60, did not have an Entertainment Certification Form attached.

I need the form (print on pink) as soon as possible, to process the expenditure. On the form, tick the Working Meal box and provide the number of staff, also the Deputy Premier if she had any. The form needs to be approved by the Chief of Staff but as he is overseas, the MSB Director can sign on behalf of the Chief of Staff. The expenditure will be processed in this financial year and later I will send this back for the Chief of Staff to approve.

Thank you.

Kind regards



[redacted]
Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9072 F 07 3221 0794

Executive Building, Level 1, 100 George Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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New Vendor 1/5/15 PR.

Department of the Premier and Cabinet

Document Number: 19/41516

MINISTERIAL OFFICES
EXPENDITURE APPROVAL


Ministerial Office: Agriculture and Fisheries and Sport and Racing

Financial Year: 201~~3~~⁴/~~14~~⁵ Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon Bill Byrne MP	Dinner meeting a Cha Cha Char with AgForce Cattle	341.00
APPROVAL TOTAL: (GST inclusive)		\$341.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

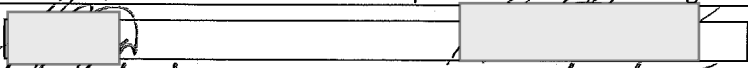
APPROVED: Signature  Name (please print) Elise Dean Date: 13/4 *(See attached form for the Minister's signature)*

PREPARED BY: Name (please print) Brie-Anna Crosser Date: 30 March 2015
Phone 3719 7572

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature:  Date: 01/05/15 01/05/15

• Claims for Travel - See Overleaf

Please print on yellow paper

Office of the Minister for Agriculture, Fisheries, Sport and Racing.

Attendees:
 Minister Bill Byrne MP
 Elliot Stein (Chief of Staff)
 3x Non-Government - Guests from AgForce Cattle. ✓

Reason for meeting:
 Meeting with AgForce Cattle as per entertainment certification form on 23/03/15 in Brisbane. ✓

Dinner meeting at the Cha Cha Char Restaurant for the total cost of \$341.00 at \$68.20 per person - excluding alcohol. ✓

The Entertainment form was approved by the Minister.

Please approve: ✓

ok to pay
 [Signature Box]
 01/05/15

[Signature Box]
 02/15/15

Travel and Overtime Meal Allowance
 refer to the Salary Rates schedule on the
 accommodation (hotel bill etc)

Incidental	Total Allowance Claimed
TOTAL	

Departure Date & Time: ___/___/___ :___:___ Return Date & Time: ___/___/___ :___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
 10 APR 2015

Please print on yellow paper

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Bill Byrne DATE OF FUNCTION: 23 March 2015

VENUE: Cha Cha Char COST OF FUNCTION \$341.00 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :



Meeting over dinner with AgForce Cattle

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Marcus Curr - AgForce Cattle, Board Member, North	1
Bim Struss – AgForce Cattle, Cattle President	1
Anna Campbell, AgForce Cattle, Senior Livestock Policy Director	1
Minister Bill Byrne	1
Elliot Stein Chief of Staff	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;">  Signature of Minister </p> <p style="text-align: right;">  Date </p>
--	---

Cha Cha Char

TAX INVOICE

TABLE #2
ORDER #01045873

BILL #1
COVERS #5

1	BEARNAISE SAUCE	5.00
1	CHILLI SAUCE	5.00
1	GARLIC PEPPER SAUCE	5.00
2	WILD MUSHROOM SAUCE	10.00
1	CHIPS	9.00
1	VEGES	10.00
5	AMUSE BOUCHE	0.00
1	MAC & CHEESE & CORN	10.00
2	EYE FILLET	92.00
1	SIRLOIN	56.00
1	WAGYU RIB FILLET	68.00
1	SCOTCH FILLET	47.00
1	FLAT WHITE	5.00
1	CAFE LATTE	5.00
2	SHORT BLACK	9.00
1	LONG MACH	5.00

Commonwealth Bank
CHA CHA CHAR
BRISBANE QLD
TERMINAL 94699506
REFERENCE 016777

CUSTOMER COPY
CARD NO: 380211
EXPIRY DATE:
NAB Credit
SAVINGS
PURCHASE \$341.00
TOTAL AUD \$341.00

APPROVED
23 MAR 2015 21:00
THANK YOU

SUBTOTAL 341.00

TIP AMOUNT _____

TOTAL _____

AMOUNT PAID: 0.00
AMOUNT OWING: 341.00

GST Sales 341
GST Amount 31

ABN: 61 096 153 525

01-074101 23/03/2015 09:51PM Stephanie

530008	4205081	PG	\$68.20	✓
1-0-Meet with AgForce Cattle 23/3/15	Cha Cha Char	Byrne Agriculture	✓	
530008	4205082	PG	\$68.20	✓
1-0-Meet with AgForce Cattle 23/3/15	Cha Cha Char	Stein Elliot Agriculture	✓	
530010	4205081	PN	\$204.60	✓
0-3-Meet with AgForce Cattle 23/3/15	Cha Cha Char	Byrne Agriculture	✓	
			\$341.00	

**Meet with AgForce Cattle 23/3/15 Cha Cha Char Byrne Agriculture ✓

ACCOUNTING DOCUMENT UPLOAD (NEW)

Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement.

Instructions to complete template:

All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be rounded to 2 decimal places and without commas etc i.e. 1234567.89.
 If copying data into template, use Edit, Paste Special, Values.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select insert Copied Cells. This ensures formatting remains consistent throughout.
 Residual journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

SAP ECC GENERAL UPLOAD JOURNAL - PROCESS VIA "FIACDOC"

TEMPLATE VERSION NS11 (Created 8th December 2011)

Purpose of Journal: 1042
 The changes to correct cost centres

Prepared By: _____ Approved By: _____
 Name: _____ Name: _____
 Signature: _____ Signature: _____
 Position: _____ Position: Financial Accountant

Date: 15/1/17 Phone: 3003 9074 Date: 16/5/17 Phone: 30039070

Total DR	1394
Total CR	1394
Total Variance	0

GL	HDR	Sag	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemKeyZ	CorrespondenceType	TradingPartner
GL	HDR	1	1042	17.03.2017	15.05.2017	SA	AUD	13.94 DR	13.94 DR	11	1-0-Vst/Event 17/3/17 Morgans Guest Ag	Assignment	OMN899
GL	ITM	1	530008	4205951		InternalOrder		13.94 CR	13.94 CR	11	1-0-Vst/Event 17/3/17 Morgans Guest Ag	Assignment	OMN899
GL	ITM	1	530008	4205951		Whs-Element				11	1-0-Vst/Event 17/3/17 Morgans Guest Ag	Assignment	OMN899

Processed by: _____ Date: 16/5/17
 Journal Validation: Please refer to SAP Transactional Analysis Report

Financial management\accounting\GL Upload\2011\6-2017\Journal\Aud Coding Enhancement Agric\ag\GL Upload Template

Released by Accounting

1394 - change electronically so no variance.

Document Number: 100017416

Code	Document No.	Year	Type	Date	Posted on	Reference	Doc	Dist	Name	Item	Unit	Rate	Amount	Text
31	200000			348.50	Vendor: 0006146856	**			SCARBOROUGH TRAILER SEAFOOD PTY LTD					0001 Visit/media event 17/03/17 Morgans Byrne Agriculture
					T/A MORGANS SEAFOOD WHOLESALE				PO BOX 137					
					SCARBOROUGH QLD 4020				AUSTRALIA					
					BSB: 012-295				Account: 283283128					
40	530008			13.94	PF	4205251								1-0-Visit/media event 17/3/17 Morgans Byrne Agricul
40	530008			41.82	PF	4205252								3-0-Visit/media event 17/3/17 Morgans Staff Agricul
40	530008			13.94	PF	4205051								1-0-Visit/media event 17/3/17 Morgans Dept Guest A
40	530010			278.80	PN	4205251								0-20-Visit/media event 17/3/17 Morgans Byrne Agric

Jr 1 to 4205251

Released under PFI

Department of the Premier and Cabinet

Document Number: 19/48364

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Agriculture

Financial Year: 2017/18.

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon. Bill Byrne	Entertainment	178.00
APPROVAL TOTAL: (GST inclusive)		\$178.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Hon. Bill Byrne

Date: 14 Feb 17

PREPARED BY: Name (please print) _____

Date: 13.02.2017

Phone 3719 7572

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;

- * arithmetically correct;
- * not previously paid;

- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 21/2/17

21/02/17

- Claims for Travel - See Overleaf

Entertainment Police 12.02.2017

Purpose Meeting with Assistant Minister Anne Ruston

Date 12.02.2017 ✓

Venue The London Club Restaurant ✓

Attendees Hon Bill Byrne MP ✓

Ministerial staff x 1 ✓

Senator Anne Ruston ✓

Senator staff x 1 ✓

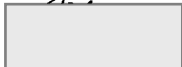
Departmental staff x 1 ✓

Cost \$178 / 5 attendees ✓


\$35.60 per person ✓

Voucher & certificate are correct ✓

Please approve


12/2/17

APPROVED / NOT APPROVED

 20/2/17

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

MINISTERIAL SERVICES
17 FEB 2017
BEEFENB

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " An expense has been incurred;
- " My travel included an overnight stay;
- " I have not previously claimed any meal expenses for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Please print on yellow paper

Total DR	178.00
Total CR	178.00
Total Variance	-

Seq	HDR	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
1	1	1042	12.02.2017	20.02.2017	KR	AUD	LONDONCLUB120217	Agriculture	8	SSAUPLOAD	Assignment
		SL Account	CostCentre	ProjCentre	InternalOrder	WbsElement	TaxCode	Amount Dr/Cr		ItemText	Vendor/Cust
		530008	4205251	4200				178.00 DR		**Mtg 12/02/17 London Club Byrme Agriculture	8112067
		530008	4205252					35.60 DR		1-0-Meet AM Ruston 12/2/17 London Club Byrme Agriculture	
		530008	4205253					35.60 DR		1-0-Meet AM Ruston 12/2/17 London Club Staff Agriculture	
		530010	4205251					71.20 DR		1-0-Meet AM Ruston 12/2/17 London Club Letis DAF D/N	
										0-2-Meet AM Ruston 12/2/17 London Club Byrme Agriculture	

21/02/17

Released under RTI - DPC

Total DR	178.00
Total CR	178.00
Total Variance	-

Seq	HDR	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
1	AP	1042	12.02.2017	20.02.2017	KR	AUD	LONDON/CLUB120217	Agriculture	8	SSAUPLOAD	Assignment
	AP	530008	4205251	4200	InternalOrder	WbsElement	TaxCode	Apperfit Dr/Cr		ItemText	Vendor/Cust
	GL	530008	4205251					35.60 DR		1-0-Mtg 12/02/17 London Club Byrme Agriculture	17.02.2017
	GL	530008	4205251					35.60 DR		1-0-Mtg 12/02/17 London Club Byrme Agriculture	8112067
	GL	530008	4205251					35.60 DR		1-0-Mtg 12/02/17 London Club Staff Agriculture	
	GL	530010	4205251					71.20 DR		1-0-Mtg 12/02/17 London Club Lets DAF DIN	

Met AM Ruston

[Redacted]
21/02/17.

Released under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Agriculture DATE OF FUNCTION: 12.02.17
 VENUE: The London Club Restaurant COST OF FUNCTION \$ 178- (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

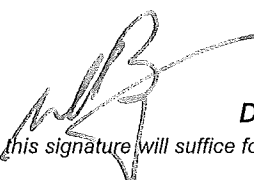
Meeting with Assistant Minister Anne Ruston.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Hon. Bill Byrne	1
Office of Minister Bill Byrne	1
DAF	1
Senator Anne Ruston	1
Office of Senator Anne Ruston	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>14 Feb 17</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister: _____ Date _____</p>
---	--

 * Your *
 * Receipt *
 * Thank You *

TABLE		5
1x San Pe1 Spark 500ml	6.00	6.00
1x e1 GLS		0.00
3x OPEN DRINK	6.50	19.50
1x OPEN DRINK	6.50	6.50
2X VIRGI MARY		
1x LLB	4.00	4.00
1x SOFT DRINK	3.50	3.50
1x e SQUASH		0.00
1x TEA	3.50	3.50
1x ePEPPERMINT		0.00
1x Piccolo Latte	3.50	3.50
1x FLAT WHITE	4.00	4.00
2x CAPPUCCINO	4.00	8.00
-Beverage		58.50--
1x Butchers Block Small	17.50	17.50
1x Flash Fried Squid Salad	17.00	17.00
GF		
1x Flash Fried Squid Salad	17.00	17.00
2x Pan Fried Seafood	34.00	68.00
1x skinny		
-Food		119.50--
SUBTOTAL		178.00

Released under PDR

[REDACTED]

From: [REDACTED]@ministerial.qld.gov.au>
Sent: Monday, 20 February 2017 5:57 PM
To: [REDACTED]
Subject: RE: Entertainment claim - DAF

Hi [REDACTED]

My COS has indicated that he would like to recover their portion of cost from the department.

Malcolm Letts was the attendee. I am not sure who the best departmental contact would be to recover the cost but perhaps our DLO would be able to direct you to the relevant finances person within the department? [REDACTED] is our DLO – 3096 6063.

Please let me know if you want another contact and I can chat to [REDACTED] directly (normally would do that first but just playing email catch up and making sure I respond to you before the end of the day).

Yours,

[REDACTED]

From: [REDACTED]@premiers.qld.gov.au]
Sent: Monday, 20 February 2017 9:45 AM
To: [REDACTED]@ministerial.qld.gov.au>
Subject: Entertainment claim - DAF

Hi [REDACTED]

Would you like the DAF representative who attended the meeting at The London Club to be treated as a guest of the Minister, or would you like us to recover their portion of the cost from the department?

If you would like the money recovered, please provide the name of the attendee and contact details of where we can send the debit note (eg contact name, phone number, email, address)

Thank you



Queensland
Government

[REDACTED]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9072
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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MINISTERIAL SERVICES BRANCH
DEBIT NOTE REQUEST

DEBIT NOTE TO BE ISSUED TO:	Department of Agriculture and Fisheries
ADDRESS:	GPD Box 46, Brisbane, QLD 4001
SAP CUSTOMER (if known)	
CONTACT OFFICER:	Annette Hall
PHONE:	3096 6062
EMAIL:	annette.hall@daf.qld.gov.au

DATE OF INVOICE:								
Particulars including a description of the goods or services provided (exact wording to appear on tax invoice)	GL Account	Cost Centre	Profit Centre	Internal Order	WBS Element (only use if applicable)	Tax Code	Amount (GST incl)	CR/DR
	1-0-Mtg 12/02/17 London Club Letts DAF D/N	530008	4205253				PG	35.60
TOTAL INVOICE INCL GST							35.60	
GST							3.24	
Total excl GST							32.36	
NOTES: (any specific terms or conditions, if has to be cleared with vendor payment indicate vendor number)			Lunch meeting at The London Club w/Min Byrne (Agriculture)					



21/02/17

Released under RTID364

[REDACTED]

From: HALL Annette <Annette.Hall@daf.qld.gov.au>
Sent: Tuesday, 21 February 2017 9:03 AM
To: [REDACTED]@ministerial.qld.gov.au
Cc: LETTS Malcolm; [REDACTED] (DAFF)
Subject: Dinner Reimbursement - London Club

Hi [REDACTED]

As discussed, you can have the paperwork directed through this office. Malcolm Letts is the Acting DG and as I understand it accompanied the Minister to the dinner.

Regards

Annette



**Queensland
Government**

Annette Hall
Director
Office of the Director-General
Department of Agriculture and Fisheries

T 07 3096 6062 M [REDACTED] E annette.hall@daf.qld.gov.au W www.daf.qld.gov.au
1 William Street, Brisbane QLD 4000
GPO Box 46, Brisbane QLD 4001

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This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

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Please consider the environment before printing this email.

Document Number: 19/48401

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Agriculture

Financial Year: 2017/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Hon. Bill Byrne	Entertainment	\$33-
APPROVAL TOTAL: (GST inclusive)		\$ 33-

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Hon. Bill Byrne

Date: 14 Feb 17

PREPARED BY: Name (please print) [Redacted]

Date: 13.2.17.

Phone 37197572

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 12/2/17

- Claims for Travel - See Overleaf

HOST: Hon Bill Byrne MP ✓

GUESTS: 1 Ministerial staff; 15 x external ✓

COST: \$33/6 = \$5.50 per person (Although approximately 15 attended only 6 coffees were purchased by Minister - email advice attached)

REASON: Meeting with farmers to discuss compulsory land acquisitions at Shoalwater Bay on 24 January 2017. ✓

Voucher and certificate are correct.

Please approve



APPROVED/NOT APPROVED



22/02/17

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

MINISTERIAL SERVICES
17 FEB 2017
RECEIVED

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. An expense has been incurred;
- .. My travel included an overnight stay;
- .. I have not previously claimed any meal expenses for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Total DR	33.00
Total CR	178.00
Total Variance	145.00

*AMU red ed
in op ad*

Seq	Hdr	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemKey2	Correspondence Type
1	AP	1042	14.02.2017	28.02.2017	KR	AUD	CCPALMER24/17	Agriculture	B	SSAUPLOAD	Assignment
1	AP	GL Account	CostCentre	PrintCentre	InternalOrder	WbsElement	TaxCode	SS		ItemText	Vendor/Cust
1	ITM	530008	4205251	4200			PG	SS		Mtg Graziers 24/17 CCs Palmer TSV Byrme Agric	6112067
1	ITM	530008	4205251				PG			1-0-Mtg Graziers 24/17 CCs Palmer TSV Byrme Agr	
1	ITM	530010	4205251				PN			1-0-Mtg Graziers 24/17 CCs Palmer TSV Staff Agr	
1	ITM	530010	4205251							0-4-Mtg Graziers 24/17 CCs Palmer TSV Byrme Agr	

1/1/2017

Released under RTI - DPC

NAME . . . P

NAME . . . P

CC's on palmer
BAR & RESTAURANT
PALMER ST TOWNSVILLE SOUTH QLD 4810
ABN 38 611 969 101
CASPOSS DEMO

CC's on palmer
BAR & RESTAURANT
PALMER ST TOWNSVILLE SOUTH QLD 4810
ABN 38 611 969 101
CASPOSS DEMO

Till 002
Sale No. 100002149878 24/01/2017 00:43

Till 002
Sale No. 100002149877 24/01/2017 00:24

Table: T/A

Table: T/A

Clerk: AMBER
Tax Invoice

Clerk: AMBER
Tax Invoice

*CAPPUCCINO T/A LRG	\$	5.50
*FLAT WHITE T/A LRG		5.50

*CAPPUCCINO T/A LRG	\$	5.50
*LATTE T/A MED		4.50
* CARAMEL		1.00

TOTAL	\$	11.00
GST Amount	\$	1.00

*CAPPUCCINO T/A LRG		11.00
2 @ \$5.50		

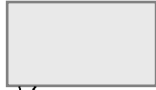
CASH Tendered	\$	21.00
CHANGE	\$	10.00

TOTAL	\$	22.00
GST Amount	\$	2.00

CASH Tendered \$ 22.00

< Indicates Taxable supply

< Indicates Taxable supply

28/2/17 Rang office. Sam Findlay advised Minister
+ Ministerial staff had lunch. 

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Agriculture DATE OF FUNCTION: 24.01.17 *as per receipts*
 VENUE: CC's on Palmer (cafe) COST OF FUNCTION \$ 33- (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Meeting

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
<u>Impacted Graziers</u>	<u>Approx 15</u> <u>in attendance.</u>

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p><i>[Signature]</i> Signature of Claimant: _____ Date: <u>14 Feb 17</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>_____ Signature of Minister Date: _____</p>
---	--

[Redacted]
From: [Redacted]@ministerial.qld.gov.au>
Sent: Tuesday, 21 February 2017 4:29 PM
To: [Redacted]
Subject: Entertainment in Townsville

Hi [Redacted]

Just providing further info for that entertainment claim as per our discussion on the form.

The Minister undertook a meeting with a group of farmers regarding the compulsory land acquisitions that were being put forward for Shoalwater Bay. There were approximately 15 farmers in attendance (please note the Minister and a Ministerial Office staff member were also in attendance) but the Minister only purchased the coffees as per the receipts provided. Certain members of the group arrived earlier / wanted coffees at different periods and they purchased their own.

Please let me know if this is enough information.

Cheers,



[Redacted]
Executive Assistant / Office Manager
Office of the Hon. Bill Byrne MP
Minister for Agriculture and Fisheries, Minister for Rural Economic Development
P 07 3719 7560 M [Redacted]
1 William Street QLD 4000
GPO Box 46 Brisbane QLD 4001

Released under RTI/DPC

Under request 8/5/17

Department of the Premier and Cabinet

Document Number: 19/49061

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Agriculture

Financial Year: 2016/17 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>Morgan's seafood</u> <u>(6146856)</u>	<u>catering</u>	<u>348.50</u>
APPROVAL TOTAL: (GST inclusive)		\$ 348.50.

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Hon Bill Byrne Date: 23.3.17

PREPARED BY: Name (please print) [Redacted] Date: 23.3.17

Phone 3719 7572

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 10/5/17

• Claims for Travel - See Overleaf

Please print on yellow paper

AGRICULTURE

17/03/17

Confirmed by Chris
to charge as Guest
9/5/17

HOST: Hon Bill Byrne

GUESTS: 3 x Ministerial staff; 1 x Departmental staff; 20 x eternal (including 5 staff from Morgans)

COST: \$348.50/25 = \$13.94 per person

REASON: Visit and media event on 17 March 2017 at Morgan's Seafood to discuss issues.

Voucher and certificate are correct.

Please approve

[Redacted Signature]

APPROVED/NOT APPROVED

[Redacted Signature]

9/5

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
		MINISTERIAL SERVICES - 4 MAY 2017 RECEIVED				
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. An expense has been incurred;
- .. My travel included an overnight stay;
- .. I have not previously claimed any meal expenses for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Total DR	348.50
Total CR	348.50
Total Variance	-

Acct	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	ItemText	LineItemRefKey2	Correspondence Type
AP	HDR	1042	17.03.2017	10.05.2017	KR	AUD	0002	Agiculture	11	SSAUPLOAD		Assignment
		GL Account	CostCentre	ProfitCentre	InternalOrder	WestElement	TaxCode	Amount	Dr/Cr	ItemText		Vendor/Cust
AP	ITM	530008	4205251	4200				348.50	CR	1-0-Visit/media event-17/03/17 Morgans Byrne Agiculture		6146856
GL	ITM	530008	4205251		PF			13.94	DR	1-0-Visit/media event-17/03/17 Morgans Byrne Agiculture		
GL	ITM	530008	4205251		PF			41.82	DR	3-0-Visit/media event-17/03/17 Morgans Staff Agiculture		
GL	ITM	530008	4205051		PF			13.94	DR	1-0-Visit/media event-17/03/17 Morgans Dept Guest Agric		
GL	ITM	530010	4205251		PN			278.80	DR	0-20-Visit/media event-17/03/17 Morgans Byrne Agiculture		

Released under RTI - DPC

SCARBOROUGH TRAWLER SEAFOOD PTY LTD

T/A MORGANS SEAFOOD WHOLESALE

PO BOX 137
SCARBOROUGH
QLD 4020

A.B.N. 89 120 666 211

A.C.N. 120 666 211



Tax Invoice

Invoice No: 00002 ✓
814

Bill To:
CASH SALE

Ship To:
Hon Bill Byrne
Minister for Agriculture and Fisheries

Your No.	Ship Via	COD	Prepaid	Ship Date	Terms	Date
17032017					Net,7	17/03/2017

QTY	DESCRIPTION	PRICE	UNIT	EXTENDED	CODE	INC AMOUNT
3	Banana Ck	21.00	kg	\$63.00	FRE	\$63.00
4	Tigers Ck Large	26.00	kg	\$104.00	FRE	\$104.00
1.5	Bay Prawns	11.00	kg	\$16.50	FRE	\$16.50
1.8	Moreton Bay Bugs Ck Large	45.00	kg	\$81.00	FRE	\$81.00
3.5	Large Sand Crabs	24.00	kg	\$84.00	FRE	\$84.00

Code	Rate	GST	Sale Amount
FRE	0%	\$0.00	\$348.50
GST	10%	\$0.00	\$0.00

Sale Amt.:	\$348.50
Freight:	\$0.00 GST
GST:	\$0.00
Total Amt.:	\$348.50
Paid Today:	\$0.00

Customer ABN:	Balance Due:	\$348.50 ✓
---------------	---------------------	-------------------

Bank Details for EFT Transfers:

BSB: 012 295

Account: 284283128

Please use Customer Name as your reference.

Min 13-94
Min Staff 41-82
Dept Guest. 13-94.
Ext. 278-80

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Agriculture DATE OF FUNCTION: 17.03.16
 VENUE: Morgan's Seafood COST OF FUNCTION \$ 348.50 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

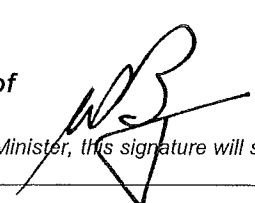
Visit & media event at Morgan's seafood.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
<u>Media representatives</u>	<u>15</u>
<u>Morgan's staff</u>	<u>5</u>
<u>Ministerial staff.</u>	<u>3</u>
<u>Department staff.</u>	<u>1</u>
<u>Minister. - Hon. Bill Byrne.</u>	<u>1</u>

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>2 May 17</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister _____ Date _____</p>
--	---

ABC News

White Spot disease outbreak prompts Queensland Government to urge citizens to keep eating local seafood

Posted 17 Mar 2017, 1:56pm



PHOTO: Mr Byrne (centre) tucks into some prawns with Morgan's Seafood employees at Scarborough. (ABC News: Louisa Rebgetz)

Queenslanders have a civic duty to eat more seafood and support farmers struggling with the outbreak of the white spot prawn disease, the state's Agriculture and Fisheries Minister Bill Byrne says.

