

[Redacted]
From: [Redacted]
Sent: Thursday, 27 July 2017 2:55 PM
To: [Redacted]
Subject: RE: Travel allowance Hon Grace Grace MP Cairns 10-12/07/17

Thanks that is fine - the calculator mustn't have been working properly that day!

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

From: [Redacted]
Sent: Wednesday, 26 July 2017 3:04 PM
To: [Redacted]
Subject: Travel allowance Hon Grace Grace MP Cairns 10-12/07/17

Hi [Redacted]

There was a mistake in calculations of Minister's travel allowance - please see attached. As a result, the total amount to be paid changed to \$442.95 (previously claimed \$492.15).

Could you please confirm via reply email whether you agree with changes? Also please amend your copy and notify Minister regarding the amendments.

Please let me know if you have any questions.

Kind regards,

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From:
[https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2FEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CF9SDKLd4rLbWyN0NHZHqrg63mcpjNcwqzQDsOfN_uVlxvsQIAxjqwJZxa5qCFOl7r7wS6k1QZbyAeQeZPdEk5o64kyvM0UAPInmE77jvOImOA%2C%2C%26typo%3D1&data=01%7C01%7C\[Redacted\]%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=RR6VMwHotHxQ67Xv8prQgRjP%2FKLDxMm7ITIWklXOt4%3D&reserved=0](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2FEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CF9SDKLd4rLbWyN0NHZHqrg63mcpjNcwqzQDsOfN_uVlxvsQIAxjqwJZxa5qCFOl7r7wS6k1QZbyAeQeZPdEk5o64kyvM0UAPInmE77jvOImOA%2C%2C%26typo%3D1&data=01%7C01%7C[Redacted]%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=RR6VMwHotHxQ67Xv8prQgRjP%2FKLDxMm7ITIWklXOt4%3D&reserved=0)
[https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2C12lcjCUIWLRKnCf3aCI94VXdewAbNkFZT8F2MqOaEHVcQJTVFJqaoPcObHOR6nkbfxtcpzY1RJNoOC4uTKVZkp2zgx9eN97fG_dDntaozio%2C%26typo%3D1&data=01%7C01%7C\[Redacted\]%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=IITAFzvVhbiidrCXqsqurwLykvpEP3aggirowFrmRw%3D&reserved=0](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2C12lcjCUIWLRKnCf3aCI94VXdewAbNkFZT8F2MqOaEHVcQJTVFJqaoPcObHOR6nkbfxtcpzY1RJNoOC4uTKVZkp2zgx9eN97fG_dDntaozio%2C%26typo%3D1&data=01%7C01%7C[Redacted]%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=IITAFzvVhbiidrCXqsqurwLykvpEP3aggirowFrmRw%3D&reserved=0)
Sent: Wednesday, 26 July 2017 2:58 PM
To: [Redacted]
<<https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3D>

https%3A%2F%2F[REDACTED]%40premiers.qld.gov.au%26c%3DE%2C1%2CyrOYXQKsbpJplABmIC9hxXKckOhRd9
tpPTUX1ApifahDYtAZS7Izto3o35QXILR6ITB5v557pwdYpTDdV-
zWS1ojqYoEKujiDuxnYrIF5u5f6ATq%26typo%3D1&data=01%7C01%7C[REDACTED]%40premiers.qld.gov.au%7C
4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=iz6KJA8PydrRzoun
WY%2FKMKSJc4iiYjqacp0cCu7Brvs%3D&reserved=0>

Subject: Capture and Send

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https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhtt
ps%3A%2F%2F[REDACTED]%40premiers.qld.gov.au%26c%3DE%2C1%2ClyxEmrJhOaq6BdQCE_AHizkkHxa4dRGX
vAvNptwyEKkkfMzHD0Qmej8bvPAvHdh4H4FEurAqbs2QpbvT1Vo80RUTLqdmKzKs7ZwwggSlmy5LRs2lunR5%26typo
%3D1&data=01%7C01%7C[REDACTED]%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C5
1778d2aa6ab4c7697dc782782d65046%7C0&sdata=a218npd%2B9nqECHLA2wv9O%2BAZ9wif3eDmJpo4I7w5V6g%3
D&reserved=0 via Capture and Send:

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Released under RMA 2002

[Redacted]
From: [Redacted]
Sent: Thursday, 6 July 2017 10:27 AM
To: [Redacted]
Subject: RE: fuel reimbursement

Cheers [Redacted] shall do

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

From: [Redacted]
Sent: Thursday, 6 July 2017 10:14 AM
To: [Redacted]
Subject: fuel reimbursement

Hi [Redacted]
Please note we will pay Minister \$88.20 for fuel not \$92.70 as previously claimed - there were additional not claimable items on the receipt (please see attached).

Could you please amend your copy?

Thank you

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

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[https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CxA67JpYvMu8j77EEH5z0Rg1VRxgFjWIWXYdAdsU27rHU4Rcz-B5VI7dg6dS1sl9lyju4PV3EATLITPEcvbK640Rq9bpY5ETbGv_-Cg%2C%26typo%3D1&data=01%7C01%7C\[Redacted\]%40premiers.qld.gov.au%7C3def8e26d6444b5f3ef808d4c4066c4b%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=SOYpINfZ2bpq98330%2BCWgppq7S2RA5xt5iGcaMlg5usl%3D&reserved=0](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CxA67JpYvMu8j77EEH5z0Rg1VRxgFjWIWXYdAdsU27rHU4Rcz-B5VI7dg6dS1sl9lyju4PV3EATLITPEcvbK640Rq9bpY5ETbGv_-Cg%2C%26typo%3D1&data=01%7C01%7C[Redacted]%40premiers.qld.gov.au%7C3def8e26d6444b5f3ef808d4c4066c4b%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=SOYpINfZ2bpq98330%2BCWgppq7S2RA5xt5iGcaMlg5usl%3D&reserved=0)
Sent: Wednesday, 5 July 2017 5:02 PM

To: [Redacted]
<[https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CqieKofL-GoKOP76raTsL3AY975xoCGr3nLMkZCChpuULgyVDWiauxv6gSEvPF6dmKPB8eESRh2muMOqNtVvhVUy0v5EYqCk8F9e_bf0s4x628sXJAiXGb3mezA%2C%2C%26typo%3D1&data=01%7C01%7C\[Redacted\]%40premiers.qld.gov.au%7](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CqieKofL-GoKOP76raTsL3AY975xoCGr3nLMkZCChpuULgyVDWiauxv6gSEvPF6dmKPB8eESRh2muMOqNtVvhVUy0v5EYqCk8F9e_bf0s4x628sXJAiXGb3mezA%2C%2C%26typo%3D1&data=01%7C01%7C[Redacted]%40premiers.qld.gov.au%7)>

C3def8e26d6444b5f3ef808d4c4066c4b%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=%2F1nibhuGtELXH
xwT%2Fsgl%2Ftgo1XdetRKDVRCim9Srf9I%3D&reserved=0>

Subject: Capture and Send

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[REDACTED]

Sent: Wednesday, 5 July 2017 5:09 PM
To: [REDACTED]
Subject: claim for fuel 01/07/17
Attachments: 5-07-2017_17-01-56_E176M140335_[REDACTED]-premiers.qld.gov.au.pdf

Hi [REDACTED]

We will reimburse Minister for fuel only

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From: Equitrac@qgaaad.qld.gov.au [mailto:Equitrac@qgaaad.qld.gov.au]
Sent: Wednesday, 5 July 2017 5:02 PM
To: [REDACTED]
Subject: Capture and Send

Scan: [REDACTED] via Capture and Send:

Released under RTI - DPC

[Redacted]

From: [Redacted]
Sent: Monday, 3 July 2017 10:55 AM
To: [Redacted]
Subject: Travel Allowances