Keen to make a point that produce was safe for human consumption, Mr Byrne tucked into about a dozen prawns, crabs and crustaceans in front of the cameras at a Moreton Bay fishery, about 30 kilometres from Brisbane.

"As part of being good citizens, good Queenslanders, get out there and start eating prawns, get out there and start eating bugs," Mr Byrne said.

"There is no human health problem associated with consuming seafood out of Moreton Bay.

"Rather than getting the collar wobbles about this and the wrong impression, go out and buy seafood."

Mr Byrne's plea comes after the Queensland Government activated a three-month biosecurity zone to control the spread of the disease after it was found in prawns stocks in Moreton Bay.

The zone stretches from Caloundra to the New South Wales border, with restrictions on what catches can leave the area.

The biosecurity zone was supported by Prime Minister Malcolm Turnbull, who said the industry had no choice despite the affect on customers.

"This has been a breach, if you like, of the system," Mr Turnbull said.

"People have done the wrong thing so we are dealing with it, and of course we have to react to it, and we have to deal with outbreak, respond, fix it."

RELATED STORY: 'We can't stop it': White spot prawn virus now in Moreton Bay

MAP: Redcliffe 4020

Biosecurity action plan:

- Restrictions will apply to all prawns and other crustaceans taken from within the Moreton Bay movement control zone
- Green prawns and other uncooked crustaceans caught within the zone will not be permitted to be moved outside the zone either on sea or land
- Cooked crustacean product will be permitted to leave the zone
- The restrictions do not apply to fish caught within the zone

What is white spot virus?



White spot disease in prawns is highly contagious, lethal to crustaceans and has reduced prawn farm productivity by up to 40 per cent overseas.

Department of the Premier and Cabinet

Document Number: 19/49117

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for the Arts

Financial Year: 2016/2017

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Brett Murphy, Advancer (6068021)	Stakeholder Meeting Working Meal Rockhampton 30 Jan 2017	\$418.20
APPROVAL TOTAL: (GST inclusive)		\$418.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature 

Name (please print) Hon. Annastacia Palaszczuk MP Date: 06/03/2017


PREPARED BY: , Executive Manager Date: 06/03/2017

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: 

Date: 12/5/17 12/5/17

• Claims for Travel - See Overleaf

PREMIERS

30/01/17

HOST: Hon Anastacia Palaszczuk MP

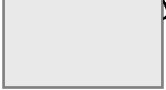
GUESTS: 2 x Ministerial staff; 9 x eternal

COST: \$418.20/12 = \$34.85 per person

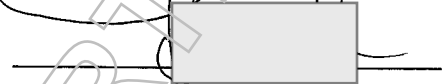
REASON: Stakeholder dinner meeting on 30 January 2017 at the Criterion Hotel Rockhampton.

Voucher and certificate are correct.

Please approve



APPROVED/NOT APPROVED



Released under RTI - DPC

MINISTERIAL SERVICES
- 9 MAY 2017
RECEIVED

VFI
 THE CRITERION HOTEL
 150 QUAY STREET
 ROCKHAMPTON 4700
 0749227225
 BOO
 Australia

MID 003877479
 TSP 100167513219
 TIME 30JAN17 21:32
 TRAN 003660 CREDIT
 Visa Credit
 Visa 1
 CARD 4101
 RID A000000003
 PIX 1010
 TVR 0080048000
 TSI F800
 TC 5AC9E1F36173C598
 AUTH 335460

PURCHASE AUD418.20

TOTAL AUD418.20

(000) APPROVED

1300700226
 CUSTOMER COPY

The Criterion Hotel
 Rockhampton Queensland
 Australia
 ABN 29009346840

TAX INVOICE

Table 503

Soft Drink 265ml	\$12.00
4 @ \$3.00	
Juice 15oz	\$4.00
L.L.B. 15oz	\$3.70
Squealing Pig	\$14.00
2 @ \$7.90	
Ginger Beer	\$9.00
2 @ \$4.50	
Carlton Mid 15oz	\$5.50
Fillet Mignon	\$76.00
2 @ \$38.00	
Carpet Bag	\$42.00
Chicken Kiev	\$48.00
2 @ \$24.00	
Sweet Lip	\$56.00
2 @ \$28.00	
Beef Lasagne	\$16.00
Reef & Beef	\$42.00
400 Gram Rump	\$28.00
Rib Fillet	\$37.00

Ref: CRITERION30/1/17

Date:09.05.2017

530007	4205001	PG	\$34.85
1-0-Stkholder mtg 30/1/17 Criterion ROK Palaszczuk			
530007	4205002	PG	\$69.70
2-0-Stkholder mtg 30/1/17 Criterion ROK Staff Prem			
530009	4205001	PN	\$313.65
0-9-Stkholder mtg 30/1/17 Criterion ROK Palaszczuk			
			<u>\$418.20</u>

**Stkholder mtg 30/1/17 Criterion ROK Palaszczuk

VFI
THE CRITERION HOTEL
150 QUAY STREET
ROCKHAMPTON 4700
0749227226
B00
Australia

MID 003877479
TSP 100167513219
TIME 30JAN17 21:32
TRAN 003660 CREDIT
Visa Credit
Visa 1
CARD4101
RID A000000003
PIX 1010
TVR 0060048000
TSI F800
TC 5AC9E1F36173C598
AUTH 335460

PURCHASE AUD418.20

TOTAL AUD418.20

(000) APPROVED

1300700226
CUSTOMER COPY

The Criterion Hotel
Rockhampton Queensland
Australia
ABN 29009346840

TAX INVOICE

Table 503

Soft Drink 285ml	\$12.00
4 @ \$3.00	
Juice 15oz	\$4.00
L.L.B. 15oz	\$3.70
Squealing Pig	\$14.00
2 @ \$7.00	
Ginger Beer	\$9.00
2 @ \$4.50	
Carlton Mid 15oz	\$5.50
Fillet Mignon	\$76.00
2 @ \$38.00	
Carpet Bag	\$42.00
Chicken Kiev	\$48.00
2 @ \$24.00	
Sweet Lip	\$56.00
2 @ \$28.00	
Beef Lasagne	\$16.00
Reef & Beef	\$42.00
400 Gram Rump	\$28.00
Rib Fillet	\$37.00
250 Gram Rump	\$25.00
Subtotal	\$418.20
ETFPS	\$418.20
Change	\$0.00
Including GST	\$38.02

Public Bar
Alanah
30-JAN-2017
21:33PM

Room #

Print Name:

Signature:

Thank You for choosing the Criterion.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Premier and Minister for the Arts DATE OF FUNCTION: 30 January 2017

VENUE: The Criterion Hotel, 150 Quay Street, Rockhampton COST OF FUNCTION \$418.20 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :



Dinner meeting with Rockhampton Stakeholders

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Annastacia Palaszczuk, Premier and Minister for the Arts	1
Kirby Anderson, DCOS – Communications and Engagement, Director, GMU	1
Brett Murphy, Advancer	1
The Morning Bulletin	1
Friends of the Rockhampton Art Gallery	1
Capricorn Animal Aid	1
The Rockhampton Men's Shed Inc.	1
Islamic Society of Central QLD	1
Central Queensland Community Legal Centre	1
Warripari Scout Group	1
CQ Community Suicide Prevention Network	1
Gracemere Industry Inc	1

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date</p> <p>(If claimant is Minister, this signature will suffice for Expenditure approval)</p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p></p> <p>Signature of Minister 09/04/2017 Date</p>
---	---

Subject: Dinner with Morning Bulletin Community Members
Location: Venue: The Cri, 150 Quay Street, Rockhampton City

Start: Mon 30/01/2017 7:30 PM
End: Mon 30/01/2017 9:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Annastacia Palaszczuk
Required Attendees: Jeffrey Sullivan; Premier Security; @Premiers Media; Mark Biddulph; Peter Nibbs; External - Inala Electorate Office; Carmen Meshios
Optional Attendees: Kerryn Manifold; Kirby Anderson; Adrian Andrews; Susan McGrady; Brett Murphy; Dou Ribu

Categories: Event

Released under RTI/DPC



Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

KPMG
PO BOX 223
BRISBANE QLD 4001

TAX INVOICE

Invoice Date 31.03.2016
Invoice No. 1800001445
Customer No. 20012168
Due Date 30.04.2016
Amount Due \$2,464.00
Customer Ref P LOW

Contact Details

International +61 7 3405 0985
Contact Accounts Receivable Officer
Phone 07 3003 3069
Email [redacted]@premiers.qld.gov.au

Additional Information:

Attn: Paul Low
Ph: 3233 9771

Payment Terms: Within 30 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Recover dinner with M Barnes P/Hse 21/02/16	2,240.00	224.00	2,464.00
<i>Paid 18/05/16 100016829</i>				
TOTAL		2,240.00	224.00	2,464.00

Total Amount Payable excl GST \$ 2,240.00
GST Amount Payable \$ 224.00
Total Amount Payable incl GST \$ 2,464.00

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002
Email: msbfinance@premiers.qld.gov.au



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided. Deposit details are to be forwarded via one of the following methods:

Email msbfinance@premiers.qld.gov.au
BSB/Account 064-013 10005664
Reference Number 1800001445

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <http://www.justice.qld.gov.au/dept/privacy.htm>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Department of Premier and Cabinet
Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002
Email: msbfinance@premiers.qld.gov.au

Payment Slip

KPMG
Customer Number 20012168 Due Date 30.04.2016
Invoice Number/Reference 1800001445 1042 Amount Due \$2,464.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	KPMG		
CONTACT OFFICER:	Paul Low	3233 4771	3223-9771
ADDRESS:	plow@kpmg.com.au		
AMOUNT GST EX	\$ 2,240.00	GST:	\$ 224.00 GST INCL: \$ 2,464.00
ACCOUNT:	530007	COST / FUNDS CENTRE	4205141
BUSINESS AREA	4200	TAX CODE:	PG
DETAILS TO APPEAR ON INVOICE	Recover dinner with Melody Barnes at Parliament House 21/02/16 hosted by Hon Jackie Trad MP		
OFFICER REQUESTING DEBIT NOTE	[Redacted]		
CHECKED BY:	[Redacted]	21/03/16	DATE: 21.03.2016
DOCUMENT NUM	181 1445	ENTERED BY:	[Redacted]

Doc. 5
\$2,464.00

Released under RTI



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Infrastructure, Local Govt

Statement to: 29/02/16 Page 1
Account No.: 9577

Invoice Date	Location	Invoice No.	Description	Receipt No.	Quantity	Unit Price	Amount	GST Amount	Amount Including GST
CATERING									
24/02/16	Function Area	957724/02/2016	2 Hr Premium	354	22	27.27	600.00	60.00	660.00
24/02/16	Function Area	957724/02/2016	Two Courses	354	22	70.00	1,540.00	154.00	1,694.00
24/02/16	Function Area	957724/02/2016	Alternate Servs	354	44	2.27	100.00	10.00	110.00
							2,240.00	224.00	2,464.00
			SUB TOTAL (Catering)				2,240.00	224.00	2,464.00

Released under RTI/DPG

Department of the Premier and Cabinet

Document Number: 19/44097

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premiers Office

Financial Year: 2015/16 Urgent payment required by: 1 / 1 / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Queensland Parliamentary Service.	Tea, coffee and juice for 20 at DP's briefing with TIQ	170
APPROVAL TOTAL: (GST inclusive)		\$ 170

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Redacted]

Name (please print) Matt Collins Date: 28/1/15

PREPARED BY: Name (please print) [Redacted] Date: 19/1/16

Phone 3719 7081

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 29/01/16

• Claims for Travel - See Overleaf

Please raise
invoice with
T/Q.

Deter
table
tel or

This was with our
COS - sorry!

Meal Allowance
Schedule on the



Advance
ed

Please complete a
yellow form (expenditure
approved) and have either
the DP or the Chief of Staff,
to approve the form.
Thank you

18/1/16.

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___ Return D

Date	Destination	Breakfast	Lunch	Dinner		
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

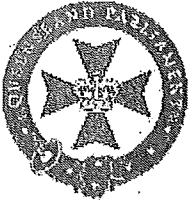
I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
28 JAN 2016
RECEIVED



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 12/11/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a GRAND TOTAL.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

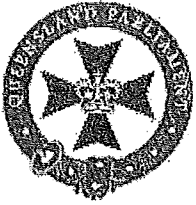
CATERING information includes individual docket details. Information provided in the "Amount Including GST" column is the net amount payable each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

530008 4205013 PG \$90.00 Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
530008 4205013 PF \$80.00 Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
\$170.00



29/01/16



Queensland Parliamentary Service

Office Deputy Premier, Minister for Transport, Infrastructure

Acct No: 9577
Contact: [Redacted]

Statement To:- 30/11/15
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
21/10/15	SI014016	961.00	961.00	0.00
10/11/15	SI014077	5,760.00	5,760.00	0.00
12/11/15	957712/11/2015	170.00		170.00
Statement Total		6,891.00	6,721.00	170.00

EFT PAYMENTS:

BSB 064-013 A/C 10000505 Old Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Office Deputy Premier, Ministe Account No.: 9577
Statement To: 30/11/15 Page 1

Invoice Date	Invoice No.	Balance
21/10/15	SI014016	0.00
10/11/15	SI014077	0.00
12/11/15	957712/11/2015	170.00
Statement Total		170.00

- spoke to [Redacted] TIQ to pay.
- spoke to [Redacted] - MSB following up

Released under [Redacted]

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
170.00	0.00	0.00	0.00	170.00

TOTAL PAYABLE:- 170.00

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier DATE OF FUNCTION: 11/11/15
 VENUE: Parliament COST OF FUNCTION \$ 170 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

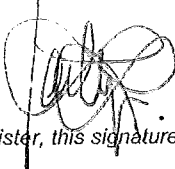
Pre-departure briefing with TIO

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Trade and Investment QLD	20

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date: <u>17/01/16.</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister: _____ Date: _____</p>
--	---

Subject: Pre-departure briefing with TIQ (Lidija)
Location: Bernay's Room

Start: Wed 11/11/2015 4:30 PM
End: Wed 11/11/2015 5:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Jackie Trad
Required Attendees: Lidija Becejac; Mark Bellaver; 'andrew.tulloch@tiq.qld.gov.au'; External - Gayle O'Brien

Categories: Meeting

Andrew Tulloch and Gayle O'Brien will be briefing the DP for the trade mission Latest Itinerary

Per Lidija - TIQ ordered tea & coffee & Juice for 20 through Parliament catering – \$170 on DP's parl statement 9577 30/11/15 – sent to MSB to invoice TIQ



DP Program -
Indon_Sing_Indi...

Released under RTI - DPC

Hi [redacted]

The admin delegation form was sent down to MSB this morning.

The contact in TIQ is [redacted] and she can be contacted on [redacted]@tiq.qld.gov.au or 3514 3133.

Thanks



**Queensland
Government**

[redacted]

Assistant Departmental Liaison Officer

Office of the Hon. Jackie Trad MP

Deputy Premier, Minister for Infrastructure,
Local Government and Planning and Minister for Trade

P 07 3719 7081

Executive Building 100 George Street Brisbane QLD 4000
PO Box 15009 City East QLD 4002

Released under RTI - DPC

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:		Trade & Investment Queensland	
CONTACT OFFICER:		07 3514 3133	
ADDRESS:	Email Tax Invoice to: [redacted]@tiq.qld.gov.au PO Box 12400, George Street, Brisbane, QLD 4003.		
AMOUNT GST E \$	161.82	GST: \$ 8.18	GST INCL: \$ 170.00
ACCOUNT:	530008	COST / FUNDS CENTRE:	420501
BUSINESS AREA:	4200	TAX CODE:	See Attached
DETAILS TO APPEAR ON INVOICE	Recoup catering cost through Parliament Catering on 11/17/15. PG = \$90.00 & PF = \$80.00		
OFFICER REQUESTING DEBIT NOTE:	[redacted]	DATE:	29.01.2016
CHECKED BY:	[redacted]	ENTERED BY:	[redacted]
DOCUMENT NUM 18/	[redacted]		

Debit Note Request Form spreadsheet - Trade & Investment QLD (Tab)

530008	420501	PG	\$90.00	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
530008	420501	PF	\$80.00	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
			<u>\$170.00</u>	



Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

TAX INVOICE

Invoice Date 29.01.2016
Invoice No. 1800001426
Customer No. 21001018
Due Date 28.02.2016
Amount Due \$170.00

TRADE AND INVESTMENT QUEENSLAND
PO BOX 12400
GEORGE ST QLD 4003

Contact Details
International +61 7 3405 0970
Contact Accounts Receivable Officer
Phone 07 3003 9069

Additional Information:

Contact:
Ph: 07 3514 3133

*Paid 23/02/16
10/16691
N.S.*

Payment Terms: Within 30 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Pr	81.82	8.18	90.00
0002	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Pr	80.00	0.00	80.00
TOTAL		161.82	8.18	170.00

Total Amount Payable excl GST \$ 161.82
GST Amount Payable \$ 8.18
Total Amount Payable incl GST \$ 170.00

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided.

BSB/Account 064-013 10005664
Reference Number 1800001426

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <http://www.justice.qld.gov.au/dept/privacy.htm>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002

Payment Slip

TRADE AND INVESTMENT QUEENSLAND
Customer Number 21001018
Invoice Number/Reference 1800001426 1042

Due Date 28.02.2016
Amount Due \$170.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:		Trade & Investment Queensland	
CONTACT OFFICER:		07 3514 3133	
ADDRESS:		Email Tax Invoice to: @tiq.qld.gov.au PO Box 12406, George Street, Brisbane, QLD 4003.	
AMOUNT GST EX \$	161.82	GST:	\$ 8.18
		GST INCL:	\$ 170.00
ACCOUNT:	530008	COST / FUNDS CENTRE:	420501
BUSINESS AREA:	4200	TAX CODE:	See Attached
DETAILS TO APPEAR ON INVOICE	Recoup catering cost through Parliament Catering on 11/11/15. PG = \$90.00 & PF = \$80.00		
OFFICER REQUESTING DEBIT NOTE:	Patricia Regan		
CHECKED BY:	29.01.16	DATE:	29.01.2016
DOCUMENT NUMBER	181426	ENTERED BY:	

Debit Note Request Form spreadsheet - Trade & Investment QLD (Tab)

530008	420501	PG	\$90.00	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
530008	420501	PF	\$80.00	Pre-Depart brief with TIQ 11/11/15 P/Hse Trad D/Prem D/N
			<u>\$170.00</u>	

Parliamentary - DPC



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 12/11/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a GRAND TOTAL.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Old Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable...

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Subject: Pre-departure briefing with TIQ (Lidija)
Location: Bernay's Room

Start: Wed 11/11/2015 4:30 PM
End: Wed 11/11/2015 5:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Jackie Trad
Required Attendees: Lidija Becejac; Mark Bellaver; 'andrew.tulloch@tiq.qld.gov.au'; External - Gayle O'Brien

Categories: Meeting

Andrew Tulloch and Gayle O'Brien will be briefing the DP for the trade mission Latest Itinerary

Per Lidija - TIQ ordered tea & coffee & Juice for 20 through Parliament catering – \$170 on DP's parl statement 9577 30/11/15 – sent to MSB to invoice TIQ



DP Program -
Indon_Sing_Indi...

Released under RTI - DPC

Hi [redacted]

The admin delegation form was sent down to MSB this morning.

The contact in TIQ is [redacted] and she can be contacted on [redacted] @tiq.qld.gov.au or 3514 3133.

Thanks



Queensland
Government

[redacted]
Assistant Departmental Liaison Officer
Office of the Hon. Jackie Trad MP
Deputy Premier, Minister for Infrastructure,
Local Government and Planning and Minister for Trade

P 07 3719 7081
Executive Building 100 George Street Brisbane QLD 4000
PO Box 15009 City East QLD 4002

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: _____

19/44603

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: TREASURER

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Augustine's on George	Dinner with Chinese Consul-General	397.00
APPROVAL TOTAL: (GST inclusive)		\$397.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

C. Pitt

Name (please print) Hon Curtis Pitt MP

Date: 11/03/16

PREPARED BY: Name (please print) _____

Date: 11/03/16

Phone 3719-7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

15/3/16

15/03/16

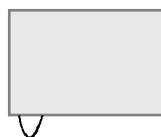
- Claims for Travel - See Overleaf

TREASURER 29/02/16

Host: Curtis Pitt MP
Guests: 1 x staff; 3 x Chinese Consuls
Cost: \$397.00 / 5 = \$79.40 p.p.
Reason: Dinner hosting Chinese Consul-General at Augustine's on George.

Voucher and certificate are correct. Please approve.

OK to pay ✓ 15/3/2016



TOTAL

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:
" An expense has been incurred;
" My travel included an overnight stay;
" I have not previously claimed any meal expenses for the above period;
" The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
" I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services

11 MAR 2016

ACCOUNTING DOCUMENT UPLOAD (NEW)

Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement
 instructions to complete template:

All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc i.e 1234567.89.
 If copying data into template, use Edit, Paste Special, Values.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select, insert Copied Cells. This ensures formatting remains consistent throughout.
 Restrict journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	397.00
Total CR	397.00
Total Variance	-

AP	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	Correspondence Type
AP	HDR	1	1042	29.02.2016	15.03.2016	KR	AUD	1196	Treasurer	9	SSAUPLOAD	Assignment
AP	ITM	1	GL Account	CostCentre	ProfitCentre	InternalOrder	V/b5/Elem.	TaxCode	Amount	D7Cr	ItemText	Vendor/Cust
GL	ITM	1	530007	4205151	4200		PG		397.00	CR	**Chinese Consul dinner 29/2/16 Augustines Pitt	6007788
GL	ITM	1	530007	4205152			PG		79.40	DR	1-0-Chinese Consuls 29/2/16 Augustines Pitt Treas	
GL	ITM	1	530009	4205151			PN		79.40	DR	1-0-Chinese Consuls 29/2/16 Augustines Staff Treas	
GL	ITM	1	530009	4205151			PN		238.20	DR	0-3-Chinese Consuls 29/2/16 Augustines Pitt Treas	



Augustine's on George | 40 George Street, Brisbane QLD 4000 | phone 07 3229 0014
ABN: 15 483 523 302
info@augustines.com.au www.augustines.com.au

Client Office of the Treasurer
Qld Government

Date of Account : 29-2-2016	Invoice No. 1196	Total including GST \$397.00
Account Due Now -	\$397.00	

We thank you for your business.
If you have any queries with regard to this account please contact Judy Tso.
We kindly request payment within 7 days of the date of the account. Payment can be made by credit card, corporate cheque or direct debit.

Payment Methods:

1. Pay by cheque. Account payable to "A & J Tso".
2. EFT Transfer. Account payable to:
CBA Mary Street Branch, Brisbane
Account Name - A & J Tso
BSB Number - 06 4011
Account Number - 0012 5923
3. Pay by Credit Card over the phone, call 3221 9365

Remittance Advice (Please return this portion with payment)

Client Name: _____ Invoice Number: _____
Net Amount Paid _____ Date: ___/___/___

Payment Method: (Please tick one)

- Cheque
 EFT Transfer
 Credit Card - VISA, Mastercard, American Express (Please circle)
Cardholder Name: _____
Card Number: _____
Date of Expiry: ___/___

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Treasury DATE OF FUNCTION: 29/02/2016
 VENUE: Augustines COST OF FUNCTION \$ 397 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Dinner hosting Chinese Consul-General

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Chinese Consul-General, Dr Zhou	3
- Consul Zhang Chao	
- Vice Consul Ding	
Treasurer	2
- Jason Humphreys	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____ (If claimant is Minister, this signature will suffice for Expenditure approval)</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;"><i>Curtis</i></p> <p>Signature of Minister _____ Date _____ 11/03/2016</p>

Department of the Premier and Cabinet

Document Number: 19/45081

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premiers Office

Financial Year: 2015/16 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Queensland Parliamentary Service	Retiring Mayors and Councillors Event	3600
APPROVAL TOTAL: (GST inclusive)		\$ 3600

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Jackie Trad Date: _____

PREPARED BY: Name (please print) _____ Date: 26/4/16

Phone 3719 7081

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 29/4/16 29/4/16

- Claims for Travel - See Overleaf

MSB - Invoice will be paid by Department of Infrastructure, Local Government and Planning.

Please send invoice to Director General's office:

[Redacted]

[Redacted]@dilgp.qld.gov.au

3452 6965

[Redacted]

OK to PM

[Redacted]

29/4/16

Released under RTI - DPC

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. An expense has been incurred;
- .. My travel included an overnight stay;
- .. I have not previously claimed any meal expenses for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Ministerial Services Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

27 APR 2016
RECEIVED

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier **DATE OF FUNCTION:** _____
VENUE: Parliament **COST OF FUNCTION \$** _____ (GST inclusive)
ENTERTAINMENT Type: Entertainment Working Meal

Description of event :
Retiring Mayors and Councillors Event

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
See next page	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  Signature of Claimant: <small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small> </div> <div style="text-align: center;"> <u>27/04/16</u> Date </div> </div>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">  Signature of Minister </div> <div style="text-align: center;"> Date </div> </div>
--	---



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Infrastructure, Local Govt

Statement to: 31/03/16 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a GRAND TOTAL.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Handwritten notes: 530008/420514 RG \$3600.00
CATERING MAYORS & COUNCILLORS EVENT 16/3/16 P/HSE TRAD P/P ✓



Queensland Parliamentary Service



Office Deputy Premier, Minister for Infrastructure, Local Govt

Acct No: 9577
Contact: [Redacted]

EFT PAYMENTS:
BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158
CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Statement To:- 31/03/16
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Office Deputy Premier, Minister Account No.: 9577
Statement To:- 31/03/16 Page 1

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
24/02/16	957724/02/2016	2,464.00	2,464.00	0.00
16/03/16	957716/03/2016	3,600.00		3,600.00
Statement Total		6,064.00	2,464.00	3,600.00

Invoice Date	Invoice No.	Balance
24/02/16	957724/02/2016	0.00
16/03/16	957716/03/2016	3,600.00
Statement Total		3,600.00

Released under [Redacted]

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
3,600.00	0.00	0.00	0.00	3,600.00

TOTAL PAYABLE:- 3,600.00

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	DILGP		
CONTACT OFFICER:		3452 6965	
ADDRESS:		@dilgp.qld.gov.au	
AMOUNT GST EX	\$ 3,272.73	GST: \$ 327.27	GST INCL: \$ 3,600.00 ✓
ACCOUNT:	53000	COST / FUNDS CENTRE	4205141 ✓
BUSINESS AREA	4200	TAX CODE:	PG ✓
DETAILS TO APPEAR ON INVOICE	Recover Event for Retiring Mayors and Councillors 16/03/16 hosted by Hon Jackie Trad MP ✓		
OFFICER REQUESTING DEBIT NOTE:			
CHECKED BY:		29/4/16	DATE: 29.04.2016
DOCUMENT NUM	18/	ENTERED BY:	

Released under the
Official Information Act

Name	Company	Title	RSVP
Donna Stewart	Balonne Shire Council	Mayor	Yes
Kim Flessner	Brisbane City Council	Councillor	Yes
Helen Abrahams	Brisbane City Council	Councillor	Yes
Tony (Anthony) Ricciardi	Bundaberg Regional Council	Councillor	Yes
Danny Rowleson	Bundaberg Regional Council	Councillor	Yes
Joyce Zahner	Carpentaria Shire Council	Councillor	Yes
Merle Johnson	Carpentaria Shire Council	Councillor	Yes
Peter Maguire	Central Highlands Regional Council	Mayor	Yes
Jan Grew	Council of the City of Gold Coast	Councillor	Yes
Chris Robbins	Council of the City of Gold Coast	Councillor	Yes
Margaret Grummitt	Council of the City of Gold Coast	Councillor	Yes
Ian Petersen	Gympie Regional Council	Councillor	Yes
Victor Attwood	Ipswich City Council	Deputy Mayor	Yes
Pam Parker	Logan City Council	Mayor	Yes
Dave (David) Perkins	Mackay Regional Council	Councillor	Yes
Bob (Robert) Millar	Moreton Bay Regional Council	Councillor	Yes
Gary Parsons	Moreton Bay Regional Council	Councillor	Yes
Brian Battersby	Moreton Bay Regional Council	Councillor	Yes
Denise Ingram	Southern Downs Regional Council	Councillor	Yes
Chris (Christopher) Thompson	Sunshine Coast Regional Council	Deputy Mayor	Yes
Ros (Roslyn) Scothey	Toowoomba Regional Council	Councillor	Yes
Mal (Malcolm) Forman	Bundaberg Regional Council	Mayor	Yes
John Gouldson	Toowoomba Regional Council	Councillor	Yes
Sue Englart	Toowoomba Regional Council	Councillor	Yes
Bruce Casos	Ipswich City Council	Councillor	Yes
Lex Bell	Council of the City of Gold Coast	Councillor	Yes
Trevor McDonald	Fraser Coast Regional Council	Councillor	Yes
Bob Abbot	Noosa Shire Council	Deputy Mayor	Yes

Name	Title	Organisation
Allan Sutherland	Mayor	Moreton Bay Regional Council
Corinne Mulholland	Executive Officer	Moreton Bay Regional Council
Stephan Bohnen	Principal Advisor - Intergovernmental Relations	LGAQ
Josh O'Keefe	Team Leader - Intergovernmental Relations	LGAQ
Tony Goode	Workforce Executive	LGAQ
Luke Hannan	Manager Planning, Development and Environment	LGAQ
Simone Talbot	Manager - Advocacy Infrastructure, Economics and Regional Development	LGAQ
Greg Hallam	CEO	LGAQ
Hon. Jackie Trad	Deputy Premier	
Frankie Carroll	Director General	DILGP
Erin Fentiman	Advisor	DPO
Emily Brogan	Advisor	DPO
Darren Crombie	Deputy Director-General, Infrastructure Policy and Planning	DILGP
Greg Chemello	General Manager, Economic Development Queensland	DILGP
Jennifer Howard	Assistant Minister - Local Government	
Brendan Moon	A/CEO	QRA
Greg Hoffman	General Manager	LGAQ

Released



**Queensland
Government**

Department of Premier and Cabinet
- Ministerial Services

Level 1, Executive Building
100 George Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

TAX INVOICE

Invoice Date 29.04.2016
Invoice No. 1800001451
Customer No. 20000738
Due Date 29.05.2016
Amount Due \$3,600.00

DEPARTMENT OF INFRASTRUCTURE LOCAL
GOVERNMENT AND PLANNING
PO BOX 15009
CITY EAST QLD 4002

Contact Details
International +61 7 3405 0985
Contact Accounts Receivable Officer
Phone 07 3003 3069

Additional Information:

Attention:
Ph: 3452 6965

Paid 13/10/16

Payment Terms: Within 30 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Function for Retiring Mayors & Councillors 16/3/16 hosted by Hon Jackie Trad MP	3,272.73	327.27	3,600.00
TOTAL		3,272.73	327.27	3,600.00

Total Amount Payable excl GST \$ 3,272.73
GST Amount Payable \$ 327.27
Total Amount Payable incl GST \$ 3,600.00

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002
Email: msbfinance@premiers.qld.gov.au



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided.

Deposit details are to be forwarded via one of the following methods:

Email msbfinance@premiers.qld.gov.au
BSB/Account 064-013 10005664
Reference Number 1800001451

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <http://www.justice.qld.gov.au/dept/privacy.htm>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Department of Premier and Cabinet
Ministerial Services

PO Box 15185
CITY EAST, QLD, 4002
Email: msbfinance@premiers.qld.gov.au

Payment Slip

DEPARTMENT OF INFRASTRUCTURE LOCAL GOVERNMENT AND PLANNING

Customer Number 20000738
Invoice Number/Reference 1800001451 1042

Due Date 29.05.2016
Amount Due \$3,600.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	DILGP		
CONTACT OFFICER:			3452 6965
ADDRESS:			@dilgp.qld.gov.au
AMOUNT GST EX	\$ 3,272.73	GST:	\$ 327.27 GST INCL: \$ 3,600.00
ACCOUNT:	530002	COST / FUNDS CENTRE	4205141
BUSINESS AREA	4200	TAX CODE:	PG
DETAILS TO APPEAR ON INVOICE	Recover Event for Retiring Mayors and Councillors 16/03/16 hosted by Hon Jackie Trad MP		
OFFICER REQUESTING DEBIT NOTE:			
CHECKED BY:		29/4/16	DATE: 29.04.2016
DOCUMENT NUM	18/ 1451	ENTERED BY:	

Released under

MSB - Invoice will be paid by Department of Infrastructure, Local Government and Planning.

Please send invoice to Director General's office:

[Redacted]

[Redacted]@dilgp.qld.gov.au

3452 6965

[Redacted]

OK TO PAY

[Redacted]

29/4/16.

Released under RTI - DPC



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Infrastructure, Local Govt

Statement to: 31/03/16 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a GRAND TOTAL.

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Notes

* GST free + Outside the scope of GST

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Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Name	Company	Title	RSVP
Donna Stewart	Balonne Shire Council	Mayor	Yes
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Helen Abrahams	Brisbane City Council	Councillor	Yes
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Danny Rowleson	Bundaberg Regional Council	Councillor	Yes
Joyce Zahner	Carpentaria Shire Council	Councillor	Yes
Merle Johnson	Carpentaria Shire Council	Councillor	Yes
Peter Maguire	Central Highlands Regional Council	Mayor	Yes
Jan Grew	Council of the City of Gold Coast	Councillor	Yes
Chris Robbins	Council of the City of Gold Coast	Councillor	Yes
Margaret Grummitt	Council of the City of Gold Coast	Councillor	Yes
Ian Petersen	Gympie Regional Council	Councillor	Yes
Victor Attwood	Ipswich City Council	Deputy Mayor	Yes
Pam Parker	Logan City Council	Mayor	Yes
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Gary Parsons	Moreton Bay Regional Council	Councillor	Yes
Brian Battersby	Moreton Bay Regional Council	Councillor	Yes
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Sue Englart	Toowoomba Regional Council	Councillor	Yes
Bruce Casos	Ipswich City Council	Councillor	Yes
Lex Bell	Council of the City of Gold Coast	Councillor	Yes
Trevor McDonald	Fraser Coast Regional Council	Councillor	Yes
Bob Abbot	Noosa Shire Council	Deputy Mayor	Yes

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Corinne Mulholland	Executive Officer	Moreton Bay Regional Council
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Josh O'Keefe	Team Leader - Intergovernmental Relations	LGAQ
Tony Goode	Workforce Executive	LGAQ
Luke Hannan	Manager Planning, Development and Environment	LGAQ
Simone Talbot	Manager - Advocacy	LGAQ
Greg Hallam	Infrastructure, Economics and Regional Development	LGAQ
Hon. Jackie Trad	Deputy Premier	
Frankie Carroll	Director General	DILGP
Erin Fentiman	Advisor	DPO
Emily Brogan	Advisor	DPO
Darren Crombie	Deputy Director-General, Infrastructure Policy and Planning	DILGP
Greg Chemello	General Manager, Economic Development Queensland	DILGP
Jennifer Howard	Assistant Minister - Local Government	
Brendan Moon	A/CEO	QRA
Greg Hoffman	General Manager	LGAQ

Released

Document Number: 19/45136

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: TREASURER

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
	Reimbursement of working meal	58.22
APPROVAL TOTAL: (GST inclusive)		\$58.22

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Curt Pitt

Name (please print) Hon Curtis Pitt MP

Date: 04/05/16

PREPARED BY: Name (please print) _____

Date: 04/05/16

Phone 3719-7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|--|--|
| <ul style="list-style-type: none"> * approved by competent authority; * verification of goods supplied/services rendered; * price or rate of charge correct; * discounts/allowances correct; | <ul style="list-style-type: none"> * arithmetically correct; * not previously paid; * invoices/requisitions attached; and * expenditure is recorded against the correct codes. |
|--|--|

Signature: _____

Date: _____

11/5/16

- Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Chris
 OK to pay? ✓
 [Redacted]
 600 ✓ 11/15

	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL			

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ :___:___ Return Date & Time: ___/___/___ :___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Pick-Up
PAID

98421

Phone 1300-DOMINOS

5/3/2016
Print At 21 PM

6:30 PM

Pick-Up
PAID

98421

Phone 1300-DOMINOS

5/3/2016
Print 6:21 PM
Order 161

6:30 PM

CSR Christian S

TIMED * TIMED

This Dominos Pizza outlet is
owned and operated by
Dominos Pizza Enterprises Limited
ABN : 16 010 489 326
TAX Invoice
ABN: 16 010 489 326
Tax Invoice

INTERNET PREPAID

1 L CLASS Godfather
(Godfather)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$6.48

1 L CLASS Db1 Bcn Chs Burg
(Db1 Bcn Chs Burg)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$6.48

1 L CLASS Supreme
(Supreme)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$6.48

1 L CLASS BBQ Meatlovers
(BBQ Meatlovers)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$6.48

1 L CLASS Peri Peri Beef
(Peri Peri Beef)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$6.48

1 L CLASS Pepperoni
(Pepperoni)
Extra Cheese
Extra Pepperoni
1 Pizza(s) @ \$12.95 \$12.95
2 Toppings \$4.00
Other -\$7.95

1 L CLASS Pepperoni
(Pepperoni)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$7.95

1 L CLASS The Deluxe
(The Deluxe)
1 Pizza(s) @ \$12.95 \$12.95
Other -\$8.98

2 BRD GARLIC \$7.90

Sub Total \$52.92
Tax 1 \$5.30
Tax 2 \$0.00

Total \$58.22

Credit Card 5914 \$58.22

Amount Tendered \$58.22

Balance Due \$0.00

530008/4205151 PG \$ 832 1-0 Pitt

530008/4205152 PG \$49.90 6-0 Staff

\$58.22

** Working ML 3/5/16 In/Hse Treasurer ✓

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: TREASURER

DATE OF FUNCTION: 3 MAY 2016

VENUE: OFFICE

COST OF FUNCTION \$58.22 (GST inclusive)

ENTERTAINMENT Type: Entertainment

Working Meal

Description of event :

Working meal for staff working back late

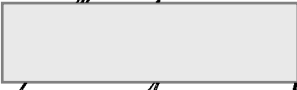

OIC 10/11/16 11/5

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Treasurer's Office Staff	7

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date 4/5/16</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p></p> <p>Signature of Minister Date 03/05/2016</p>
--	--

Document Number: 19/45584

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: TREASURER

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
	Reimbursement of working meal 13 June 2016.	117.77
APPROVAL TOTAL: (GST inclusive)		\$117.77

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature Curt Pitt

Name (please print) Hon Curtis Pitt MP Date: 13.06.16

PREPARED BY: Name (please print) [Redacted] Date: 13.06.16

Phone 3719-7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted] [Redacted]

Date: 16.6.16 17/6/16

• Claims for Travel - See Overleaf

Please print on yellow paper

TREASURER 13.06.2016

Attendee's: 7 x staff

Cost: \$117.77 / 7 = \$16.82 p.p.

Reason: Working meals - staff working late to prepare budget packs in-house 13.06.2016

Voucher & certificate are correct

Please approve

[Signature] 16.6.16

APPROVED / NOT APPROVED [Signature] 16/6/16

TOTAL						

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. An expense has been incurred;
- .. My travel included an overnight stay;
- .. I have not previously claimed any meal expenses for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
16 JUN 2016
RECEIVED

[Print](#)

[Close](#)

Your order confirmation - EatNow Order ID: 7062947

From: **EatNow** (noreply@mail.eatnow.com.au)
 Sent: Monday, 13 June 2016 6:59:29 PM
 To: [redacted]@hotmail.com

Dear [redacted],

Thank you for your order at **To Be Thai - Newfarm**. Once your order is confirmed with the restaurant you will receive an SMS advising you of the estimated time.

If you have any problems or questions regarding your order, please contact the restaurant directly on the details below.

Restaurant: To Be Thai - Newfarm

Address: Shop 1, 92-96 Merthyr Road, New Farm, QLD, 4005

Phone: +61-7-32540636

530008/4208152 PG \$117.77 ✓

7-0-Wkg MI Budget 2016 13/6/16 1/H Staff Treas ✓

**Wkg MIs Budget 2016 13/6/16 1/H Staff Treas ✓

[Print](#)[Close](#)

Your order confirmation - EatNow Order ID: 7062947

From: **EatNow** (noreply@mail.eatnow.com.au)

Sent: Monday, 13 June 2016 6:59:29 PM

To: [REDACTED]@hotmail.com

Dear [REDACTED],

Thank you for your order at **To Be Thai - Newfarm**. Once your order is confirmed with the restaurant you will receive an SMS advising you of the estimated time.

If you have any problems or questions regarding your order, please contact the restaurant directly on the details below.

Restaurant: To Be Thai - Newfarm

Address: Shop 1, 92-96 Merthyr Road, New Farm, QLD, 4005

Phone: +61-7-32540636

Order Details: 7062947 Order Confirmation

Your order is for: **Delivery**

Requested for: **Delivery - ASAP please!**

Your contact number: Delivery To: **100 George Street, Brisbane Qld 4000, BRISBANE, QLD, 4000**Order Date: **13/06/2016**Payment type selected: **Credit Card**

Item	QTY	Unit Price	Total
Tasty Entrees	2	\$ 7.00	\$ 14.00
Spring Rolls (4 Pcs)			
Authentic Thai Curries	1	\$ 14.90	\$ 14.90
Beef Massaman Curry (mild)			
Authentic Thai Curries	2	\$ 14.90	\$ 29.80
Green Curry Pork			
Authentic Thai Curries	1	\$ 14.90	\$ 14.90
Red Curry Chicken			
Authentic Thai Curries	1	\$ 14.90	\$ 14.90
Green Curry Chicken			

Authentic Thai Curries	1	\$ 14.90	\$ 14.90
------------------------	---	----------	----------

Green Curry
Chicken

Thai Style Salad	1	\$ 14.90	\$ 14.90.
------------------	---	----------	-----------

Beef Salad

Rice	2	\$ 3.50	\$ 7.00
------	---	---------	---------

Steamed Rice
Large

10% off first order	- \$ 12.53
---------------------	------------

Delivery Fee:	\$ 5.00
----------------------	----------------

Total Order Amount:	\$ 117.77
----------------------------	------------------

Comments for Restaurant:

Please call when arriving out the front of building and we will come down to collect.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: TREASURER'S DATE OF FUNCTION: 13 JUNE 2016
 VENUE: TO BE THAI COST OF FUNCTION \$ 117.77 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

WORKING MEAL FOR STAFF WORKING LATE PUTTING BUDGET PACKS TOGETHER

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

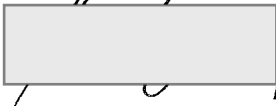

Organisation of Participants	Number of Participants
TREASURER'S STAFF	7

*Attach additional page if necessary

530008/4205152 PE \$117.77

CERTIFICATION AND APPROVAL

** Working meals 13/06/16 To Be Thai

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>13/6/16</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p> Date <u>13/06/16</u></p> <p>Signature of Minister</p>
---	--

Department of the Premier and Cabinet

Document Number: 19/46009

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: TreasuryFinancial Year: 2016 - Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Adolpha Chang	Budget Staff Dinner	666.50
APPROVAL TOTAL: (GST inclusive)		\$ 666.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature CulittName (please print) Hon Curtis Pitt MP Date: 07/07/2016PREPARED BY: Name (please print) Date: 07/07/16Phone 3719 7216**MINISTERIAL SERVICES OFFICER:**

I certify that:

- | | |
|--|--|
| <ul style="list-style-type: none"> * approved by competent authority; * verification of goods supplied/services rendered; * price or rate of charge correct; * discounts/allowances correct; | <ul style="list-style-type: none"> * arithmetically correct; * not previously paid; * invoices/requisitions attached; and * expenditure is recorded against the correct codes. |
|--|--|

Signature: Date: 07/07/16 07/07/16

- Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " An expense has been incurred;
- " My travel included an overnight stay;
- " I have not previously claimed any meal expenses for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

11 JUL 2016

ACCOUNTING DOCUMENT UPLOAD (NEW)
 Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement.
 Instructions to complete template:

All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc i.e. 1234567.89.
 If copying data into template, use Edit, Paste Special, Values.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire Row. Then select Insert Copied Cells. This ensures formatting remains consistent throughout.
 Restrict journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial regulations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	666.50
Total CR	666.50
Total Variance	--

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
HDR	1042	07.07.2016	22.07.2016	KR	AUD	Wrgm06/07/16	Treasurer	1	SSAUPLOAD	Assignment
ITM	539007	4206151	4200	InternalOrder	WrgsEnment	TaxCode	Amount	Dr/Cr	ItemText	Vendor/Cust
ITM	539007	4206151	4200	InternalOrder	WrgsEnment	TaxCode	666.50	CR	Wrgg Meal 06/07/16 Banyan Tree Pitt Treas	6140138
ITM	539007	4206152	4200	InternalOrder	WrgsEnment	TaxCode	44.43	DR	Wrgg Meal 06/07/16 Banyan Tree Pitt Treas	
ITM	539007	4206151	4200	InternalOrder	WrgsEnment	TaxCode	298.30	DR	Wrgg Meal 06/07/16 Banyan Tree Staff Treas	
ITM	539007	4206151	4200	InternalOrder	WrgsEnment	TaxCode	222.17	DR	Wrgg Meal 06/07/16 MY Banyan Treasury Treas	

Checked: [Redacted] 22/07/16

Released under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Treasury DATE OF FUNCTION: 06/07/16
 VENUE: My Banyan Tree COST OF FUNCTION \$ 666.50 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

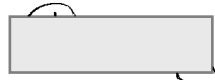
Description of event : Budget Staff Dinner
This is a working meal in preparation & review of the STATE BUDGET.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Treasurer's Staff	10
Treasury Staff	5

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>7/7/16</u> <small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister <u>Curtitt</u> Date <u>07/07/2016</u></p>
--	--

OFFICE APPROVED
IN HOUSE in future



ANZ CUSTOMER COPY

MY BANYAN TREE PTY L

4/9 DOGGETT STREET
FORTITUDE VALLEY QLD

TERMINAL ID 08184358201

VISA (C) CR
4502

PUR AID \$666.50

Visa Credit

AID A0000000031010

TUR 0000000000

APSN 03 P00002 ATC 0103

APPROVED AUTH: 445693

STAN: 016028

06/07/16 22:04

EFTPOS FROM ANZ

THANK YOU
FOR YOUR CUSTOM

PLEASE RETAIN FOR YOUR RECORD

MY BANYAN TREE

HAUTE INDIAN CUISINE

PH:3358 4009 FAX:3358 30009

4/9 DOGGETT STREET, FORTITUDE VALLEY

BRISBANE 4006

mybanyantree.com.au

bakshi.muskaan@gmail.com

ABN:35 159 960 695

TABLE

45

MURHG METHI CHAMAN	\$22.50
8 X \$4.50	
EXTRA RICE	\$36.00
5 X \$4.50	
PLAIN NAAN	\$22.50
2 X \$22.50	
MAKHNI CHOOZE	\$45.00
4 X \$34.00	
BANQUET 2	\$136.00
2 X \$22.50	
CHICKEN TIKKA MASALA	\$45.00
3 X \$5.50	
GARLIC NAAN	\$16.50
SHABNUM ASPARAGUS	\$19.50
2 X \$8.50	
GARLIC & CHEESE NAAN	\$17.00
PANIR TIKKA SASHILK	\$13.50
LAMB MIRCHI KORMA	\$22.50
PEA & POTATO SAMOSA	\$10.50
KASHMIRI NAAN	\$6.50
LIME PICKLE	\$4.50
SPINACH/CHEESE NAAN	\$6.50
CRAB SHALLOTS	\$16.50
LAMB SAAGWALLA	\$23.50
TANDOORI PRAWNS	\$16.50
MILGOU KOZI CHETT	\$22.50
LAMB KORMA	\$23.50
PANIR NAAN	\$5.50
CLASSIC MIX ENTREE	\$15.50
LAMB LEMON HARA DHAN	\$23.50
LAMB MADRAS	\$23.50
4 X \$11.50	
LAMB SAMOSA DINE IN	\$46.00
JAMES SQUIRE PALE ALE	\$9.00
SPARKLING WATER	\$6.50
MISC DRINKS	\$10.50

Total \$666.50
GST \$60.59

CLERK 4

EFTPOS \$666.50

Wednesday 06-07-16 21:45:03

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Main Roads DATE OF FUNCTION: 25/11/15
 VENUE: Sofitel Brisbane COST OF FUNCTION \$ 75.00 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event:


White Ribbon Day breakfast

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
<u>Minister Mark Bailey</u>	<u>1</u>

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p style="text-align: center;"></p> <p>Signature of Claimant: <u>26/11/15</u> (If claimant is Minister, this signature will suffice for Expenditure approval) Date</p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;">Signature of Minister Date</p>
---	---

Department of the Premier and Cabinet

Document Number: _____

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Main Roads

Financial Year: 2015/16 Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
DPC I paid by [redacted] [redacted]'s credit card)	White Ribbon Day breakfast 25/11/15 ticket for Minister only	
APPROVAL TOTAL: (GST inclusive)		\$ 75.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
Name (please print) _____ Date: _____

PREPARED BY: Name (please print) [redacted] Date: 13/11/15
Phone 300 39073

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
Date: _____

• Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see Ministerial Intranet)
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ :___ Return Date & Time: ___/___/___ :___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " An expense has been incurred;
- " My travel included an overnight stay;
- " I have not previously claimed any meal expenses for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Department of the Premier and Cabinet

Document Number: _____

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Premier and Minister for the Arts

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
LSQ (Corporate Card)	LSQ – Josh Lerner Breakfast Non-Member ticket Peter Nibbs.	\$77
APPROVAL TOTAL: (GST inclusive)		\$77

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____ ✓

Name (please print) _____ Executive Manager Date: 07/09/2015

PREPARED BY: _____ Executive Manager Date: 07/09/2015

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: _____

Date: 11/09/2015

- Claims for Travel - See Overleaf

Please print on yellow paper

FEDERAL SERVICES
7 SEP 2015
RECEIVED

Released under RTI - DPC

[REDACTED]

From: [REDACTED]@premiers.qld.gov.au>
Sent: Friday, 28 August 2015 9:07 AM
To: [REDACTED]
Subject: FW: Info re Josh Lerner event
Attachments: Registration%20Form%20-%20LSQ%20Industry%20Event%20with%20Josh%20Lerner%20_reduced.pdf; ATT00001.htm

Hi [REDACTED],

I have attached my corporate credit card details to purchase a non-member ticket of \$77 for Peter Nibbs to attend the attached stakeholder event breakfast meeting on 04/09/15 in Brisbane, as per request below.