[Redacted]

I have a few travel allowance claim forms which have either the wrong rates or errors in the calculations:

- Minister Furner - regional road trip 19-26/06/17 – Minister hasn't signed back of form and calculations on 20th & 21st didn't include the incidental amounts – should be a total payable of \$603.45 (this form needs to be signed and the payable amount initialled by COS or Minister)

[Redacted]

Regards

[Redacted]



Queensland
Government

[Redacted]

Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9074
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Released under RTI - OPC

[Redacted]
From: [Redacted]
Sent: Monday, 17 October 2016 1:07 PM
To: [Redacted]
Subject: RE: Minister & Mainaaz Travel Allowance TSV 3-4/10/16

Hi [Redacted]

Thank you for advising, my apologies for these errors. We will amend our records accordingly.

Regards

[Redacted]



[Redacted]
Executive Assistant / Office Manager
Office of the Hon Stirling Hinchliffe MP
Minister for Transport and the Commonwealth Games, Leader of the House
Level 13 Mineral House 41 George Street Brisbane Qld
GPO Box 2644 Brisbane Qld 4001
P 07 3719 7240 E [Redacted]

From: [Redacted]
Sent: Monday, 17 October 2016 12:50 PM
To: [Redacted]
Subject: Minister & Mainaaz Travel Allowance TSV 3-4/10/16

Hi [Redacted]

Please be advised of the following changes to the above mentioned travel claims received at MSB:

Mainaaz Oakley – Townsville 03-04/10/16

Mainaaz's allowance was calculated using Tier 2 Country Rates. However, Townsville is a High Cost Country which has different rates.

I have recalculated her reimbursement and the corrected figure is \$94.30 (as opposed to \$88.85).

Minister Hinchliffe - Townsville 03-04/10/16

The Minister's allowance figure was calculated correctly on the second page of the Expenditure Approval Form (\$136.50). However, the amount carried over to the approval total section on the first page of the form was incorrect (\$152.80).

Please be advised that the total payable for the Minister is \$136.50.

Could you please approve the amendments above by reply email.

Thanks



[Redacted]
Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9072

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

PO Box 15185, City East, QLD 4002

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Released under RTID362

[Redacted]
From: [Redacted]
Sent: Wednesday, 26 October 2016 10:25 AM
To: [Redacted]
Subject: RE: Corrected - Minister Donaldson Travel Claim 21-23/09/16.

Oh apologies – thanks [Redacted]

From: [Redacted]
Sent: Wednesday, 26 October 2016 10:23 AM
To: [Redacted]
Subject: Corrected - Minister Donaldson Travel Claim 21-23/09/16

Hi [Redacted]

I believe the Minister's total travel reimbursement figure for Cairns/Bamaga 21-23/09/16 was calculated exclusive of incidentals at \$380.15.

Please be advised that the Minister's corrected entitlement for this claim is **\$495.65**.

Could you please approve via email the corrected figure.

Thank you



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

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Department of the Premier and Cabinet

Document Number: 19/47319

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General

Financial Year: 2016 / 2017


Urgent payment required by: ASAP

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon Yvette D'Ath	Expenses for Community Cabinet	\$394.35 <i>\$ 346.35 NS.</i>
APPROVAL TOTAL: (GST inclusive)		\$394.35


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 \$ 346.35 (see calculation sheet - NS!)