MasterCard

[REDACTED]
3 digit at the end: [REDACTED]

Expiry: [REDACTED]

Name: [REDACTED]

After you receive the receipt, please prepare a yellow expenditure approval form and attach the receipt to the form.

Then you can approve this expenditure and send all documentation to me at Ministerial Services.

Thank you.

Kind regards



[REDACTED]
Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9072 F 07 3221 0794

Executive Building, Level 1, 100 George Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

From: [REDACTED]mailto:[REDACTED]@ministerial.qld.gov.au]

Sent: Thursday, 27 August 2015 3:55 PM

To: [REDACTED]@premiers.qld.gov.au>

Subject: FW: Info re Josh Lerner event

Hi [REDACTED] Can we please get permission to use corporate card to purchase a ticket for Peter Nibbs to attend the attached stakeholder event. It is \$77 for non-members.

Thanks



[Redacted]

Executive Manager

Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for the Arts

P 07 3719 7019 M [Redacted]

Executive Building 100 George Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

From: Angela MacDonagh

Sent: Thursday, 27 August 2015 12:07 PM

To: Peter Nibbs <Peter.Nibbs@ministerial.qld.gov.au>; [Redacted] <[Redacted]@ministerial.qld.gov.au>

Subject: Fwd: Info re Josh Lerner event

Approved

Regards

Angela MacDonagh
Chief of Staff
Office of the Premier

Sent from my iPhone

Begin forwarded message:

From: "Peter Nibbs" <Peter.Nibbs@ministerial.qld.gov.au>

To: "Angela MacDonagh" <Angela.COS@ministerial.qld.gov.au>

Subject: Info re Josh Lerner event

Angela...

Attached and below is info re the Josh Lerner breakfast, to be conducted by Life Sciences Qld, next Thursday.

REGISTER NOW! LSQ Special Industry Event featuring Josh Lerner
- Harvard Business School

4 September 2015 | Moda Events, Portside, Hamilton

LSQ is hosting a breakfast featuring a keynote address from Josh Lerner, Jacob H. Schiff Professor of Investment Banking Unit Head, Entrepreneurial Management at Harvard Business School. Mr Lerner is a global thought leader on small business and entrepreneurship and will discuss Queensland's innovation ecosystem in a global context. To register, click [here.](http://online.speedmarketing.com.au/ch/44272/1dw2h/1968520/dd6f910j5z.pdf)

We met Prof Lerner in Boston and his assessment of the venture capital sector in Qld/Aust has helped shape the Advance Qld Business Development Fund.

The cost is \$55 for LSQ members and \$77 for non-members – not sure how we will be treated but given the govt's funding of LSQ (\$400k/yr), we may be offered the member's rate.

Peter

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the



Life Sciences Queensland

RECEIPT OF PAYMENT

Attention: [REDACTED] Office of the Premier and Minister for the Arts PO Box 15185 Brisbane QLD 4000	Authorisation ID: 042905 Payment Date: 03/09/2015
--	--

Details	Total in AU\$ (inc. GST)
LSQ Industry Breakfast Event featuring Josh Lerner - Registration: <ul style="list-style-type: none"> Peter Nibbs - \$77 	\$77

Bank Account Details for electronic payment:

Bank: Bank of Queensland
 Account name: Life Sciences Queensland Limited
 BSB: 124-003
 Account No: 2164 8549

Credit card facility available over phone (MasterCard and Visa only)

WHEN MAKING PAYMENT, PLEASE QUOTE THE INVOICE REFERENCE NUMBER ABOVE.

Sub-Total:	AU\$70
GST (included in total):	AU\$7
Balance Paid:	AU\$77

Life Sciences Queensland Limited (LSQ) ABN: 22 151 534 664, ACN: 151 534 664. This is a tax invoice for GST purposes when a payment is made. Please retain a copy for reimbursement purposes. Please make payment within 14-days. Late payments will be charged an administration fee of \$25.00 in addition to 1.5% interest charges per late month.

Life Sciences Queensland Limited ABN 22 151 534 664 ACN 151 534 664

p +61 7 3331 3999
f +61 7 3870 9101

e info@lsq.com.au
w www.lsq.com.au

a Level 3, 88 Jephson Street, Toowong, Queensland 4066 AUSTRALIA
PO Box 2366, Toowong DC, Queensland 4066 AUSTRALIA

VFI
 LIFE SCIENCES
 LEVEL 3 98 JEPHSON S
 TOOWONG 4066
 0733279807
 BOQ
 Australia

Special Industry Event featuring Jos

Event Details:

Date: Friday 4th September 2015
 Venue: Riverview Room, Moda Events Portside
 Level 2, Portside Wharf, 39 Hercules Street, Hamilton QLD,4007
 Time: 6.45am for 7.00am start until 8.30am
 Cost: \$55 inc. GST for LSQ Members
 \$77 inc. GST for Non-Members
 Tables of 8: \$410 inc. GST for LSQ Members
 \$660 inc. GST for Non-Members
 RSVP: Friday 28th August 2015 to tcarmichael@lsq.com.au or phone +61

MID 000355529
 TSP 100152011557
 TIME 03SEP15 12:29
 TRAN 000098 CREDIT
 Mastercard M
 CARD0069
 AUTH 042905

MOTO AUD77.00
 TOTAL AUD77.00

(000) APPROVED

1800700226
 CUSTOMER COPY

REGISTRATION ESSENTIAL - fax + 61 7 3870 9101 or email tcarmichael@lsq.com.au	
Membership Status:	<input type="checkbox"/> LSQ Member <input checked="" type="checkbox"/> Non-Member Ticket: <input type="checkbox"/> 1 Individual <input type="checkbox"/> Table
Attendee Name(s)*:	<input type="text" value="Peter Nibbs"/>
Organisation:	<input type="text" value="Office of Premier and Minister for the Arts"/>
Address:	<input type="text" value="PO Box 15185"/>
Email:	<input type="text" value="peter.nibbs@ministerial.qld.gov.au"/>
Telephone:	<input type="text"/> Mobile: <input type="text"/>
Dietary Requirements:	<input type="text"/>
Payment method: I enclose a cheque for \$_____ in favour of Life Sciences Queensland Limited	
OR Please debit \$77 to: <input type="checkbox"/> Mastercard <input checked="" type="checkbox"/> Visa Expiry: <input type="text"/>	
Card number:	<input type="text"/>
Cardholder's name:	<input type="text"/>
Signed:	<input type="text"/>
If you do not want your email to be included on our mailing lists please tick here. <input checked="" type="checkbox"/>	
*For tables of 8, please attach a list of all guest names	

Event Partners:



Life Sciences Queensland

For further information contact:

Life Sciences Queensland Limited (LSQ)
 PO Box 2366, Toowong D.C. Q 4066 AUSTRALIA
 Tel: + 61 7 3331 3999 Fax: + 61 7 3870 9101
 Email: marketing@lsq.com.au Web: www.lsq.com.au

Life Sciences Queensland Limited (LSQ) ABN: 22 151 534 664, AON: 151 534 664. This is a tax invoice for GST purposes when a payment is made. Please retain a copy for reimbursement purposes. LSQ will collect information, including personal information, on this form for the purpose of registration to attend events. The information on this form will not be disclosed to third parties, unless authorised or required by law. In cases where events have sponsors, name and company only details may be devolved to those relevant event sponsors. Events may be cancelled if registration levels are not met. In this instance, you will be notified by LSQ. No refunds, transfers or cancellations will be processed within two weeks of the event. Cancellations must be in writing and will incur a \$20 administration fee. Transfers are allowed at no cost, but must be in writing.

[Redacted]

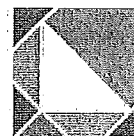
From: Tiarn Carmichael <tcarmichael@lsq.com.au>
Sent: Thursday, 3 September 2015 12:44 PM
To: [Redacted]
Subject: RE: LSQ - Josh Lerner event
Attachments: Josh Lerner Breakfast Receipt_Premiers - Nibbs.pdf

Hi Troy,

Thank you for your email. Please find attached your receipt for Peter's registration to the LSQ Event featuring Josh Lerner tomorrow morning.

Many thanks,

Tiarn Carmichael
Marketing & Events Coordinator
Life Sciences Queensland Limited.
P +617 3331 3939 | F +617 3870 9101 | E tcarmichael@lsq.com.au | W www.lsq.com.au



Life Sciences Queensland

TABBS
the australian bioenergy and bioproducts symposium
Hosted by Life Sciences Queensland Limited

12 October 2015
Brisbane, Australia

info@tabbs.com.au
www.tabbs.com.au

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You should immediately delete the email and any attachments to it from your database and destroy all copies of it. You should not rely on the contents of this email or any attachments to it.

To view LSQ's Privacy Statement, [click here](#).

Please consider the environment before printing this email.

From: [Redacted] [mailto:[Redacted]@ministerial.qld.gov.au]
Sent: Friday, 28 August 2015 12:36 PM
To: tcarmichael@lsq.com.au
Subject: LSQ - Josh Lerner event

Hi, Can I please purchase a 1 x ticket for Peter Nibbs, Director of Policy in our office.

I have attached form with our corporate card details. Please send receipt through to my email.

REGISTER NOW! LSQ Special Industry Event featuring Josh Lerner
- Harvard Business School
4 September 2015 | Moda Events, Portside, Hamilton

LSQ is hosting a breakfast featuring a keynote address from Josh Lerner, Jacob H. Schiff Professor of Investment Banking Unit Head, Entrepreneurial Management at Harvard Business School. Mr Lerner is a global thought leader on small business and entrepreneurship and will discuss Queensland's innovation ecosystem in a global context. To register, click here. <<http://online.speedmarketing.com.au/ch/44272/1dw2h/1968520/dd6f910j5z.pdf>>

Thanks



Queensland
Government

[Redacted]

Executive Manager

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for the Arts

P 07 3719 7019 M [Redacted]

Executive Building 100 George Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

Released under RTI - DPC

[Redacted]

From: [Redacted]
Sent: Friday, 28 August 2015 9:07 AM
To: [Redacted]
Subject: FW: Info re Josh Lerner event
Attachments: Registration%20Form%20-%20LSQ%20Industry%20Event%20with%20Josh%20Lerner%20_reduced.pdf; ATT00001.htm

Hi [Redacted]

I have attached my corporate credit card details to purchase a non-member ticket of \$77 for Peter Nibbs to attend the attached stakeholder event breakfast meeting on 04/09/15 in Brisbane, as per request below.

MasterCard
[Redacted]
3 digit at the end: [Redacted]
Expiry: [Redacted]
Name: [Redacted]

After you receive the receipt, please prepare a yellow expenditure approval form and attach the receipt to the form.
Then you can approve this expenditure and send all documentation to me at Ministerial Services.

Thank you.

Kind regards



[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9072 F 07 3221 0794
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

From: [Redacted] [mailto:[Redacted]@ministerial.qld.gov.au]
Sent: Thursday, 27 August 2015 3:55 PM
To: [Redacted]@premiers.qld.gov.au>
Subject: FW: Info re Josh Lerner event

Hi [Redacted], Can we please get permission to use corporate card to purchase a ticket for Peter Nibbs to attend the attached stakeholder event. It is \$77 for non-members.

Thanks

[REDACTED]

From: Christopher Powell
Sent: Friday, 28 August 2015 8:59 AM
To: [REDACTED]
Subject: RE: Info re Josh Lerner event

Credit card payment approved.

CP



**Queensland
Government**

Chris Powell

Manager - Finance and Administration
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9069 M [REDACTED]
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [REDACTED]
Sent: Thursday, 27 August 2015 4:18 PM
To: Christopher Powell <chris.powell@premiers.qld.gov.au>
Subject: FW: Info re Josh Lerner event

Hi Chris,

Is it okay for Troy to use the corporate MasterCard for the below breakfast meeting?

Let me know via email and I will email him the details.

Thank you.

Kind regards



**Queensland
Government**

[REDACTED]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9072 F 07 3221 0794
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

From: [REDACTED] [mailto:[REDACTED]@ministerial.qld.gov.au]
Sent: Thursday, 27 August 2015 3:55 PM
To: [REDACTED]@premiers.qld.gov.au>
Subject: FW: Info re Josh Lerner event

[REDACTED]

From: [REDACTED]@ministerial.qld.gov.au>
Sent: Thursday, 27 August 2015 3:55 PM
To: [REDACTED]
Subject: FW: Info re Josh Lerner event
Attachments: Registration%20Form%20-%20LSQ%20Industry%20Event%20with%20Josh%20Lerner%20_reduced.pdf; ATT00001.htm

Hi [REDACTED] Can we please get permission to use corporate card to purchase a ticket for Peter Nibbs to attend the attached stakeholder event. It is \$77 for non-members.

Thanks



**Queensland
Government**

[REDACTED]
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for the Arts
P 07 3719 7019 M [REDACTED]
Executive Building 100 George Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

From: Angela MacDonagh
Sent: Thursday, 27 August 2015 12:07 PM
To: Peter Nibbs <Peter.Nibbs@ministerial.qld.gov.au> [REDACTED]@ministerial.qld.gov.au>
Subject: Fwd: Info re Josh Lerner event

Approved

Regards

Angela MacDonagh
Chief of Staff
Office of the Premier

Sent from my iPhone

Begin forwarded message:

From: "Peter Nibbs" <Peter.Nibbs@ministerial.qld.gov.au>
To: "Angela MacDonagh" <Angela.COS@ministerial.qld.gov.au>
Subject: Info re Josh Lerner event

Angela...

Attached and below is info re the Josh Lerner breakfast, to be conducted by Life Sciences Qld, next Thursday.

REGISTER NOW! LSQ Special Industry Event featuring Josh Lerner
- Harvard Business School
4 September 2015 | Moda Events, Portside, Hamilton
LSQ is hosting a breakfast featuring a keynote address from Josh Lerner, Jacob H. Schiff Professor of Investment Banking Unit Head, Entrepreneurial Management at Harvard Business School. Mr Lerner is a global thought leader on small business and entrepreneurship and will discuss Queensland's innovation

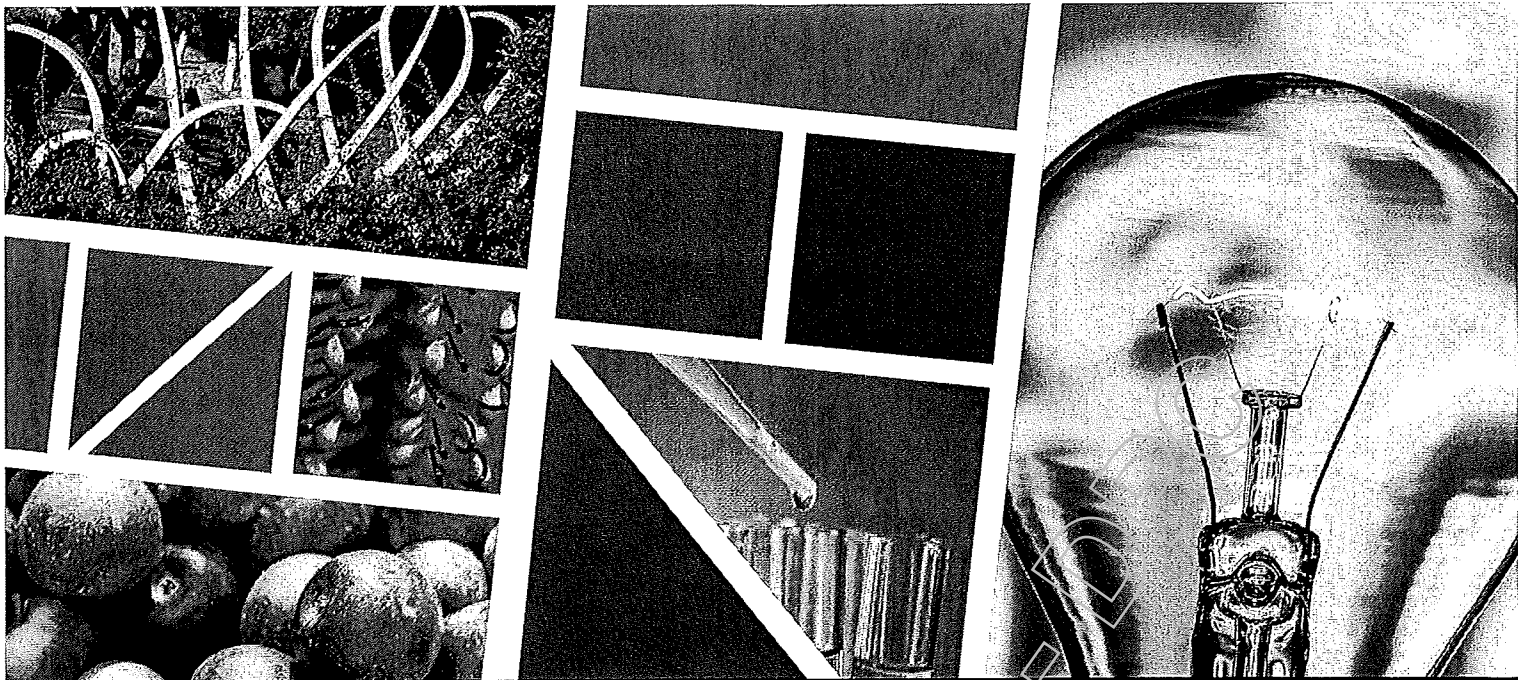
ecosystem in a global context. To register, click here.<<http://online.speedmarketing.com.au/ch/44272/1dw2h/1968520/dd6f910j5z.pdf>>

We met Prof Lerner in Boston and his assessment of the venture capital sector in Qld/Aust has helped shape the Advance Qld Business Development Fund.

The cost is \$55 for LSQ members and \$77 for non-members – not sure how we will be treated but given the govt’s funding of LSQ (\$400k/yr), we may be offered the member’s rate.

Peter

Released under RTI - DPC



Special Industry Event featuring Josh Lerner - Harvard Business School
4th September 2015

Join Life Sciences Queensland Limited for an exclusive industry event, featuring Josh Lerner



Josh Lerner is the Jacob H. Schiff Professor of Investment Banking at Harvard Business School, and head of the Entrepreneurial Management unit. He graduated from Yale College with a special divisional major that combined physics with the history of technology.

He worked for several years on issues concerning technological innovation and public policy at the Brookings Institution, for a public-private task force in Chicago, and on Capitol Hill. He then earned a Ph.D. from Harvard's Economics Department.

Much of his research focuses on venture capital and private equity organizations. (This research is collected in three books, *The Venture Capital Cycle*, *The Money of Invention*, and *Boulevard of Broken Dreams*.) He also examines policies on innovation and how they impact firm strategies. (That research is discussed in the books *Innovation and Its Discontents*, *The Comingled Code*, and *The Architecture of Innovation*.) He co-directs the National Bureau of Economic Research's Productivity, Innovation, and Entrepreneurship Program and serves as co-editor of their publication, *Innovation Policy and the Economy*. He founded and runs the Private Capital Research Institute, a nonprofit devoted to encouraging access to data and research about venture capital and private equity, and serves as vice-chair of the World Economic Forum's Global Agenda Council on the Future of Investing.

In the 1993-1994 academic year, he introduced an elective course for second-year MBAs. Over the past two decades, "Venture Capital and Private Equity" has consistently been one of the largest elective courses at Harvard Business School. (The course materials are collected in *Venture Capital and Private Equity: A Casebook*, now in its fifth edition, and the textbook *Venture Capital, Private Equity, and the Financing of Entrepreneurship*.) He also teaches a doctoral course on entrepreneurship and chairs the Owners-Presidents-Managers Program and executive courses on private equity.

Among other recognitions, he is the winner of the Swedish government's Global Entrepreneurship Research Award. He has recently been named one of the 100 most influential people in private equity over the past decade by *Private Equity International* magazine and one of the ten most influential academics in the institutional investing world by *Asset International's* Chief Investment Officer magazine. He currently serves as Vice Chair of the World Economic Forum's Global Agenda Council on the Future of Investing.

Event host:



Life Sciences Queensland

Event Details

- Date:** 4th September 2015
- Venue:** Riverview Room, Moda Events Portside Level 2, Portside Wharf, 39 Hercules Street, Hamilton QLD, 4007
- Time:** 6.45am for 7.00am start until 8.30am
- Cost:** \$55 inc. GST for LSQ Members
\$77 inc. GST for Non-Members
- Tables of 8:** \$410 inc. GST for LSQ Members
\$660 inc. GST for Non-Members

Contact Us

For further information, please contact LSQ via

P: +61 (0)7 3331 3999
 F: +61 (0)7 3870 9101
 E: marketing@lsq.com.au

Special Industry Event featuring Josh Lerner

Event Details:

Date: Friday 4th September 2015
Venue: Riverview Room, Moda Events Portside
Level 2, Portside Wharf, 39 Hercules Street, Hamilton QLD,4007
Time: 6.45am for 7.00am start until 8.30am
Cost: \$55 inc. GST for LSQ Members
\$77 inc. GST for Non-Members
Tables of 8: \$410 inc. GST for LSQ Members
\$660 inc. GST for Non-Members
RSVP: Friday 28th August 2015 to tcarmichael@lsq.com.au or phone +61 (0)7 3331 3939

REGISTRATION ESSENTIAL - fax + 61 7 3870 9101 or email tcarmichael@lsq.com.au	
Membership Status:	<input type="checkbox"/> LSQ Member <input type="checkbox"/> Non-Member Ticket: <input type="checkbox"/> Individual <input type="checkbox"/> Table
Attendee Name(s)*:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
Email:	<input type="text"/>
Telephone:	<input type="text"/> Mobile: <input type="text"/>
Dietary Requirements:	<input type="text"/>
Payment method: I enclose a cheque for \$ _____ in favour of Life Sciences Queensland Limited	
OR Please debit \$ _____ to: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Expiry: _____	
Card number:	<input type="text"/>
Cardholder's name:	<input type="text"/>
Signed:	<input type="text"/>
If you do not want your email to be included on our mailing lists please tick here	<input type="checkbox"/>
<i>*For tables of 8, please attach a list of all guest names</i>	

Event Partners:



Life Sciences Queensland

For further information contact:

Life Sciences Queensland Limited (LSQ)
PO Box 2366, Toowong D.C. Q 4066 AUSTRALIA
Tel: + 61 7 3331 3999 Fax: + 61 7 3870 9101
Email: marketing@lsq.com.au Web: www.lsq.com.au

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Purpose of Journal:
 Adjust general ledger coding for the Deputy Premier's Entertainment cost from 115008 to 53008.

Prepared By: [Redacted] Name: Chris Powell
 Signature: [Redacted] Position: Manager Finance and Administration
 Date: 20/10/15 Phone: 300 39072

Approved By: [Redacted] Name: Chris Powell
 Signature: [Redacted] Position: Manager Finance and Administration
 Date: 20/10/15 Phone: 300 39069

Total DR	35.75
Total CR	35.75
Total Variance	-

GL	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKeyZ	Correspondence Type
GL	ITM	1	53008	20.10.2015	20.10.2015	SA	AUD	1900043033	Deputy Premier	04		Assignment
GL	ITM	1	115008	4200	4200	InternalCdr	WiseElement	TaxCode	PG		19/43033 1-O-Meet with Naidoo & Rowe 4/8/15 P/Hse Trad DP	TradingPartner
GL	ITM	1	53008	4205011	4200	InternalCdr	WiseElement	TaxCode	PG		19/43033 1-O-Meet with Naidoo & Rowe 4/8/15 P/Hse Trad DP	TradingPartner
												OWNS999
												OWNS999

Processed by: [Redacted] Date: 21/10/15
 Journal Validation: Please refer to SAP Transactional Analysis Report.



Account	Document	Doc. Date	Doc. Type	Amount	Account	Text	Segment	Clearing Doc	Order	Order
1900043033	KR	04.08.2015	40	35.75	4200	1-0-Meet with Naidoo & Rowe 4/8/15 P/Hse Trad DP	ADMIN			DLA018
100016466	AB	28.09.2015	40	2,399.86	4200		ADMIN	100016466		PNF219
100016466	AB	28.09.2015	50	2,399.86	4200		ADMIN	100016466		PNF219
1900042958	KR	24.08.2015	50	2,399.88	4200	19/42642 FRASER/B OPS 24/07/15 BNE/SIB/MEL/BNE OF	ADMIN	190016467		PNF219
100016467	AB	28.09.2015	40	694.82	4200		ADMIN	100016467		PNF219
100016467	AB	28.09.2015	50	694.82	4200		ADMIN	100016467		PNF219
1900042958	KR	24.08.2015	50	694.82	4200	19/42642 Fraser/B OPS 26/07/15 MEL/BNE VA D	ADMIN	100016467		PNF219
				2,094.68						
				3,058.93						
*Account 115006										

CR 115006
 DR 530008

Doc. Type: KH Vendor Invoice Normal document
 Parked by: 10018125 Posted by: 10001295
 Doc. Number: 1900043033 Company code: 1042 Fiscal year: 2016
 Doc. date: 04.08.2015 Posting date: 30.09.2015 Period: 03
 Calculate Tax
 Ref. Doc.: 958604/08/2015
 Doc. currency: AUD
 Doc. head. text: Environment

Line	Account	Account short key	Ux	Amount	Cost object	Order	Profit Cct	Segment	Text	WBS Element
1042 31	6003560	THE LEGISLATIVE ASSE	*	214.50					Meeting with Naidoo & Rowe 4/8/15 P/Hse Miles Env	
1042 40	530008	Enter: Emp&No A/c	PG	32.50	4205101		4200	ADMIN	1-0-Meet with Naidoo & Rowe 4/8/15 P/Hse Miles Env	
1042 40	115006	Suspense Clearing		35.75			4200	ADMIN	1-0-Meet with Naidoo & Rowe 4/8/15 P/Hse Trad DP	
1042 40	530008	Enter: Emp&No A/c	PG	65.00	4205102		4200	ADMIN	2-0-Meet with Naidoo & Rowe 4/8/15 P/Hse Staff Env	
1042 40	530010	Ent Non Emp No A/c	PN	71.50	4205101		4200	ADMIN	0-2-Meet with Naidoo & Rowe 4/8/15 P/Hse Miles Env	
1042 40	109000	Gst Input Tax	PG	9.76						

AHn

From: [redacted] <[redacted]@premiers.qld.gov.au>
Sent: Thursday, 1 October 2015, 12:34 PM
To: [redacted]
Cc: [redacted]
Subject: FW: Parliamentary Catering Statements and/or Invoice
Attachments: img-9301715-0001.pdf

Hi [redacted]

I thought as you maybe busy today, I will email you instead of calling you.

Anyway I wanted to let you know that I will be completing an expenditure approval form for the Deputy Premier, for her cost portion of \$35.75 while having a working lunch meeting at Parliament House on 04/08/15 with Minister Miles and other attendees, as per email below, liaising with [redacted]. I will organise my Director to sign on behalf of the Deputy Premier, for her cost portion and after payment of the invoice I will then place the form into your office pigeon hole at MSB. I will also send you an email to let you know, when this is ready for pick-up.

Please advise via email that you have received this email and attachment.

Thank you.

Kind regards

[redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9072 F 07 3221 0794
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000 PO Box 15185, City East, QLD 4002

Please consider the environment before printing this email.

-----Original Message-----

From: [redacted]
Sent: Thursday, 1 October 2015 12:16 PM
To: [redacted] <[redacted]@ministerial.qld.gov.au>
Subject: RE: Parliamentary Catering Statements and/or Invoice

Hi [redacted]

The whole invoice will be paid this afternoon. Parliament House will also be notified via email at finance.ar@parliament.qld.gov.au This is the email address for all their EFT advices.

Thank you.

Kind regards

[redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

*Lunch 4 Aug Kumi Naaidoo
& Min Miles
* Are you happy to claim
your portion \$35.75 as an
entertainment expense?*

*Or pay personally?
If claiming - please sign
yellow + pink.*

Yes OK,

Original on 19/4/2015

MSB004

Department of the Premier and Cabinet

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: _____ Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>Parliament Catering</u>	<u>working lunch</u>	
APPROVAL TOTAL: <small>(GST inclusive)</small>		\$ 35.75

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Jacqui Travel Date: 18/10/15

PREPARED BY: Name (please print) _____ Date: _____

Phone 3 719 7073

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

• Claims for Travel - See Overleaf

Please print on yellow paper

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier

DATE OF FUNCTION: 4/8/15

VENUE: Parliament House

COST OF FUNCTION \$ 35.75 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event: Luach meeting with Kumi Naidoo Dom Rowe DP + Minister Miles

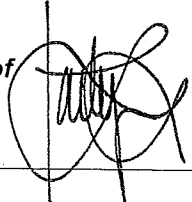
* Total charge to Miles is \$214.50. DP's portion is \$35.75

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Dr Kumi Naidoo	(4)
Min Miles	
Deputy Premier	
Ministerial staff (x2)	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____ <small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;">Signature of Minister  Date <u>18/10/15</u></p>
---	---



Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

TAX INVOICE

Invoice Date 19.11.2015
Invoice No. 1800001413
Customer No. 20105023
Due Date 19.12.2015
Amount Due \$5,760.00

GERMAN-AUSTRALIAN CHAMBER OF INDUSTRY
AND COMMERCE
L 6 8 SPRING ST
SYDNEY NSW 2000

Contact Details
International +61 7 3405 0970
Contact Accounts Receivable Officer
Phone 07 3003 9069
Email [redacted]@premiers.qld.gov.au

Additional Information:

Attn: Ursula Eisenbeis
Phone: 02 8296 0423

Payment Terms: Within 30 days Due net

Handwritten: Paid 27/11/15
14/1 1595 N.S.

Line Item	Description	Amount excl GST	GST	Total
0001	Opening of Qld chapter of the German-Australia chamber 29/10/15 Parliament House with Hon Jackie Trad MP	5,236.36	523.64	5,760.00
TOTAL		5,236.36	523.64	5,760.00

Total Amount Payable excl GST \$ 5,236.36
GST Amount Payable \$ 523.64
Total Amount Payable incl GST \$ 5,760.00

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided.

BSB/Account 064-013 10005664
Reference Number 1800001413

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <http://www.justice.qld.gov.au/dept/privacy.htm>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the next page.

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002

Payment Slip

GERMAN-AUSTRALIAN CHAMBER OF INDUSTRY AND COMMERCE

Customer Number 20105023
Invoice Number/Reference 1800001413 1042

Due Date 19.12.2015
Amount Due \$5,760.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	German-Australian Chamber of Industry and Commerce		
CONTACT OFFICER:	[REDACTED]	Ph: 02 8296 0423	20105023
ADDRESS:	[REDACTED]@germany.org.au		
AMOUNT GST EXCL \$	\$ 5,236.36	GST: \$ 523.64	GST INCL: \$ 5,760.00
ACCOUNT:	530008	COST / FUNDS CENTRE:	4205011
BUSINESS AREA:	4200	TAX CODE:	PG
DETAILS TO APPEAR ON INVOICE	Recoup for function meeting on 29/10/15 at Parliament House with Hon. Jackie Trad MP.		
OFFICER REQUESTING DEBIT NOTE:	[REDACTED]		
CHECKED BY:	[REDACTED] 16/11/15	DATE:	12.11.2015
DOCUMENT NUMBER:	18/1413	ENTERED BY:	[REDACTED]

Released under R

[Redacted]

From: [Redacted]
Sent: Friday, 6 November 2015 4:11 PM
To: [Redacted]
Subject: email for German Function invoice

[Redacted]

PA to the Executive Director

German-Australian Chamber of Industry and Commerce | Level 6, 8 Spring Street | Sydney NSW 2000 | Australia
Tel +61 2 8296 0423 | [Redacted]@germany.org.au | www.germany.org.au



[Redacted]

Departmental Liaison Officer – Trade and Investment Queensland
Office of the Hon. Jackie Trad MP
Deputy Premier, Minister for Transport, Minister for Infrastructure,
Local Government and Planning, Minister for Trade

Queensland Government
P 07 3719 7076
Executive Building 100 George Street Brisbane QLD 4000
PO Box 15009 City East QLD 4002

MSB

Here are the contact details for recovering
the costs of the function.

Thanks.

Released under RTI - DPC



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 10/11/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a GRAND TOTAL.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

RSVP - QLD Chapter Opening

Brisbane, Premier's Hall on Level 4, Parliamentary Annex

29-Oct-15

	Title	First name	Last name	Job title	Company
1	Mr	Kristian	Wolf	Executive Director	German-Australian Chamber of Industry and Commerce
2	Mr	Ron	Koehler	CEO	DB Schenker Australia
3	Mr	Richard	Holy	General Manager QLD	DB Schenker Australia
4	Ms	The Hon. Jackie	Trad	MP	Deputy Premier
5	Mr	Lothar	Freischlager	Consul General of the Federal Republic of Germany	Consulate General of the Federal Republic of Germany
6	Mr	Prof Michael	Schuetz	Honorary Consul	Honorary Consulate of Germany in Brisbane
7	Mr	Lars	Mehlan	Director - Events & Marketing	German-Australian Chamber of Industry and Commerce
8	Ms	Eva	Kosinski	Assistant Events	German-Australian Chamber of Industry and Commerce
9	Mr	Scott	Birkett	Partner	BDO
10	Mr	Torsten	Komin	guest of BDO	
11	Ms	Leonie	Brennan	Regional Manager	Emirates
12	Ms	Maggie	Silva	Sales Executive	Emirates
13	Ms	Tracy	Scott-Rimington	SEQ Coordinator	RDA Brisbane
14	Mr	Shane	Rimington	Property Developer	Rimington Projects
15	Mr	Mark	Devine	National Sales Manager	Airline Academy of Australia
16	Mr	Martin	Klapper	Partner	HopgoodGanlin
17	Ms	Barbara	Vos	Consultant Northern Australia	Shelbyork
18	Mr	Daniel	Scott	HSE officer	Bayer CropScience
19	Mr	Axel	van Dronghen	Director	HIFX Australia
20	Mr	Peter	Morris	Project Development Manager	Fracht Australia (QLD)
21	Mr	Lewis	Shooter	Director	Geo9
22	Mr	Randeep	Agarwal	President	Australia India Business Council QLD
23	Mr	Tony	Hogarth	Partner	Mullins Lawyers
24	Mr	Marcus	Love	Planning Engineer	OQC
25	Mr	Nicholas	Alford	Consultant - International Trade	ABCS
26	Mr	Scott	Dixon	Director	Scott Dixon & Associates
27	Mr	Serge	Voloschenko	Chairman	ECCQ
28	Mr	Michael	Yau	Deputy-Chair	ECCQ
29	Mr	Paul	König	Managing Director	European Australian Advisory Group
30	Ms	Michelle	Waide	General Manager, International Operations	Trade & Investment Queensland
31	Ms	Dianne	Jackson-Matthews	Director	ERA Consulting
32	Mr	Michael	Tamone	State Sales Manager - Queensland	UVEX SAFETY AUSTRALIA
33	Mr	Christian	Rocha	Corporate Partnerships Manager	Queensland Ballet
34	Mr	Charan	Judge	Manager	Brisbane Marketing
35	Mr	Malcolm	Walkinson	Associate Director	Efic
36	Ms	Lorna	Groves	Sales Manager	Lefthansa Group
37	Mr	Martin	Klapper	Partner	HopgoodGanlin
38	Mr	Shane	McGowan	State Manager QLD	Wilkhahn Asia Pacific
39	Ms	Shauna	Stewart		Wilkhahn Asia Pacific
40	Mr	Laurent	Heymann	State Manager	Polyglot Group
41	Mr	Dayan	Abeygunawardene	Relationship Manager	HSBC Bank Australia
42	Ms	Tea C	Dietterich	CEO	2M Europe - Paris Office
43	Mr	Dr Frank	Leschhorn	Managing Principal	German-Australian Industry Solutions
44	Mr	David	Widjaja	Vice Chair	Australia Indonesia Business Council (QLD)
45	Mr	Wolfgang	Kreuzer		Die neue Woche
46	Ms	Maren	Dammann	Director	Dammann German-English Translations
47	Mr	Scott	Sheppard	Deputy Vice-Chancellor (International & Development)	QUT
48	Ms	Margaret	Blade	CEO	RDA Brisbane
49	Mr	Robert	McIntyre	Director	Steyr Motors Australia
50	Ms	Bernadette	McIntyre	Director	Steyr Motors Australia
51	Ms	Janke	Wels	Director	German Australian Travel
52	Ms	Susanne	Creak	General Manager	2M Language Services
53	Ms	Claudia	Lüttringhaus	Manager Consular Affairs	Office of the Honorary Consul of Germany
54	Mr	Brian	de Leeuw	Director / State Manager QLD	a. hartrodt Australia
55	Mr	Paul	Curnow	Partner	Baker & McKenzie
56	Ms	Louise	Moeller	Co-owner/Co-organiser	Oktoberfest Brisbane
57	Mr	Dario	Morosini	Deputy State Director (Queensland)	Department of Foreign Affairs and Trade
58	Mr	Detlef	Sulzer	Principal	Sulzer Consulting
59	Mr	John	McNally	Director Consulting & Supply Chain Solutions	20Cube Logistic
60	Mr	Wolfgang	Krause	Director	Credible ICT
61	Ms	Nadine	Fenton	Relationship Executive	Commbank
62	Mr	Willy	Guertler		Logistics Consultant
63	Ms	Lidija	Becejac	Departmental Liaison Officer - Trade and Investment QLD	Office of the Hon. Jackie Trad MP
64	Ms	Sabina	Langenhan	Principal	Langenhan Lawyers
65	Mr	Ron	Pennkamp	Head of Sales	Search Factory
66	Mr	Marco	DeFinger	Director	ALDI
67	Ms	Ursula	Sterf	SBS Radio National QLD Correspondent	SBS Radio National
68	Mr	Mark	Middsen	Partner	Mullins Lawyers
69	Mr	Andrew	Hayes		Andrew Hayes
70	Mr	Bernd	Hortugall	Managing Director	Winder Controls Australia
71	Mr	John	Wickson	Regional Manager QLD/NT	Siemens
72	Ms	Lelgh	Ferguson	International Project Leader	Lord Mayor's International Relations and Multicultural Affairs
73	Mr	Claire	Dupré	Events & Office Coordinator	French-Australian Chamber of Commerce
74	Mr	Nussara	Smith	CEO	ACBC QLD
75	Mr	Francis	Price	Director	Abrigo
76	Mr	Wolfgang	Kelke	Director	King of Cakes
77	Mr	Adam	Burns	Commercial Manager	Wallenius Wilhelmsen
78	Ms	Kym	McCluskey	Business Analyst	PM Consulting
79	Mr	Boris	Zoulek	Director	Oktoberfest Brisbane
80	Ms	Kim	Zoulek	Owner	Schnucki Dirndl and Lederhosen
81	Mr	Thomas	Schroeder	Managing Partner	Strategic Endeavour Partners
82	Mr	Steve	Settle	Sector Manager	Advisian
83	Mr	John R	Lee	Owner	Investor Relations
84	Mr	Michael	Bell	GM	Search Factory
85	Mr	Michael	Chan	Chairman	Lord Mayor's Multicultural Business Roundtable

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Office of the DP DATE OF FUNCTION: 29/10/2015
 VENUE: Parliament House COST OF FUNCTION \$ 5760 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

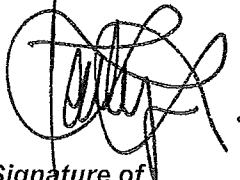
Opening of Queensland chapter of the German-Australia Chamber of Industry and Commerce

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
see attached	85

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p style="text-align: right;">Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <div style="text-align: center;">  Signature of Minister </div> <p style="text-align: right;">Date 10/11/15.</p>
--	--

Department of the Premier and Cabinet

Document Number: _____


MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Deputy PremierFinancial Year: 2015/2016 Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Queensland Parliamentary Service	Event held at Parli House on 29/10/2015	5760
APPROVAL TOTAL: (GST inclusive)		\$ 5760.00

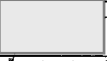
I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature Name: (please print) Jackie Trad Date: 10/11/15PREPARED BY: Name (please print)  Date: 10/11/2015Phone 3719 7073**MINISTERIAL SERVICES OFFICER:**

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: Date: 12/11/15

- Claims for Travel - See Overleaf

New Vendor 21/07/15

Department of the Premier and Cabinet

Document Number: 19/42284

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer's

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
[Redacted]	Reimbursement of budget thank you dinner.	496.50
APPROVAL TOTAL: (GST inclusive)		\$496.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] ✓

Name (please print) Hon Curtis Pitt MP Date: 21/07/15

PREPARED BY: Name (please print) [Redacted] Date: 21/07/15

Phone 3719 7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 21/07/15

- Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Treasurer 20/5/15
 Host: Treasurer
 Guests: Min. staff x 11
 Dept staff x 2
 Cost: \$ 496.50/14 =
 = 35.46 p.p.
 Reason: budget should
 you drink
 vouchers + left prepared
 correctly
 Chris said ok to pay
 on front page

N.S.
 2/10/15

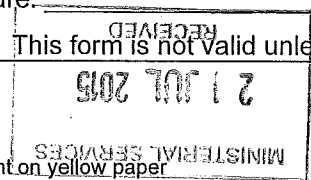
Return Date & Time: ___/___/___ : ___

Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL				

DECLARING INCIDENTAL AND/OR MEAL ALLOWANCE

I declare that I have not claimed any other allowances for my stay;
 any meal expenses for the above period;
 the above period was for Official purposes as defined in the Queensland
 Government Act 1992.
 I am not claiming this form for trips where the actual cost of meals or
 another government source e.g. conference.

Signature: _____ Date: _____
 NOTE: This form is not valid unless signed by the person claiming the allowance.



MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

 MINISTERIAL OFFICE Treasurer

 Please print on Pink Paper
 DATE OF FUNCTION 20/7/15

 VENUE Sitar Albion

 COST OF FUNCTION (GST inclusive) \$ 496.50

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Budget thank you dinner to staff.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees *#	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
0	0	0	0

	Name of Participants	Organisation of Participants
1	12	Ministerial Staff
2	2	Treasury Departmental staff
3		
4		21/07/15 [redacted] advised
5		there were 11 staff + Treasurer
6		N.S.

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

530007/4205021	P6	\$ 35.46	✓	1-0	Pitt
530007/4205022	P6	\$ 390.06	✓	11-0	Staff x 11
530007/4205021	P6	\$ 70.98	✓	2-0	Dept staff bus
		<u>\$ 496.50</u>	✓		

** Budget thank you dinner 20/7/15 Sitar Pitt Treas ✓

MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE Treasurer

Please print on Pink Paper
DATE OF FUNCTION 20/7/15

VENUE Sitar Albion

COST OF FUNCTION (GST inclusive) \$ 496.50

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Budget thank you dinner to staff.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees *#	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1 <u>12</u>	<u>Ministerial Staff -</u>
2 <u>2</u>	<u>Treasury Departmental Staff</u>
3	
4	<u>20/07/15 [redacted] advised</u>
5	<u>there were 11 staff + Treasurer</u>
6	<u>N.S.</u>

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

[redacted]
Signature of Claimant 21/07/15
Date

If claimant is Minister, this signature will suffice for Expenditure approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

[redacted]
Signature of Minister 21/07/2015
Date

Use Only : CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2) x Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4) Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0 0.00 \$ #DIV/0!	=	\$ #DIV/0! (53030)
0 Balance	=	\$ #DIV/0! (53010) Total <u>496.50</u>

(Code balance (53010) to P4)

land
ment

the
d Cabinet

Building
e Street Brisbane
5185 City East
and 4002 Australia
ie +61 7 3224 2111
e +61 7 3229 2990
www.premiers.qld.g

TAX INVOICE

ABN:

TAX INVOICE

ishment:

Establishment:

No.	No. Of Persons	Server	Date:	Time:
6	15			7:30
				16pc T.L.C. 69.00
				14pc Samosa 35.00
				Half pan chie (Main Meal) 12.00
				1. Vin - M 18.00
				Grout - M 18.00
				Beef saag - M 18.00
				L. Karri - M 18.00
				L. Karri - M 16.00
				2. V.M. - V.V.H 36.00
				3. V.M. - V.V.H 36.00
				1. Chaylan - M 18.00
				Prunng I. Saag - M 20.00
				Lime pickley 3.00
				14 XR 21.00
				3x 13.50
				2x 10.00
				10.00
				5.00
				5.00
Total \$ incl GST				

Table No.	No. Of Persons	Server:	Date:	Time:
E-6	15			
				15 x Corkage 45.00
				K. fishes - 7.50
				2x K. fishes - 15.00
				1x K. fishes 30.00
Total \$ incl GST				

E	DINERS	SERVER	TIME

Thank You

317576

TABLE	DINERS	SERVER	TIME

Thank You

225857

APPROVED 00
 APPROVAL CODE 095342
 No: 413480403712E041
 CUSTOMER COPY

TOTAL AUD \$500.00
 SALE AUD
 TIP AUD

.....5914(c)

Visa Credit

A0000000031010

VISA

ACCOUNT TYPE

CREDIT

RDC:

002170

JUL 20, 15

21:48

TID: 76978142

MID: 24149049

ALBION QLD 4010

SITAR ALBION
 331 SANDGATE ROAD

EFTPOS FROM WESTPAC

Department of the Premier and Cabinet

Document Number: 19/42370

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: 2015-16 Urgent payment required by: 1 / 120

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Jackie Trad	official expenses incurred on personal credit card during International Trade Mission	340.20 EURO 178.50 EURO
APPROVAL TOTAL: (GST inclusive)		\$ 518.70 EURO

NOT PAID
?)

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

PAY A# 507-82

APPROVED: Signature [Signature]

Name (please print) JACKIE TRAD Date: 20.7.15

PREPARED BY: Name (please print) [Redacted] Date: 20.7.15

Phone 3719 7073

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 12/29/15

- Claims for Travel - See Overleaf

Please print on yellow paper

ACCOUNTING DOCUMENT UPLOAD (NEW)

Comment rows have 2 asterices in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement

Instructions to complete template:

All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc i.e 1234567.89.
 If copying data into template, use Edit, Paste Special, Values.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select Insert Copied Cells. This ensures formatting remains consistent throughout.
 Restrict journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's manual delegations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	7,511.58
Total CR	7,511.58
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
HDR 1	1042	27.07.2015	28.07.2015	KR	AUD	Trip 631	Dep Prem	1	SSAUPLOAD	Assignment	6112921
ITM 1	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText		
		4200	4200	80023722		PZ	3264.80	CR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Trad Dep Prem		
		4200	4200	80023722		PZ	660.00	DR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Trad Dep Prem		
		4200	4200	80023722		PZ	2950.00	DR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Trad Dep Prem		
		4205011	4200	80023722		PF	148.37	DR	Trip 631 Lchv 29/08/15 Bonn Trad Dep Prem		
		122000	4200			PF	9.39	DR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Trad Dep Prem		
HDR 2	1042	27.07.2015	28.07.2015	KR	AUD	Trip 631	Dep Prem	12	SSAUPLOAD	Assignment	6061819
ITM 2	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText		
		4200	4200	80023723		PZ	2702.07	CR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Collins Dep Prem		
		4200	4200	80023723		PZ	836.00	DR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Collins Dep Prem		
		4200	4200	80023723		PZ	2400.00	DR	Trip 631 Snore UK Gmmy 24/6-5/7/15 Collins Dep Prem		
		28.07.2015	28.07.2015	KR	AUD	Trip 631	Various	1	SSAUPLOAD	Assignment	6112921
HDR 3	1042	20.07.2015	28.07.2015	KR	AUD	Trip 631	Various	1	SSAUPLOAD	Assignment	6112921
ITM 3	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText		
		4200	4200	80023722		PF	507.82	CR	1-0-Trip 631 Pre-conf dinner 29/6/15 Gmmy Trad D/P		
		4200	4200	80023722		PF	50.78	DR	1-0-Trip 631 Pre-conf dinner 29/6/15 Gmmy Trad D/P		
		4200	4200	80023723		PF	50.78	DR	1-0-Trip 632 Pre-conf dinner 29/6/15 Gmmy Miles East		
		4200	4200	80023724		PF	50.78	DR	1-0-Trip 631 Pre-conf dinner 29/6/15 Gmmy Miles East		
		4200	4200	80023722		PF	101.56	DR	2-0-Trip 631 Pre-conf dinner 29/6/15 Gmmy Min Gst D/P		
		4200	4200	80023722		PF	253.92	DR	10-5-Trip 631 Pre-conf dinner 29/6/15 Gmmy Trad D/P		

N:\Financial management\Accounting\AP Upload\2015-2016\Acquittal Trip 631 Deputy Premier.xls\AP upload template

Rohmühle.net

Rohmühle Betriebs GmbH & Co. K
Rheinwerkallee 3
D-53227 Bonn-Oberkassel
0228 / 4100707
StNr. 206/5804/00872

Rechnung Nr. 85

Datum: 29.06.15 Tisch 401/--

4 Tempranillo 0,5l	46,00	1
Preis: 11,50		
2 Riesling Prüm 0,	13,80	1
Preis: 6,90		
2 Cola zero 0,3l	6,80	1
Preis: 3,40		
2 San Pellegrino 0	13,80	1
Preis: 6,90		
2 Aqua Panna 0,75l	13,80	1
Preis: 6,90		
4 Kölsch 0,3l	11,60	1
Preis: 2,90		
1 Ziegenkäse-Rucol	14,90	1
Preis: 14,90		
2 Schnitzel-Gurken	39,80	1
Preis: 19,90		
2 Gnocci-Gemüse-Sc	27,80	1
Preis: 13,90		
1 Zander-Hummerkru	22,90	1
Preis: 22,90		
1 Sashimi-Thunfisc	17,90	1
Preis: 17,90		
1 Thun-Schwertfisc	25,90	1
Preis: 25,90		
1 Duroc-Schwein-Ko	22,90	1
Preis: 22,90		
1 Rumpsteak-Pfeffe	24,90	1
Preis: 24,90		
1 Bärlauchcreme-Ga	8,90	1
Preis: 8,90		
1 Tomatensuppe	5,50	1
Preis: 5,50		
2 Portion Pommes	6,40	1
Preis: 3,20		
2 Frischkäse Dip	5,00	1
Preis: 2,50		
2 Kräuterbutter	5,60	1
Preis: 2,80		
2 Tomatenchutney-C	6,00	1
Preis: 3,00		

10 meals

EUR AVD

340.20 = \$507.80

~~178.50 = \$266.4~~

EUR 518.70 \$ 774.2

Netto(1) EUR 285,88
+ 19,0% MwSt: 54,32

Summe EUR 340,20

TIP _ _ _

Es bediente Sie:
Kellner 25

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier

DATE OF FUNCTION: 29/6/15

VENUE: Rohmuhle, Germany

COST OF FUNCTION: \$ 340.20 ~~EURO~~ (GST inclusive)

ENTERTAINMENT Type: Entertainment

Working Meal

Description of event :


Part of International Trade Mission for UNESCO meeting
- Pre conference dinner

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
1 Deputy Premier	(10)
2 Matt Collins, Chief of Staff	
3 Minister Steven Miles	
4 Jon Black DG, Dept Environment	
5 Ken Smith, Trade & Investment Commissioner EUROPG	
6 Andre Haermeyer, Deputy Chair, German Aus Business Council	
Staff from Australian Delegation	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister:  Date: 20/07/15</p>
--	--

OK to PAY

K A M E H A
G R A N D
B O N N

*Paid personal
visa*

Mrs. Jackie Trad
Queen Street
Australia

Room No. : 143
Arrival : 28.06.15
Departure : 02.07.15
Page : 1 of 1
User ID : SBLO

INVOICE

Invoice No. 299737 /

Date : 02.07.15

Guest : Mrs. Jackie Trad

Date	Description	Debit	Credit
29.06.15	Laundry	99.40	
30.06.15	Mini Bar - Beverage	9.30	
30.06.15	Stage Bar Beverage - Dinner Room# 143 : CHECK# 0098859	27.00	
01.07.15	Room Service Food - Breakfast Room# 143 : CHECK# 0032725	21.50	
01.07.15	Stage Bar Beverage - Dinner Room# 143 : CHECK# 0087296	178.50	
02.07.15	Room Service Food - Breakfast Room# 143 : CHECK# 0032777	22.00	
02.07.15	VISA - EMV Room# 143 : CHECK# 0087340		357.70

V.A.T. Detail				Total	357.70	357.70
	Net EUR	V.A.T. EUR	Gross EUR	Balance	0.00	EUR
V.A.T. 19%	275.30	52.40	328.20			
Paid Outs	29.50		29.50			
Total	305.30	52.40	357.70			
Balance	305.30	52.40	357.70			

*178.50 EURO
Entertainment form
returned to Deputy Premi
as not payable - advised
by Chris Powell 23/7/15*

KAMEHA GRAND BONN

KAMEHA GRAND BONN BETRIEBSGESELLSCHAFT MBH | AM BONNER BOGEN 1 | D-53227 BONN
P. +49 (0)228 4334 5000 | F. +49 (0)228 4334 5005 | WWW.KAMEHABONN.DE | INFO@KAMEHAGRAND.COM

- Kundenbeleg -
Kameha Grand Bonn
Betriebsges. mbH
Am Bonner Bogen 1
53227 Bonn
Kartenzahlung
BOQ Visa Debit D

B O N N
Betrag: AUD 533,94

Datum: 02.07.15 Zeit: 07:40
Terminal-Nr: 54165396
Trace-Nr: 068511
Beleg: 3500
Karten-Nr: #####6341
Folge-Nr.: 0000
MS JACKLYN TRAD
AID: 212249
AID-Par.: 0100000002
VU-Nr: 140867435
Weitere Daten: 0080048000/F800//
//420300//9002900002303000800480
00F80001/459FC942/40

POS Betrag: EUR 357,70
Umrechnungskurs:
EUR 1 : AUD 1.4927

Zahlung erfolgt

AS-Proc-Code = 00 053 00
Capt.-Ref. = 1055
AID59: 417802

Released under RTI - DPC

KAMEHA GRAND BONN

KAMEHA GRAND BONN BETRIEBSGESELLSCHAFT MBH | AM BONNER BOGEN 1 | D-53227 BONN
P. +49 (0)228 4334 5000 | F. +49 (0)228 4334 5005 | WWW.KAMEHABONN.DE | INFO@KAMEHAGRAND.COM

[Redacted]
From: [Redacted]
Sent: Wednesday, 17 June 2015 9:58 AM
To: [Redacted]
Subject: FW: Approved Overseas Travel - June/July - Deputy Premier

Minister 80023722
Staff 80023723



[Redacted]
Senior Finance Officer
Ministerial Services
Department of the Premier and Cabinet
P 07 300 39071
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Thursday, 11 June 2015 11:36 AM
To: @Ministerial Services (DPC)
Subject: Approved Overseas Travel - June/July - Deputy Premier

Please note details of the following approved overseas travel:

- **Trip** 631
- **Travellers:** Hon Jacklyn Trad MP
Matthew Collins
- **Destination:** Singapore, UK, Germany
- **Portfolio:** Deputy Premier, Minister for Transport, Minister for Infrastructure
Local Government and Planning, and Minister for Trade
- **Dates:** 24 June - 05 July 2015
- **Acting Minister:** Hon Mark Bailey MP

Regards



[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
PH: 07 300 39074
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

[Redacted]
From: [Redacted]
Sent: Wednesday, 17 June 2015 9:58 AM
To: [Redacted]
Subject: FW: Overseas Travel - Environment - June/July 2015

Minister 80023724
Staff 80023725



Queensland
Government

[Redacted]
Senior Finance Officer
Ministerial Services
Department of the Premier and Cabinet

P 07 300 39071
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Thursday, 11 June 2015 4:28 PM
To: @Ministerial Services (DPC)
Subject: Overseas Travel - Environment - June/July 2015

Please note details of the following approved overseas travel:

- **Trip** 632
- **Travellers:** Hon Dr Steven Miles MP
- **Destination:** Germany
- **Portfolio:** Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef
- **Dates:** 27 June - 05 July 2015 (as per itinerary)
- **Acting Minister:** Hon Shannon Fentiman MP

Regards



Queensland
Government

[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

PH: 07 300 39074
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Department of the Premier and Cabinet

Document Number: 19/42408-19/4240

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: 2015/16 Urgent payment required by: 1 / 1 / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Legislative Assembly of Qld 6003560	# 9577 (6 May charges)	1104-40
APPROVAL TOTAL: (GST inclusive)		\$ 1104-40 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) Tarkin Trad Date: 30-7-15

PREPARED BY: Name (please print) [Redacted] Date: 29-7-15
 Phone 37197073

MINISTERIAL SERVICES OFFICER:
 I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: [Redacted]
 Date: 30/07/15 30/07/15

• Claims for Travel - See Overleaf

Please print on yellow paper

ACCOUNTING DOCUMENT UPLOAD (NEW)
 Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are filed together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement.
 Instructions to complete template
 All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc. (e.g. 1234567.89).
 If copying data into template, use Edit, Paste Special, Values.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select insert Copied Cells. This ensures formatting remains consistent throughout.
 Restricted journal length to 600 lines. Information in excess of 500 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	1,104.40
Total CR	1,104.40
Total Variance	-

Seq	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	ItemText	CorrespondenceType	Vendor/Cust
HDR 1	06.06.2015	30.07.2015	KR	AUD	95706/05/2015	Deputy Premier	1	SSAUPLOAD	Assignment	6003560
ITM 1	530007	4205011	InternalOrder	WbsElement	TaxCode	1004.00	CR	Urban Design Roundtbl 5/5/15 P/Hse Trad Dep Prem	30.07.2015	
ITM 1	530007	4205012	InternalOrder	WbsElement	TaxCode	100.40	DR	1-0-Urban Design Roundtbl 5/5/15 P/Hse Trad Dep Prem		
ITM 1	530009	4205011	InternalOrder	WbsElement	TaxCode	803.20	DR	1-0-Urban Design Roundtbl 5/5/15 P/Hse Collins Dep Prem		
HDR 2	30.06.2015	30.07.2015	KR	AUD	95706/05/2015	Deputy Premier	1	SSAUPLOAD	Assignment	6003560
ITM 2	530022	4205013	InternalOrder	WbsElement	TaxCode	100.40	CR	Late Fee Urban Design Roundtbl 5/5/15 P/Hse Trad Dep Prem	30.07.2015	
ITM 2	530022	4205013	InternalOrder	WbsElement	TaxCode	100.40	DR	Late Fee Urban Design Roundtbl 5/5/15 P/Hse Trad Dep Prem		

N:\Financial management\Accounting\AP Upload\2015-2015\Parl House Urban Design Roundtable 06May15 Deputy Premier.xls\AP upload template

Prepared by:

30/07/15

Under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier

DATE OF FUNCTION: 5 May 2015

VENUE: Cellar Room, Parliament House

COST OF FUNCTION \$ 1004.00 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

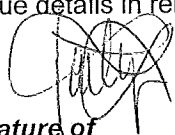
Roundtable discussion over dinner with leaders from Urban Design / planning companies around Queensland, as Minister for Infrastructure, Local Govt + Planning.

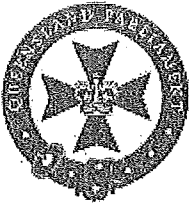
Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Directors from various Urban Design/planning firms around Queensland	10 in total (8 external)
1 - Catherin Bull, Landscape architect	
2 - Steve Dunn, Dunn Moran Landscape architect	
3 - Caroline Stalker, Director Architects	
4 - Nathalie Ward, Director Cat 27	
5 - Phil Heywood, QUT Professor Urban Planning	
6 - Peter Edwards, Director Archipelago	
7 - Richard Kirk, Director Richard Kirk Architects	
8 - Malcolm Middleton, Director Malcolm Middleton Architects	
9 - Deputy Premier Jackie Trad. (ie) Matt Collins, chief of staff.	

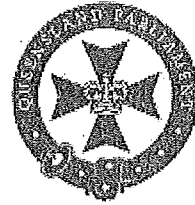
*Attach additional page, if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p></p> <p>Signature of Claimant: _____ Date <u>30/07/15</u></p> <p>(If claimant is Minister, this signature will suffice for Expenditure approval)</p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister _____ Date _____</p>
--	---



Queensland Parliamentary Service



Office Deputy Premier, Minister for
Transport, Infrastructure

Acct No: 9577
Contact: Brooke Ford

EFT PAYMENTS:

BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Statement To:- 30/06/15
Page 1

Address Catering Enquiries to:- Duty Manager - Parliamentary Catering Phone: 340 67154
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 340 67575

Office Deputy Premier, Minister Account No.: 9577
Statement To:- 30/06/15 Page 1

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
27/03/15	957727/03/2015	303.00	303.00	0.00
30/04/15	FNCH04583	30.30	30.30	0.00
06/05/15	957706/05/2015	1,004.00		1,004.00
08/05/15	957708/05/2015	907.50	907.50	0.00
21/05/15	957721/05/2015	1,147.00	1,147.00	0.00
30/06/15	FNCH04675	100.40		100.40
Statement Total		3,492.20	2,387.80	1,104.40

Invoice Date	Invoice No.	Balance
27/03/15	957727/03/2015	0.00
30/04/15	FNCH04583	0.00
06/05/15	957706/05/2015	1,004.00
08/05/15	957708/05/2015	0.00
21/05/15	957721/05/2015	0.00
30/06/15	FNCH04675	100.40
Statement Total		1,104.40

Released under RTI

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
100.40	1,004.00	0.00	0.00	1,104.40

TOTAL PAYABLE:-	1,104.40
------------------------	----------

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 340 67675
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement for: 31/05/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes handwritten notes like 'CATERING Urban Design Roundtable Dinner 5 May' and 'Electorate Brisbane State High School Leaders BBQ 8 May'.

OTHER

Ministerial \$ 1004.00

Electorate \$ 2054.50

\$ 3058.50



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 340 67675
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 31/03/15 Page 2
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes SUB TOTAL (Other) and GRAND TOTAL.

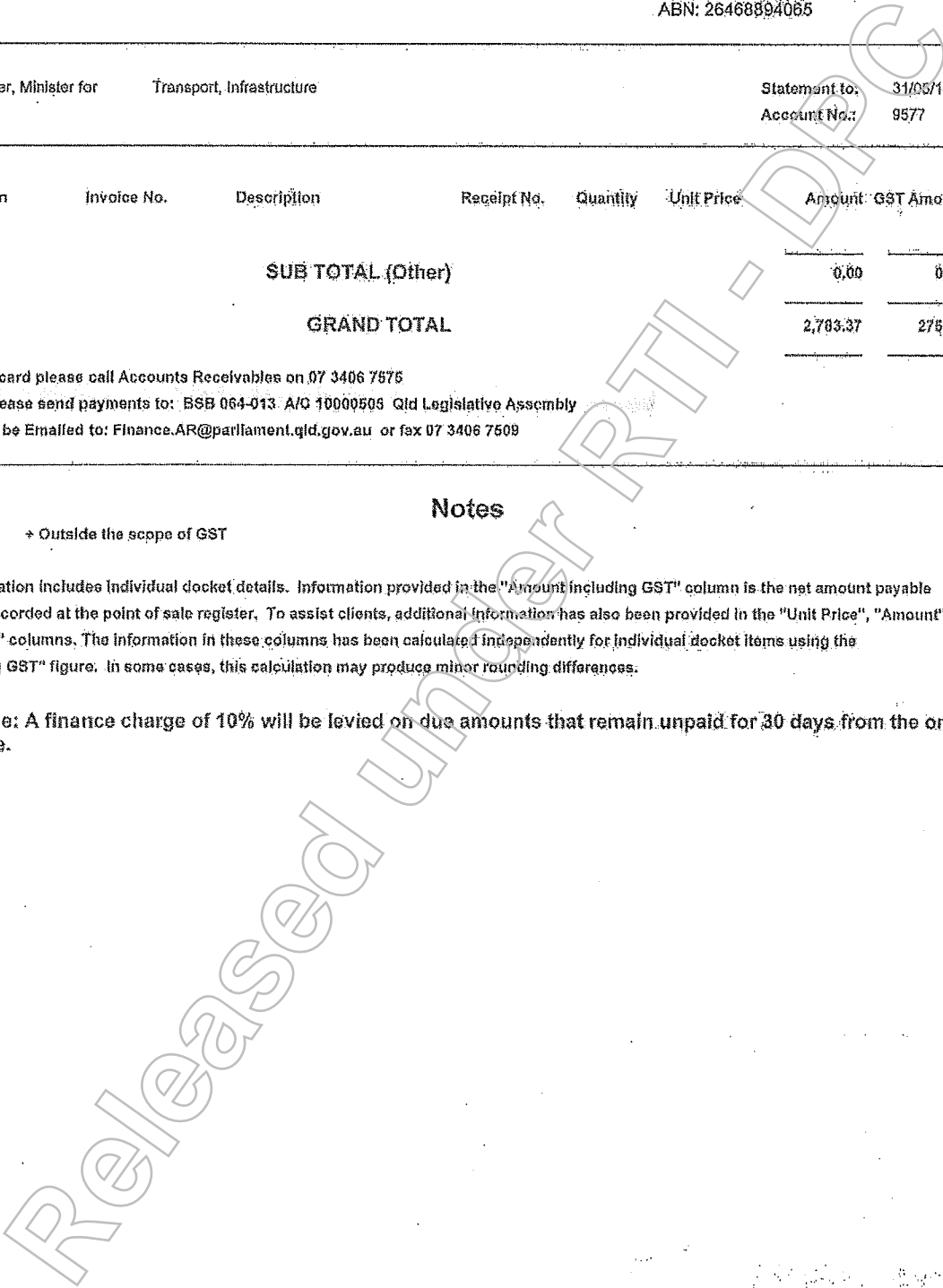
To pay by credit card please call Accounts Receivables on 07 3406 7575
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3406 7509

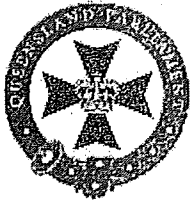
Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.





Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 30/06/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes rows for 'OTHER' items and 'SUB TOTAL (Other)' and 'GRAND TOTAL'.

To pay by credit card please call Accounts Receivables on 07 3406 7575
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3406 7509

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Department of the Premier and Cabinet

19/42634

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: TREASURER

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
[Redacted]	Dinner catering for staff for Estimates work back.	77.75
APPROVAL TOTAL: (GST inclusive)		\$77.75

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

[Redacted Signature]

OIC to pay 18/8

Name (please print) JASON HUMPHREYS Date: 18 August 2015

PREPARED BY: Name (please print) _____

[Redacted Name]

Date: 17 August 2015

Phone 3719-7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

[Redacted Signature]

Date: _____

20/8/15 20/08/15

- Claims for Travel - See Overleaf

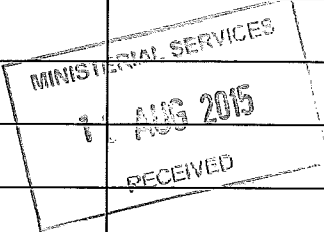
Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				



Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___ : ___ Return Date & Time: ___/___/___ : ___ : ___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

19/10/15 Anyley confirmed Treasurer + 8 staff.

Debit Card
PAID

98421

Phone 1300-DOMINOS

8/17/2015 Save 6:17 PM
Print 6:34 PM
Order 178 CSR Mark h

This Dominos Pizza outlet is
owned and operated by
Dominos Pizza Enterprises Limited
ABN: 16 010 489 326
TAX Invoice
ABN: 16 010 489 326
Tax Invoice

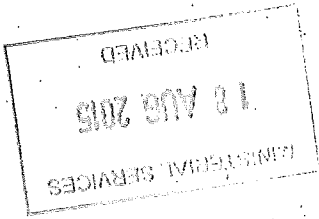


INTERNET PREPAID

1 L CLASS Godfather (Godfather)	\$12.95
1 L THIN Vegorama (Vegorama)	\$12.95
1 L CLASS Supreme (Supreme)	\$12.95
1 L DEEP Meatlovers (Meatlovers)	\$12.95
1 L CLASS Capriciosa (Capriciosa)	
1 Pizza(s) @ \$12.95	\$12.95
Other	-\$5.00
1 L CLASS Toni Pepperoni (Toni Pepperoni) Extra Cheese Extra Pepperoni	
1 Pizza(s) @ \$12.95	\$12.95
2 Toppings	\$4.00
Other	-\$7.95
1 L THIN Toni Pepperoni (Toni Pepperoni) Extra Cheese Extra Pepperoni	
1 Pizza(s) @ \$12.95	\$12.95
2 Toppings	\$4.00
Other	-\$7.95
Sub Total	\$70.67
Tax 1	\$7.09
Tax 2	\$0.00
Total	\$77.75
CreMA Card 5914	\$77.75
Am. Tendered	\$77.75
Balance Due	\$0.00

... the ...
not on the road.
Drive Safe

Pizza 7



98421

Customer Copy

Processed August 17 2015 06:17 P

Order Date August 17 2015
Invoice no 178
ACCOUNT TYPE Credit Card
) Visa



PURCHASE \$77.75
TOTAL \$77.75

98421

Merchant Copy

Processed August 17 2015 06:17 P

Order Date August 17 2015
Invoice no 178
ACCOUNT TYPE Credit Card
) Visa



PURCHASE \$77.75
TOTAL \$77.75

X _____
SIGNATURE

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT

Released under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: TREASURER DATE OF FUNCTION: 17 AUGUST 2015

VENUE: OFFICE COST OF FUNCTION \$ 77.75 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Working late for Estimates preparation.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Treasurer + 8

Organisation of Participants	Number of Participants
Treasurer's office staff	9

550008 / 4205021 ✓ PG \$8.64 ✓ 1-0 PH ✓
 530008 / 4205022 ✓ PG \$69-11 ✓ 8-0 Staff ✓
\$77.75 ✓

** Working meal estimates prep 17/8/15 In house Treasurer ✓

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: TREASURER DATE OF FUNCTION: 17 AUGUST 2015

VENUE: OFFICE COST OF FUNCTION \$ 77.75 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Working late for Estimates preparation.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Treasurer + 8

Organisation of Participants	Number of Participants
<u>Treasurer's office staff</u>	<u>9</u>

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: Date <u>19/08/15</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister Cullett Date <u>19/08/2015</u></p>
---	---

Released under RTI - DPC

MINISTERIAL SERVICES
19 AUG 2016
RECEIVED

Department of the Premier and Cabinet

Document Number: 19/42742

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for the Arts

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament	Meeting with JFE Steel representatives Tea/Coffee catering 15/07/2015	\$40.50
APPROVAL TOTAL: (GST inclusive)		\$40.50 <input checked="" type="checkbox"/>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Angela MacDonagh, Chief of Staff Date: 31/08/2015

PREPARED BY: Name - _____ Executive Manager Date: 31/08/2015

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: _____

Date: 02/09/15 02/09/15

- Claims for Travel - See Overleaf

HE CHAS, AS
DISCUSSED COULD WE
PLEASE GET THIS
PAID ASAP. I WILL
GET SOME CBT AT
A LATER DATE.

THANKS

[REDACTED]

[REDACTED] OK 40/AM,
Just please & wait
for the link form later.

[REDACTED] 2/9.

Premiers 15/07/15

Host: Premier

Guests: Minister dining

Premiers staff x 1

Dept staff x 1

outsiders x 3

Cost: \$40.50/7 =

= \$5.79pp.

Reason: meet JFE steel

Voucher & Cert prepared
correctly

OK'd by
CHRIS

N.S.
02/09/15

MINISTERIAL SERVICES
-2 SEP 2015
RECEIVED



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office of the Premier
PO Box 15185

BRISBANE

4000

Statement to: 31/07/15
Account No.: 620

Page 1

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register.

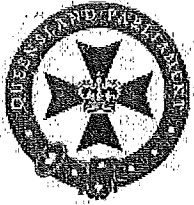
Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Handwritten notes listing items: 530008/4205001 PB \$ 5.79 1-0 Palaszcuk, 530008/4205051 PB \$ 5.79 1-0 Lynham, 530008/4205002 PB \$ 5.79 1-0 Dinley, 530008/4205001 PB \$ 5.79 1-0 DB guest, 530010/4205001 PN \$ 17.54 0-3 Palaszcuk. Total \$ 40.50.

Next JFE steel rebs 15/7/15 P/Hse Palaszcuk Proc.

MINISTERIAL SERVICES
2 SEP 2005
RECEIVED

Released under RTI - DPC



Queensland Parliamentary Service

Office of the Premier

Acct No: 620

PO Box 15185
BRISBANE, 4000

Contact: Mary-Anne Munro

Statement To:- 31/07/15
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
15/07/15	62015/07/2015	40.50		40.50
Statement Total		40.50		40.50



EFT PAYMENTS:

BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Office of the Premier Account No.: 620
Statement To:- 31/07/15 Page 1

invoice Date	Invoice No.	Balance
15/07/15	62015/07/2015	40.50
Statement Total		40.50

Released under RIA

<u>CURRENT</u>	<u>30 DAYS</u>	<u>60 + DAYS</u>	<u>HELD IN CREDIT</u>	<u>TOTAL</u>
40.50	0.00	0.00	0.00	40.50

TOTAL PAYABLE:- 40.50

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.

Released under RTI - DPC

MINISTERIAL SERVICE
2 SEP 2013
RECEIVED

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Premier and Minister for the Arts DATE OF FUNCTION: 15/07/15

VENUE: Speakers Dining Room, Parliament House COST OF FUNCTION \$40.50 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event:

Meeting with representatives of JFE Steel (Tea and Coffee in Speakers Dining Room)

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Hon. Anastacia Palaszczuk MP, Premier and Minister for the Arts	1
Hon. Anthony Lynham MP, Minister for State Development and Minister for Natural Resources and Mines	1
Tim Linley, Principal Policy Advisor, Office of the Premier and Minister for the Arts	1
Dave Stewart, Director-General, Department of Premier and Cabinet	1
JFE Steel Corporation	3

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: <i>(see attached)</i> Date</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Handbook.</p> <p><i>NO NEED TO SIGN</i></p> <p>Signature of Minister: _____ Date</p>
--	--

Released under RTI - DPC

MINISTERIAL SERVICES
-2 SEP 2015
RECEIVED

Department of the Premier and

Document Number

MINISTERIAL OFFICE
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for the

Financial Year: 2015/2016

Urgency

ATT: [redacted]
 ATTACHED IS GASTROBANKING
 CERT. SLIPPED OFF BY
 THE PREMIER. PLEASE
 NOTE EXPENDITURE HAS ALREADY
 BEEN PROCESSED.
 THANKS
 [redacted]
 1/9/15

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament	Meeting with JFE Steel representatives Tea/Coffee catering 15/07/2015	\$40.50
APPROVAL TOTAL: (GST inclusive)		\$40.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
 Name (please print) Angela MacDonagh, Chief of Staff Date: 31/08/2015

PREPARED BY: Name - [redacted], Executive Manager Date: 31/08/2015
 Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

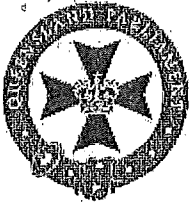
* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
 Date: _____

• Claims for Travel - See Overleaf

MINISTERIAL SERVICES
- 7 SEP 2005
RECEIVED

Released under RTI - DPC



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office of the Premier
PO Box 15185

BRISBANE

4000

Statement to: 31/07/15
Account No.: 620

Page 1

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes rows for CATERING (Tea / Coffee) and OTHER, with sub-totals and a GRAND TOTAL of 40.50.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

INTERNATIONAL SERVICES
- 7 SEP 2008
RECEIVED

Released under RTI - DPC



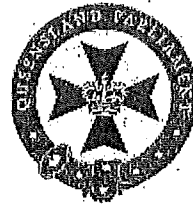
Queensland Parliamentary Service

Office of the Premier

PO Box 15185
BRISBANE, 4000

Acct No: 620
Contact: Mary-Anne Munro

Statement To:- 31/07/15
Page 1



EFT PAYMENTS:

BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Office of the Premier Account No.: 620
Statement To:- 31/07/15 Page 1

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
15/07/15	62015/07/2015	40.50		40.50
Statement Total		40.50		40.50

invoice Date	Invoice No.	Balance
15/07/15	62015/07/2015	40.50
Statement Total		40.50

Released under RIA

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
40.50	0.00	0.00	0.00	40.50

TOTAL PAYABLE:- 40.50

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.

UNITED STATES
POSTAL SERVICE
SEP 2008
REMOVED

Released under RTI - DPC

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Premier and Minister for the Arts DATE OF FUNCTION: 15/07/15

VENUE: Speakers Dining Room, Parliament House COST OF FUNCTION \$40.50 (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :


Meeting with representatives of JFE Steel (Tea and Coffee in Speakers Dining Room)

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Hon. Anastacia Palaszczuk MP, Premier and Minister for the Arts	1
Hon. Anthony Lynham MP, Minister for State Development and Minister for Natural Resources and Mines	1
Tim Linley, Principal Policy Advisor, Office of the Premier and Minister for the Arts	1
Dave Stewart, Director-General, Department of Premier and Cabinet	1
JFE Steel Corporation	3

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p></p> <p>Signature of Claimant: Date <i>(If claimant is Minister, this signature will suffice for Expenditure approval)</i></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister Date</p>
---	---

*New Vendor
MGR. est 03/09/15
N.S.*

Department of the Premier and Cabinet

Document Number: 19/42768

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Bill Byrne MP. Agriculture

Financial Year: 2015/16 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Rockhampton Leagues Club	Stakeholder Breakfast	\$ 350
APPROVAL TOTAL: (GST inclusive)		\$ 350

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Redacted] ✓

Name (please print) ELLIOT STEIN Date: 19/8

PREPARED BY: Name (please print) _____ Date: _____

Phone _____

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 03/09/15 3/9/15

• Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
N.S.				
TOTAL				

Domestic travel allowance claim:

Agriculture 22/09/15

Return Date & Time: ___/___/___ : ___

Host: Minister Byrne

*Guests: staff x 1
outsiders x 9*

Cost: \$ 350/11 = \$31.82 p.p.

Reason: working breakfast with Old Rugby League board

Vouchers left prepared incorrectly

*OK to pay
[Signature]
03/09/15*

*N.S.
03/09/15*

Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL			

INCIDENTAL AND/OR MEAL ALLOWANCE

ences for the above period;
was for Official purposes as defined in the Queensland
for trips where the actual cost of meals or
ernment source e.g. conference.

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICE
-2 SEP 2015
RECEIVED

Please print on yellow paper

02/10/15 Justin advised that catering was ordered for 12 persons but there were actually only 11 present - one was spare.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Agriculture DATE OF FUNCTION: 22/8/2015

VENUE: Rockhampton Leagues Club COST OF FUNCTION \$ _____ (GST inclusive)

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :


Working breakfast to host Qld Rugby League board.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Queensland Rugby League board	9
Ministerial staff (Byrne)	2
	(1 Minister 1 staff - M.S.)

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date <u>1 Sep 15</u></p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister _____ Date _____</p>
---	--

Released under RTI - DPC

MINISTERIAL SERVICE
-2 SEP 2005
RECEIVED



ROCKHAMPTON LEAGUES CLUB LTD

PO BOX 8267
ALLENSTOWN QLD 4700

A.B.N. 72 010 433 655

PHONE: 07 4999 2600
FAX: 07 4922 7265

Tax Invoice

Office of the Minister for Sport & Racing
Bill Byrne MP

Invoice #: 00013101

Date: 19/08/2015

Description	Amount
Saturday 22nd August 2015 - organised by [redacted] Function Room Setup - McHugh Lounge 12 X Served Breakfasts @ \$25 pp	. \$50.00 \$300.00
530008 / 4205081 P6 \$ 31.82	1-0 Byrne ✓
530008 / 4205082 P6 \$ 31.82	1-0 Staff ✓
530010 / 4205081 PN \$286.36	0-9 Byrne ✓
Working breakfast Old Rugby League PAYMENT OPTIONS	\$350.00 ✓ 22/8/15 ROC Byrne Admin ✓
For direct payment of account deposit to ANZ - BSB - 014 690 A/C - 3944 33641 PLEASE PUT THIS INVOICE NUMBER AS YOUR REFERENCE NUMBER WHEN PAYING BY EFT Please fax remittance to 07)4922 7265 or email accounts@rockhamptonleaguesclub.com.au	Payment by credit card VISA or MASTERCARD - no Surcharge AMEX & DINERS - will incur a 1.5% Surcharge OR Payment can be made at reception or by post with CASH, CHEQUE OR MONEY ORDER
Your Order #:	Total Inc GST: \$350.00
Memo:	Received with thanks \$0.00
GST Included in Invoice \$31.82	Balance Due: \$350.00
	Due Date: 26/08/2015

Released under RTI - DPC

MINISTERIAL SERVICES
-2 SEP 2011
RECEIVED

Department of the Premier and Cabinet

Document Number: 19/43233

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: TREASURER

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Queensland Parliamentary Service	Catering costs for meeting with AQUIS	76.00
APPROVAL TOTAL: (GST inclusive)		\$76.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature SIGNED ON PINK FORM

Name (please print) Hon Curtis Pitt

Date: 14/10/15

PREPARED BY: Name (please print)

Date: 14/10/15

Phone 3719-7215

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature:

Date: 23/10/15

- Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___:___ Return Date & Time: ___/___/___ : ___:___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
<i>Treasurer</i>	<i>17/09/15</i>					
<i>Host: Treasurer</i>						
<i>Guests: min staff x 2</i>						
<i>outsiders x 4</i>						
<i>Cost: \$76/7 = \$ 10.86 pp.</i>						
TOTAL						

Reason: document missing

Voucher + cost prepared correctly.

CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that the above information is true and correct and that the claimant has not claimed any meal expenses for the above period; the above period was for Official purposes as defined in the Queensland Government Act 1992.

This form is to be used only for trips where the actual cost of meals or other expenses was not reimbursed from another government source e.g. conference.

Signature: _____ Date: _____

signed by the person claiming the allowance.

N.S.

23/10/15

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Treasurer DATE OF FUNCTION: 17/09/2015
 VENUE: Parliament House COST OF FUNCTION \$ 76 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

COFFEE AND BISCUITS AT MEETING WITH AQUIS PROPONENTS PRIOR TO A DOCUMENT SIGNING,

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
TREASURER CURTIS PITT, CHIEF OF STAFF	3 PEOPLE
JASON HUMPHREYS SENIOR MEDIA ADVISOR SCOTT FORBES	
AQUIS - TONY FUNG, JUSTIN FUNG, PAT FLANAGAN, BEN READY	4 PEOPLE

530008/4205021 PG \$10.86 1-0-PITT ✓
 530008/4205022 PG \$21.64 2-0-STAFF ✓
 530010/4205021 PN \$43.50 0-4 PITT ✓
\$76.00 ✓

MEET AQUIS 17/09/15 P/HSE PITT TREASURER ✓

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Treasurer DATE OF FUNCTION: 17/09/2015
 VENUE: Parliament House COST OF FUNCTION \$ 76 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

COFFEE AND BISCUITS AT MEETING WITH AQUIS PROPONENTS PRIOR TO A DOCUMENT SIGNING

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
TREASURER CURTIS PITT CHIEF OF STAFF	3 PEOPLE
JASON HUMPHREYS SENIOR MEDIA	
ADVISOR SCOTT FORBES	
AQUIS - TONY FUNG, JUSTIN FUNG, PAT FLANAGAN, BEN READY	4 PEOPLE

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p style="text-align: center;"><i>C. Pitt</i></p> <p>Signature of Claimant: Date 14/10/2015</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;"><i>C. Pitt</i></p> <p>Signature of Minister Date 14/10/2015</p>
---	--



Queensland Parliamentary Service

Office of Treasurer, Minister for Aborig
Torres Strait Islander P'ship

Acct No: 9578
Contact: Hayley Lockyer

Statement To:- 30/09/15
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
17/09/15	957817/09/2015	76.00		76.00
Statement Total		76.00		76.00



EFT PAYMENTS:

BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Office of Treasurer, Minister for Account No.: 9578
Statement To:- 30/09/15 Page 1

Invoice Date	Invoice No.	Balance
17/09/15	957817/09/2015	76.00
Statement Total		76.00

Released under RIA/DPS

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
76.00	0.00	0.00	0.00	76.00

TOTAL PAYABLE:- 76.00

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office of Treasurer, Minister for Aborig Torres Strait Islander P'ship

Statement to: 30/09/15 Page 1
Account No.: 3578

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a grand total.

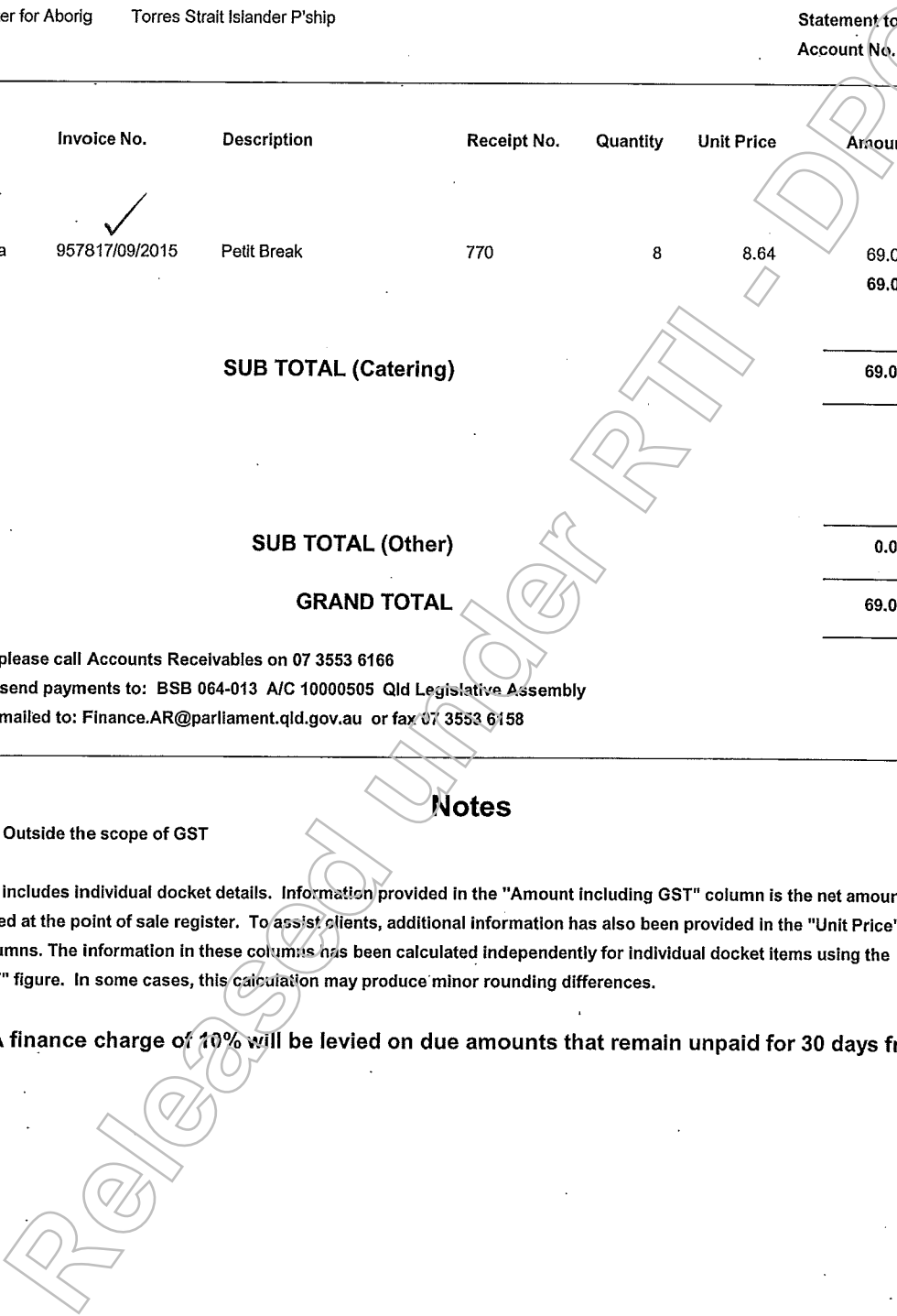
To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.



[Redacted]
From: [Redacted]@ministerial.qld.gov.au>
Sent: Friday, 23 October 2015 10:35 AM
To: [Redacted]
Subject: RE: Missing attendee for the Entertainment Form.

Hi [Redacted]

Scott has confirmed that there were only seven people in attendance who were on the form – the 8th person must not have turned up.

Kind regards

[Redacted]
Executive Assistant/Office Manager
Office of the Hon. Curtis Pitt MP



Queensland
Government

Treasurer
Minister for Employment and Industrial Relations
Minister for Aboriginal and Torres Strait Islander Partnerships
P 07 3719 7215 | Email: [Redacted]@ministerial.qld.gov.au
Executive Building 100 George Street Brisbane QLD 4000
GPO Box 611 Brisbane QLD 4001

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Friday, 23 October 2015 9:10 AM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Missing attendee for the Entertainment Form.

Hi [Redacted]

As per conversation on the telephone yesterday morning I am still waiting on your confirmation who, the missing attendee was at the Coffee & Biscuit meeting at Parliament House on 17/09/15.

The attendees on the pink (Entertainment Certification) form:

Treasurer
J. Humphreys
S. Forbes

4x Non-Government from Aquis.

The tax invoice shows the quantity of 8 at unit price of \$8.64 for Petit Break.

Please email me as soon as you find out so payment can be made to Parliament House to avoid the late finance charge of 10% levied on due amount.

Thank you.

Kind regards

Department of the Premier and Cabinet

Document Number: 19/43337

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Deputy Premier

Financial Year: 2015/16

Urgent payment required by: 30/10/20 **ASAP**

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Old Parliamentary Services	# 9577 Cellar Room event for Youtube Singapore 15 Sept	
APPROVAL TOTAL: (GST inclusive)		\$ 961-

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Jackie Trad

Date: 26/10/15

PREPARED BY: Name (please print) [Redacted]

Date: 21.10.15

Phone 37197073

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Redacted]

Date: 30/10/15

• Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
- To determine the correct salary table for allowance claims, refer to the Salary Rates schedule on the Ministerial Intranet.
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ : ___: ___ Return Date & Time: ___/___/___ : ___: ___

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
- I have not previously claimed any meal expenses for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

DEPUTY PREMIER

15
16/09/15

Host: Deputy Premier
Guests: Minister Enoch; Chief of Staff, Deputy Premier; DG, DSITI; CEO TIQ; 4 x external
Cost: \$961 / 9 = \$106.78 p.p.
Reason: Dinner meeting Cellar Room Parliament House with Sanoop Luke from Youtube Singapore to discuss Queensland opportunities.

Voucher and certificate are correct.

Please approve.

OK to pay

[Redacted Signature]
 27/10/15

SUB TOTAL (Catering)

873.63

87.37

961.00

OTHER

SUB TOTAL (Other)

0.00

0.00

0.00

GRAND TOTAL

873.63

87.37

961.00

To pay by credit card please call Accounts Receivables on 07 3553 6166

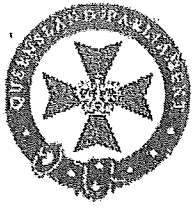
For EFT please send payments to: BSB 064 013 A/C 10000505 Qld Legislative Assembly

Ref: SI 014016

Date: 21.10.2015

530007 4205011 PG \$106.78 ✓
 1-0-Mtg Youtube Sgpre 15/9/15 P/Hse Trad Dep Prem ✓
 530007 4205111 PG \$106.78 ✓
 1-0-Mtg Youtube Sgpre 15/9/15 P/Hse Enoch Housing ✓
 530007 4205012 PG \$106.78 ✓
 1-0-Mtg Youtube Sgpre 15/9/15 P/Hse Collins Dep Prem ✓
 530007 4205011 PG \$106.78 ✓
 1-0-Mtg Youtube Sgpre 15/9/15 P/Hse DSITI Dep Prem ✓
 530007 4205011 PG \$106.78 ✓
 1-0-Mtg Youtube Sgpre 15/9/15 P/Hse TIQ Dep Prem ✓
 530009 4205011 PN \$427.10 ✓
 0-4-Mtg Youtube Sgpre 15/9/15 P/Hse Trad Dep Prem ✓
\$961.00 ✓

J. Nis



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6168
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement No: 21/10/15

Page 1

Account No: 9577

Invoice Date	Location	Invoice No.	Description	Receipt No.	Quantity	Unit Price	Amount	GST Amount	Amount Including GST
CATERING									
21/10/15	Function Area	SI014016	Cellar Buffet 16/9/15 - Gleslen SB		1	33.64	33.64	3.36	37.00
21/10/15	Function Area	SI014016	Cellar Buffet 16/9/15 - Warramate P/N		3	31.815	95.45	9.55	105.00
21/10/15	Function Area	SI014016	Cellar Buffet 16/9/15 - Coca Cola Can		1	3.64	3.64	0.36	4.00
21/10/15	Function Area	SI014016	Cellar Buffet 16/9/15		10	740.90	740.90	74.10	815.00
							873.63	87.37	961.00
			SUB TOTAL (Catering)				873.63	87.37	961.00
OTHER									
			SUB TOTAL (Other)				0.00	0.00	0.00
			GRAND TOTAL				873.63	87.37	961.00

To pay by credit card please call Accounts Receivables on 07 3553 6166

To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Old Legislative Assembly

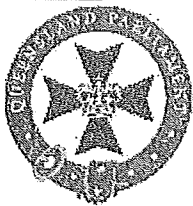
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount Including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount Including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.



Queensland Parliamentary Service

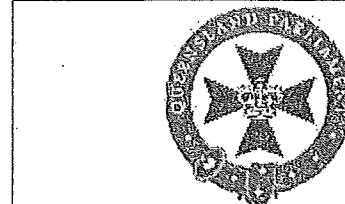
Office Deputy Premier, Minister for
Transport, Infrastructure

Acct No: 9577
Contact: Brooke Ford

Statement To:- 21/10/15
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
21/10/15	SI014016	961.00		961.00
Statement Total		961.00		961.00



EFT PAYMENTS:
BSB 064-013 A/C 10000505 Old Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6158
CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Office Deputy Premier, Minister Account No.: 9577
Statement To:- 21/10/15 Page 1

Invoice Date	Invoice No.	Balance
21/10/15	SI014016	961.00
Statement Total		961.00

Released under RTI

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
961.00	0.00	0.00	0.00	961.00

TOTAL PAYABLE:-	961.00
------------------------	---------------

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier

DATE OF FUNCTION: 15/9/2015

VENUE: Cellar Room Parliament House

COST OF FUNCTION \$ 961 (GST inclusive)

ENTERTAINMENT Type: Entertainment

Working Meal

Description of event :

Roundtable dinner to host special guest Sanooop Luke from Youtube Singapore and Q&A opportunities.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes). Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Mr Sanooop Luke - Youtube	9
Deputy Premier	
Minister Enoch	
Prof Ian O'Connor, Griffiths	
Kate Hynes, Halfbrick	
Andrew Tullock, IIS	
Jamie Merrick, DSITI	
Math Collins, EOS	
Prof Arun Sharma, QUT	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p></p> <p>Signature of Minister _____ Date <u>23/10/15</u></p>
---	--

Subject: 6pm for 6.30pm DINNER Sanoop Luke, YouTube (Matt)
Location: Cellar Room - seats 10 - Parliament House

Start: Tue 15/09/2015 6:00 PM
End: Tue 15/09/2015 7:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Jackie Trad

Required Attendees: [redacted]@ministerial.qld.gov.au; Matt Collins (Matt.Collins@ministerial.qld.gov.au); Leanne Enoch

Categories: Meeting

INVITED:

1. Mr Sanoop Luke, YouTube, confirmed – note: vegetarian
2. Hon. Jackie Trad MP, Deputy Premier
3. Hon Leanne Enoch MP, Minister for Housing and Public Works, and Science and Innovation - confirmed
4. Prof Ian O'Connor, Vice Chancellor, Griffith University - confirmed
5. Mrs Kate Hynes, Chief Legal Officer, HalfBrick - confirmed
6. Mr Andrew Tulloch, CEO, Trade and Investment Queensland - confirmed
7. Mr Jamie Merrick, A/Director General, Department of Science, Information Technology and Innovation - Confirmed
8. Mr Matt Collins, Chief of Staff, Office of the Deputy Premier – confirmed
9. Professor Arun Sharma, QUT

APOLOGIES:

Hon. Kate Jones MP, Minister for Education and Minister for Tourism, Major Events, Small Business and the Commonwealth Games

Prof Peter Coaldrake, Vice-Chancellor and CEO of Queensland University of Technology (QUT)

BACKGROUND:

Sanoop Luke from YouTube, with whom the Deputy Premier met in Singapore, is visiting Brisbane on **15 and 16 September** to progress the ideas raised at the meeting. I note that Parliament sits on these days but it would be very beneficial if the Deputy Premier could find some time to meet Sanoop. TIQ is waiting with organising other meetings for Sanoop until DP nominates a suitable time for her to meet.

As per Deputy Premier's and Matt's request TIQ has followed up with Sanoop to progress the following actions from the Singapore meeting:

- Inviting YouTube to hold a YouTube week in Queensland in conjunction with the Queensland University of Technology.
- Promoting Brisbane as the location for YouTube's next YouTube Space studio and promoted QUT and its newly constructed, state of the art Creative Industries Precinct 2 at the Kelvin Grove campus as the ideal partner for such a studio. However, it is considered unlikely that YouTube will establish a space in Queensland or anywhere in Australia, purely based on the small population base.

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: **HOUSING**

Financial Year: 2015/16

Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes/No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Old Parliamentary Services	Cellar Room event for Sanoop Luke of YouTube Singapore on 15 Sep 2015 hosted by Deputy Premier and attended by Minister Enoch	\$ 106.78
APPROVAL TOTAL: (GST Inclusive)		\$ 106.78

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature

Name (please print) Minister Leanne Enoch MP Date: 29.10.15

PREPARED BY: Name (please print) _____ Date: 28/10/15

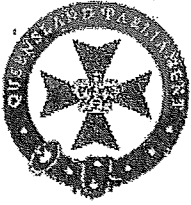
Phone _____ Ext. 39074

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|--|--|
| <ul style="list-style-type: none"> * approved by competent authority; * verification of goods supplied/services rendered; * price or rate of charge correct; * discounts/allowances correct; | <ul style="list-style-type: none"> * arithmetically correct; * not previously paid; * invoices/requisitions attached; and * expenditure is recorded against the correct codes. |
|--|--|

Signature:



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 21/10/15

Page 1

Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a grand total of 961.00.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Handwritten calculation: \$961 ÷ 9 attendees = \$106.78 pp.

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Deputy Premier DATE OF FUNCTION: 15/9/2015
 VENUE: Cellar Room Parliament House COST OF FUNCTION \$ 961 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Roundtable dinner to host special guest Sanooop Luke from Youtube Singapore and old opportunities.

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Mr Sanooop Luke - Youtube	(9)
Deputy Premier	
Minister Enoch	
Prof Ian O'Connor, Griffiths	
Kate Hynes, Halfbrick	
Andrew Tullock, TID	
Jamie Merrick, D3TI	
Matt Collins, COS	
Prof Arun Sharma, QUT	

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____ (If claimant is Minister, this signature will suffice for Expenditure approval)</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;"></p> <p>Signature of Minister _____ Date <u>23/10/15</u></p>

Subject: 6pm for 6.30pm DINNER Sanoop Luke, YouTube (Matt)
Location: Cellar Room - seats 10 - Parliament House

Start: Tue 15/09/2015 6:00 PM
End: Tue 15/09/2015 7:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Jackie Trad

Required Attendees: [redacted]@ministerial.qld.gov.au; Matt Collins (Matt.Collins@ministerial.qld.gov.au); Leeanne Enoch

Categories: Meeting

INVITED:

1. Mr Sanoop Luke, YouTube, confirmed – note: vegetarian
2. Hon. Jackie Trad MP, Deputy Premier
3. Hon Leeanne Enoch MP, Minister for Housing and Public Works, and Science and Innovation - confirmed
4. Prof Ian O'Connor, Vice Chancellor, Griffith University - confirmed
5. Mrs Kate Hynes, Chief Legal Officer, HalfBrick - confirmed
6. Mr Andrew Tulloch, CEO, Trade and Investment Queensland - confirmed
7. Mr Jamie Merrick, A/Director General, Department of Science, Information Technology and Innovation - Confirmed
8. Mr Matt Collins, Chief of Staff, Office of the Deputy Premier – confirmed
9. Professor Arun Sharma, QUT

APOLOGIES:

Hon. Kate Jones MP, Minister for Education and Minister for Tourism, Major Events, Small Business and the Commonwealth Games

Prof Peter Coaldrake, Vice-Chancellor and CEO of Queensland University of Technology (QUT)

BACKGROUND:

Sanoop Luke from YouTube, with whom the Deputy Premier met in Singapore, is visiting Brisbane on **15 and 16 September** to progress the ideas raised at the meeting. I note that Parliament sits on these days but it would be very beneficial if the Deputy Premier could find some time to meet Sanoop. TIQ is waiting with organising other meetings for Sanoop until DP nominates a suitable time for her to meet.

As per Deputy Premier's and Matt's request TIQ has followed up with Sanoop to progress the following actions from the Singapore meeting:

- Inviting YouTube to hold a YouTube week in Queensland in conjunction with the Queensland University of Technology.
- Promoting Brisbane as the location for YouTube's next YouTube Space studio and promoted QUT and its newly constructed, state of the art Creative Industries Precinct 2 at the Kelvin Grove campus as the ideal partner for such a studio. However, it is considered unlikely that YouTube will establish a space in Queensland or anywhere in Australia, purely based on the small population base.

Document Number: 19/43475

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Deputy Premier

Financial Year: 2015/2016 Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Queensland Parliamentary Service	Event held at Parli House on 29/10/2015	5760
APPROVAL TOTAL: (GST inclusive)		\$ 5760.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Jackie Irod

Date: 10/11/15

PREPARED BY: Name (please print) _____

Date: 10/11/2015

Phone 3719 7073

MINISTERIAL SERVICES OFFICER:

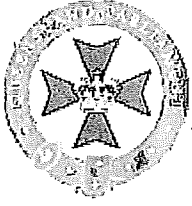
I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 12/11/15

- Claims for Travel - See Overleaf



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office Deputy Premier, Minister for Transport, Infrastructure

Statement to: 10/11/15 Page 1
Account No.: 9577

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a grand total of 5,760.00.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.

Handwritten notes: 530008/4205011 PG \$5,760.00
Opening Qld GER/AUS 29/10/15 P/HSE TRAD DEF PREMIER DIN
Chptr

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Office of the DP **DATE OF FUNCTION:** 29/10/2015
VENUE: Parliament House **COST OF FUNCTION \$** 5760 (GST inclusive)
ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

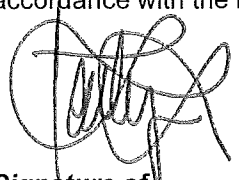
Opening of Queensland chapter of the German-Australia Chamber of Industry and Commerce

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below

Organisation of Participants	Number of Participants
<u>See attached</u>	<u>85</u>

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant.</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p> <p><small>(If claimant is Minister, this signature will suffice for Expenditure approval)</small></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p style="text-align: center;"></p> <p>Signature of Minister _____ Date <u>10/11/15.</u></p>
--	--

RSVP - QLD Chapter Opening

Brisbane, Premier's Hall on Level 4, Parliamentary Annex

29-Oct-15

	Title	First name	Last name	Job title	Company
1	Mr	Kristian	Wolf	Executive Director	German-Australian Chamber of Industry and Commerce
2	Mr	Ron	Koehler	CEO	DB Schenker Australia
3	Mr	Richard	Holy	General Manager QLD	DB Schenker Australia
4	Ms	The Hon. Jackie	Trad	MP	Deputy Premier
5	Mr	Lothar	Freischlager	Consul General of the Federal Republic of Germany	Consulate General of the Federal Republic of Germany
6	Mr	Prof Michael	Schwetz	Honorary Consul	Honorary Consulate of Germany in Brisbane
7	Mr	Lars	Mehlan	Director - Events & Marketing	German-Australian Chamber of Industry and Commerce
8	Ms	Eva	Kosinski	Assistant Events	German-Australian Chamber of Industry and Commerce
9	Mr	Scott	Birkett	Partner	BDO
10	Mr	Torsten	Komlin	guest of BDO	
11	Ms	Leonie	Brennan	Regional Manager	Emirates
12	Ms	Maggie	Silva	Sales Executive	Emirates
13	Ms	Tracy	Scott-Rimington	SEQ Coordinator	RDA Brisbane
14	Mr	Shane	Rimington	Property Developer	Rimington Projects
15	Mr	Mark	Devine	National Sales Manager	Airline Academy of Australia
16	Mr	Martin	Klapper	Partner	HopgoodGanlm
17	Ms	Barbara	Vos	Consultant Northern Australia	Shellyork
18	Mr	Daniel	Scott	HSE officer	Bayer CropScience
19	Mr	Axel	van Dronghen	Director	HIFX Australia
20	Mr	Peter	Morris	Project Development Manager	Fracht Australia (QLD)
21	Mr	Lewis	Shotter	Director	Geo9
22	Mr	Randeep	Agarwal	President	Australia India Business Council QLD
23	Mr	Tony	Hogarth	Partner	Mullins Lawyers
24	Mr	Marcus	Love	Planning Engineer	QGC
25	Mr	Nicholas	Alford	Consultant - International Trade	ABCS
26	Mr	Scott	Dixon	Director	Scott Dixon & Associates
27	Mr	Serge	Voloschenko	Chairman	ECCQ
28	Mr	Michael	Yau	Deputy-Chair	ECCQ
29	Mr	Paul	König	Managing Director	European Australian Advisory Group
30	Ms	Michelle	Wade	General Manager, International Operations	Trade & Investment Queensland
31	Ms	Olanne	Jackson-Matthews	Director	ERA Consulting
32	Mr	Michael	Tamone	State Sales Manager - Queensland	UVEX SAFETY AUSTRALIA
33	Mr	Christlan	Rocha	Corporate Partnerships Manager	Queensland Ballet
34	Mr	Charan	Judge	Manager	Brisbane Marketing
35	Mr	Malcolm	Watkinson	Associate Director	Eric
36	Ms	Lorna	Groves	Sales Manager	Lufthansa Group
37	Mr	Martin	Klapper	Partner	HopgoodGanlm
38	Mr	Shane	McGowan	State Manager QLD	Wilkhahn Asia Pacific
39	Ms	Shauna	Stewart		Wilkhahn Asia Pacific
40	Mr	Laurent	Heymann	State Manager	Polylot Group
41	Mr	Dayan	Abeyegunawardene	Relationship Manager	HSDC Bank Australia
42	Ms	Tea C	Djeterlich	CEO	2M Europe - Paris Office
43	Mr	Or Frank	Leschhorn	Managing Principal	German-Australian Industry Solutions
44	Mr	David	Wildjaja	Vice Chair	Australia Indonesia Business Council (QLD)
45	Mr	Wolfgang	Kreuzer		Die neue Woche
46	Ms	Maren	Dammann	Director	Dammann German-English Translations
47	Mr	Scott	Sheppard	Deputy Vice-Chancellor (International & Development)	QUT
48	Ms	Margaret	Blade	CEO	RDA Brisbane
49	Mr	Robert	McIntyre	Director	Steyr Motors Australia
50	Ms	Bernadette	McIntyre	Director	Steyr Motors Australia
51	Ms	Janka	Wels	Director	German Australian Travel
52	Ms	Susanne	Creak	General Manager	2M Language Services
53	Ms	Claudia	Lüttringhaus	Manager Consular Affairs	Office of the Honorary Consul of Germany
54	Mr	Brian	de Leeuw	Director / State Manager QLD	a. hartrott Australia
55	Mr	Paul	Curnow	Partner	Baker & McKenzie
56	Ms	Louise	Moeller	Co-owner/co-organiser	Oktoberfest Brisbane
57	Mr	Dario	Morosini	Deputy State Director (Queensland)	Department of Foreign Affairs and Trade
58	Mr	Detlef	Sulzer	Principal	Sulzer Consulting
59	Mr	John	McNally	Director Consulting & Supply Chain Solutions	20Cube Logistic
60	Mr	Wolfgang	Krause	Director	Credible ICT
61	Ms	Nadine	Fenton	Relationship Executive	CommBank
62	Mr	Willy	Guertler	Logistics Consultant	
63	Ms	Lidija	Becejac	Departmental Liaison Officer - Trade and Investment QLD	Office of the Hon. Jackie Trad MP
64	Ms	Sabina	Langenhon	Principal	Langenhon Lawyers
65	Mr	Ron	Pennekamp	Head of Sales	Search Factory
66	Mr	Marco	Deininger	Director	ALDI
67	Ms	Ursula	Storf	SBS Radio National QLD Correspondent	SBS Radio National
68	Mr	Mark	Madsen	Partner	Mullins Lawyers
69	Mr	Andrew	Hayes		Andrew Hayes
70	Mr	Bernd	Portugali	Managing Director	Winder Controls Australia
71	Mr	John	Britton	Regional Manager QLD/NT	Siemens
72	Ms	Leigh	Ferguson	International Project Leader	Lord Mayor's International Relations and Multicultural Affairs
73	Mr	Claire	Juppé	Events & Office Coordinator	French-Australian Chamber of Commerce
74	Mr	Nussara	Smith	CEO	ACBC QLD
75	Mr	Francis	Price	Director	Abrigo
76	Mr	Wolfgang	Kelke	Director	King of Cakes
77	Mr	Adam	Burns	Commercial Manager	Wallenius Wilhelmsen
78	Ms	Kym	McCluskey	Business Analyst	PM Consulting
79	Mr	Boris	Zoulek	Director	Oktoberfest Brisbane
80	Ms	Kim	Zoulek	Owner	Schnucki Dirndl and Lederhosen
81	Mr	Thomas	Schroeder	Managing Partner	Strategic Endeavour Partners
82	Mr	Steve	Settle	Sector Manager	Advisian
83	Mr	John R	Lee	Owner	Investor Relations
84	Mr	Michael	Bell	GM	Search Factory
85	Mr	Michael	Chan	Chairman	Lord Mayor's Multicultural Business Roundtable

[REDACTED]

From: [REDACTED]
Sent: Friday, 6 November 2015 4:11 PM
To: [REDACTED]
Subject: email for German Function invoice

[REDACTED]
PA to the Executive Director

German-Australian Chamber of Industry and Commerce | Level 6, 8 Spring Street | Sydney NSW 2000 | Australia
Tel +61 2 8296 0423 | [REDACTED]@germany.org.au | www.germany.org.au



Queensland
Government

PO Box 15009 City East QLD 4002

[REDACTED]
Departmental Liaison Officer – Trade and Investment Queensland
Office of the Hon. Jackie Trad MP
Deputy Premier, Minister for Transport, Minister for Infrastructure,
Local Government and Planning, Minister for Trade

P 07 3719 7076
Executive Building 100 George Street Brisbane QLD 4000

MSB

Here are the contact details for recovering
the costs of the function.

⇒ Thanks,

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	German-Australian Chamber of Industry and Commerce		
CONTACT OFFICER:		Ph: 02 8296 0423	
ADDRESS:		@germany.org.au	
AMOUNT GST EXCL \$	\$ 5,236.36	GST: \$ 523.64	GST INCL: \$ 5,760.00
ACCOUNT:	530008	COST / FUNDS CENTRE:	4205011
BUSINESS AREA:	4200	TAX CODE:	PG
DETAILS TO APPEAR ON INVOICE	Recoup for function meeting on 29/10/15 at Parliament House with Hon. Jackie Trad MP.		
OFFICER REQUESTING DEBIT NOTE:	[Redacted]		
CHECKED BY:	[Redacted]	DATE:	12.11.2015
DOCUMENT NUMBER:	18/	ENTERED BY:	[Redacted]

Released under R

Document Number: 19/43483

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: DEPUTY PREMIER

Financial Year: 2015/16

Urgent payment required by: 1/1/20

Return Cheque to: _____

Phone: _____

PAYG: Yes/No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Trade & Investment Queensland <u>6108016</u>	Dinner in Singapore 25/06/15 hosted by Deputy Premier	\$ 685.02
APPROVAL TOTAL:		\$ 685.02

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print): Hon Jackie Trad MP Date: 11/11/15

PREPARED BY: Name (please print) [Redacted] Date: 03/11/2015

Phone [Redacted] Ext. 39074

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: [Redacted] [Redacted]

[Signature] 11/11/15 [Signature] 16/11/15

[Redacted]

3/11/15



Queensland Government

[Redacted]

Could you please arrange for the attached entertainment certification to be completed and signed and for the expenditure voucher to also be signed by the Deputy Premier.

With compliments

[Redacted]

Department of the Premier and Cabinet

Executive Building
100 George Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3224 2111
Facsimile +61 7 3229 2990
Website www.premiers.qld.gov.au

Released Under RTI - DPC

RECEIVED
11 NOV 2015
INTERNAL SERVICES

ACCOUNTING DOCUMENT UPLOAD (NEW)

Comment rows have 2 asterisks in the first column. They are ignored.
 Column 3 (C) is a transaction identifier. This ensures all partial posts are tied together with their headers.
 In most cases a single spreadsheet will only have one kind of posting, but this is not a requirement.
 Instructions to complete template:

All PINK highlighted fields may need populating.
 Formulas are not to be used. Amounts must be recorded to 2 decimal places and without commas etc i.e 1234567.89.
 Template is a set format for loading into SAP ECC. No modifications are required.
 To insert more rows, highlight and copy an entire row. Then select insert Copied Cells. This ensures formatting remains consistent throughout.
 Resisted journal length to 600 lines. Information in excess of 600 lines will cause processing difficulties.
 Documents must be approved (as per the agency's financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	685.02
Total CR	685.02
Total Variance	-

dy J.S.
 11.11.2015

**	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	1	1042	11.08.2015	11.08.2015	KR	USD	IN0000233	Deputy Premier	5	SSAUFLOAD	Assignment
AP	1	530147		4200	InternalOrder	MbsElement	TaxCode			ItemText	6108018
GL	1	530147		4200	80023722	PF		685.02 CR		Dinner Singapore Trade Mission 25/06/15 Deputy Prem	09/11/2015
GL	1	530147		4200	80023723	PF		237.04 DR		1-0-Dinner Trade Mission 25/06/15 Singapore Trad D/Prem	
GL	1	530147		4200	80023722	PF		410.94 DR		1-0-Dinner Trade Mission 25/06/15 Singapore Collins D/Prem	
GL	1	530147		4200	80023723	PF		410.94 DR		1-0-3-Dinner Trade Mission 25/06/15 Singapore Trad D/Prem	



Queensland Government

Trade and Investment Queensland

A.B.N. 93 887 376 675

Level 4, 400 George Street
Brisbane, Qld, 4000

Telephone: +61 7 3514 3147
Fax:

TAX INVOICE

Customer: DEPARTMENT OF PREMIER & CABINET
EXECUTIVE BUILDING
LEVEL 13, 100 GEORGE STREET
BRISBANE QLD 4000

Invoice No: IN0000233

Date: 11/08/2015 ✓
Debtor ID: AUAR00012
Due Date: 10/09/2015

Attention: [Redacted]

Account Queries To: Ph +61 7 3003 2322 Fax +61 7 3034 4298 Email: TIQFinance@caa.qld.gov.au

Page: 1 of 1

Description	Exclusive GST	* GST	Amount
²⁵ Dinner 18 June 2015 - QLD DEPUTY PREMIER, SINGAPORE	685.02		685.02
- DINNER - AUD \$595.76			
- 15% HANDLING FEE - AUD \$89.35			

Total Amount Due : \$685.02 \$0.00 \$685.02

* GST is a Commonwealth Government Tax

Please detach and return with payment:

Customer Name: DEPARTMENT OF PREMIER & CABINET
Account No: AUAR00012

Invoice No: IN0000233

Date: 11/08/2015

Payments may be made by:

(i) Cheque made payable to : Trade and Investment Queensland
c/- Corporate Administration Agency, PO Box 15162, City East Qld 4002

Exclusive GST: \$685.02

GST: \$0.00

(ii) EFT to Commonwealth Bank BSB 084-013 Account 10042166
with remittance advice faxed to +61 7 3034 4298
or emailed to TIQFinance@caa.qld.gov.au

Amount: \$685.02

Due Date for Payment: 10/09/2015

46 Bukit Pasoh Road
Singapore 069858
Tel: 63278378
GST No: 200516707K
*** OSO ***

14 Julian

Tbl BSR/1 Chk 4916 3st 5
25Jun 15 19:39

2 Buratta @ 38.00	76.00
1 Cold Cuts	24.00
1 Rigatoni	28.00
1 Linguine	24.00
1 Risotto Tartufo	26.00
1 Lamb	48.00
1 Seabream	35.00
1 Diet Coke	7.00
3 Sparkling Water @ 8.50	25.50
2 4073 Spinetta @ 98.00	196.00
1 Still Water	8.50
1 D.Espresso	6.50

Subtotal	504.50
7% GST	38.85
10 % Svc Chg	50.45
21:06 Total	593.80

AUD \$ 593.80 - COST OF DINNER

AUD \$ 89.35 - 15% HANDLING FEE (080)

AUD \$ 685.02 - TOTAL

Signature : _____
Thank You Very Much
For Your Support At OSO

Philip GREEN - AUSTRALIAN HIGH COMMISSION, SINGAPORE

SANDRA HARDING - JAMES COOK UNIVERSITY

CHRIS REES - AUSTRALIA TRADE, SINGAPORE

MATT COLLINS - OFFICE OF THE DEPUTY PREMIER

JACKI TRAD - DEPUTY PREMIER & MINISTER FOR TRADE

As per Austrade fee charging policy:
'OBO'= on behalf of

Handling fees	When Austrade makes an OBO payment, the Australian organisation incurs a 15 per cent handling fee in addition to the OBO amount to offset our administrative costs around the payment.
----------------------	--

Released under RTI - DIG

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: Office of the DP DATE OF FUNCTION: 25 June 2015
 VENUE: Singapore COST OF FUNCTION \$ 685.02 (GST inclusive)
 ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

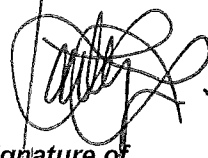
Dinner hosted by the Deputy Premier while on a
Trade Mission in Singapore

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) . Please list Ministers separately from Ministerial Staff. Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below.

Organisation of Participants	Number of Participants
Australian High Commission	1
James Cook University	1
Austrade	1
Queensland Government	2

*Attach additional page if necessary

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____ (If claimant is Minister, this signature will suffice for Expenditure approval)</p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p> Signature of Minister _____ 11/11/15 Date</p>
---	---

[Redacted]
From: [Redacted]
Sent: Wednesday, 17 June 2015 9:58 AM
To: [Redacted]
Subject: FW: Approved Overseas Travel - June/July - Deputy Premier

Minister 80023722
Staff 80023723



[Redacted]
Senior Finance Officer
Ministerial Services
Department of the Premier and Cabinet
P 07 300 39071
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Thursday, 11 June 2015 11:36 AM
To: @Ministerial Services (DPC)
Subject: Approved Overseas Travel - June/July - Deputy Premier

Please note details of the following approved overseas travel:

- **Trip** 631
- **Travellers:** Hon Jacklyn Trad MP
Matthew Collins
- **Destination:** Singapore, UK, Germany
- **Portfolio:** Deputy Premier, Minister for Transport, Minister for Infrastructure
Local Government and Planning, and Minister for Trade
- **Dates:** 24 June - 05 July 2015
- **Acting Minister:** Hon Mark Bailey MP

Regards



[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
PH: 07 300 39074
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Department of the Premier and Cabinet

Document Number: 19/43630

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for the Arts

Financial Year: 2015/2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament	Farewell dinner for Ms Yoko Yanagisawa, Consul-General of Japan with Irina Bruk, Executive Member of the Committee of Consular Corp. Old and Honorary Consul Russian Federation Dinner 29/10/2015	\$138.89
APPROVAL TOTAL: (GST inclusive)		\$138.89

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Angela MacDonagh, Chief of Staff Date: 23/11/2015

PREPARED BY: Name - _____ Executive Manager Date: 23/11/2015

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

01/12/15

01/12/15

PREMIERS 29/10/15

Host: Premier

Guests: Chief of Staff; 2 x external

Cost: \$138.89 / 4 = \$34.72 p.p.

Reason: Farewell dinner in Speakers Dining Room Parliament House for Yoko Yanagisawa (Consul-General of Japan) and Irina Bruk (Exec Member Committee of Consular Corp and Honorary Consul Russian Federation)

Voucher and certificate are correct.

Please approve.

[Redacted] 1/12/15

OK to PM

[Redacted] 1/12/15

Released under RTI - DPC

RECEIVED
- 1 DEC 2015
MINISTERIAL SERVICES



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office of the Premier
PO Box 15185

BRISBANE 4000

Statement to: 31/10/15 Page 1
Account No.: 620

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a grand total of 167.89.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable.

- 530008 4205001 PG \$34.72
1-0-Dinner Consuls 29/10/15 P/Hse Palaszczuk Prem
530008 4205002 PG \$34.72
1-0-Dinner Consuls 29/10/15 P/Hse MacDonagh Prem
530008 4205001 PN \$69.45
0-2-Dinner Consuls 29/10/15 P/Hse Palaszczuk Prem
\$138.89

Dinner Consuls 29/10/15 P/Hse Palaszczuk Prem

Handwritten signature/initials



Queensland Parliamentary Service

CONSOLIDATED TAX INVOICE

Legislative Assembly of Queensland
Parliament House
Cnr George & Alice Streets
BRISBANE QLD 4000
Enquiries Ph. 3553 6166
ABN: 26468894065

Office of the Premier
PO Box 15185

BRISBANE 4000

Statement to: 31/10/15 Page 1
Account No.: 620

Table with columns: Invoice Date, Location, Invoice No., Description, Receipt No., Quantity, Unit Price, Amount, GST Amount, Amount Including GST. Includes sections for CATERING and OTHER with sub-totals and a grand total.

To pay by credit card please call Accounts Receivables on 07 3553 6166
To pay by EFT please send payments to: BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remittances can be Emailed to: Finance.AR@parliament.qld.gov.au or fax 07 3553 6158

Notes

* GST free + Outside the scope of GST

CATERING information includes individual docket details. Information provided in the "Amount including GST" column is the net amount payable for each item as recorded at the point of sale register. To assist clients, additional information has also been provided in the "Unit Price", "Amount" and "GST Amount" columns. The information in these columns has been calculated independently for individual docket items using the "Amount including GST" figure. In some cases, this calculation may produce minor rounding differences.

Finance Charge: A finance charge of 10% will be levied on due amounts that remain unpaid for 30 days from the original Statement date.



Queensland Parliamentary Service

Sales - CR/Adj Note

Page 1

Office of the Premier
Mary-Anne Munro
PO Box 15185
BRISBANE, 4000

Legislative Assembly of Queensland
Cnr George & Alice Street
BRISBANE, 4000

Phone No. (07) 3553 6166
Fax No. (07) 3406 7509
ABN 26468894065
Div. Part No. 001
Bank Legislative Assembly Exp A/
Account No. 1000 0505

Bill-to Customer No. 620

23. November 2015

Original Invoice No. 62029/10/2015
Original Invoice Date 29/10/15
Reason Code *TRF

CR/Adj Note No. GR001777
Posting Date 23/11/15

Description	Quantity	Posted Return Receipt Date	Unit of Measure	Unit Price	Disc. %	GST Identifier	Amount
Transfer Wine to A/c 3333	1	23/11/15		26.36		STAX	26.36
Total LCY Excl. GST							26.36
10% GST							2.64
Total LCY Incl. GST							29.00

Ship-to Address
Parliament House
Cnr George & Alice Streets



Queensland Parliamentary Service

Office of the Premier

Accf No: 620

PO Box 15185
BRISBANE, 4000

Contact:

Statement To:- 23/11/15
Page 1

Address Catering Enquiries to:- Function Co-ordinator - Parliamentary Catering Phone: 3553 6371
Other Enquiries to:- AR Senior Finance Officer - Financial Services Phone: 3553 6166

Invoice Date	Invoice No.	Invoice Amount	Amount Credited	Balance
0/15	62029/10/2015	167.89	29.00	138.89
Statement Total		167.89	29.00	138.89



EFT PAYMENTS:

BSB 064-013 A/C 10000505 Qld Legislative Assembly
Remit to: Finance.AR@parliament.qld.gov.au
Or fax: 3553 6166

CHEQUES payable to: The Clerk of the Parliament
Parliament House
Corner George & Alice Streets
BRISBANE QLD 4000

Office of the Premier Account No.: 620
Statement To:- 23/11/15 Page 1

Invoice Date	Invoice No.	Balance
29/10/15	62029/10/2015	138.89
Statement Total		138.89

Released under RTI

CURRENT	30 DAYS	60 + DAYS	HELD IN CREDIT	TOTAL
0.00	138.89	0.00	0.00	138.89

TOTAL PAYABLE:- 138.89

A cumulative Finance Charge of 10% will be levied at the end of each month on all outstanding invoices which remain unpaid after the due date.