APPROVED: Signature  _____

Name (please print) _____ Date: 3/11/16


PREPARED BY: Name (please print)  Date: _____

Phone (07) 3719 7400

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature:  _____

Date: 22/11/16 23/11/16

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
21 NOV 2016
RECEIVED

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 23/10/2016 7:30am ✓ Return Date & Time: 25/10/2016 7:30pm ✓

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
23/10/16	Brisbane to Proserpine <i>Airlie Beach</i>	N/A	\$48.00 ✓	\$67.30 ✓	\$27.25 ✓	\$142.55 ✓
24/10/16	Proserpine to Mackay <i>Mackay</i>	N/A	\$48.00 ✓	N/A	\$27.25 ✓	\$75.25 ✓
25/10/16	Mackay to Brisbane <i>Mackay</i>	\$34.00 ✓	\$48.00 ✓	\$67.30 ✓	\$27.25 ✓	\$176.55 ✓ \$128.55 ✓
TOTAL						\$294.35 ✓ \$346.35 ✓

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: *Yvette D'Ath* ✓

Hon Yvette D'Ath

Date: 3-11-16

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

Tax Invoice

To **Dath, Yvette**
 Company Ministerial Services Branch
 Booking ID 1340392

Invoice Date 09 November 2016
 Invoice No. 31134039201
 eInvoice No. 4039201

BOOKING DETAILS			
Traveller Name	Dath, Yvette	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	ATTORNEY GENERAL-2015 / ATTORNEY GENERAL-2015	Custom Data Field	
Cost Centre Code / Name	4205063 / MSB - ATTORNEY GENERAL-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Sunday 23/10/2016	Average Rate (inc. GST)	AUD 217.85
Departure Date	Monday 24/10/2016	Total Room Cost (inc GST)	AUD 217.85
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total incidental Cost (inc GST)	AUD 0.00
Room Type	Garden View Room	Merchant Fee (inc. GST)	AUD 6.71
Special Handling Note		GST	AUD 20.41
Other Note	Community Cabinet	TOTAL	AUD 224.56

HOTEL DETAILS	
Hotel	Coral Sea Resort
Address	25 Oceanview Avenue Airlie Beach QLD 4802
Country	Australia

526001 / 4205061 P2 \$ 346.55 ✓
*** Airlie Beach / Mackay 23-25/10/16 D'ATH*
Attorney - General ✓

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Dath, Yvette**
 Company **Ministerial Services Branch**
 Booking ID **1335752**

Invoice Date **09 November 2016**
 Invoice No. **31133575201**
 eInvoice No. **3575201**

BOOKING DETAILS			
Traveller Name	Dath, Yvette	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	ATTORNEY GENERAL-2015 / ATTORNEY GENERAL-2015	Custom Data Field	
Cost Centre Code / Name	4205063 / MSB - ATTORNEY GENERAL-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 24/10/2016	Average Rate (inc. GST)	AUD 140.00
Departure Date	Tuesday 25/10/2016	Total Room Cost (inc GST)	AUD 140.00
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Studio Hotel Room	Merchant Fee (inc. GST)	AUD 4.31
Special Handling Note		GST	AUD 13.12
Other Note		TOTAL	AUD 144.31

HOTEL DETAILS	
Hotel	Mackay Grande Suites
Address	9 Gregory St Mackay QLD 4740
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Itinerary for
DATH/YVETTE HON

Booking Number: B4375402
PNR Reference: XUYWRG
Consultant: [REDACTED]
Booked By: [REDACTED]
Departure Date: 23 Oct 16
Debtor: Ministerial Services Branch
Department: ATTORNEY GENERAL-2015 (ATTORNEY GENERAL-2015)
Cost Centre: 4205063 (MSB - ATTORNEY GENERAL-2015)
Return Date: 25 Oct 16

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.

Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details
Sunday 23 Oct 16	Flight	<p>Airline: JETSTAR Departure Date: Sun 23 Oct 16 at 08:40 Arrival Date: Sun 23 Oct 16 at 10:25 Aircraft: Airbus A320-100/200 Class: Y - Economy Stops: Non-Stop Airline Reference: ICSF4J Status: Confirmed</p> <p>Details: BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) Proserpine - Whitsunday Coast (TERMINAL -), Dept Time 23-10-2016 08:40, Arrival Time 23-10-2016 10:25 - Travelling time: 1 hr 45 mins</p>
Monday 24 Oct 16	Hotel	<p>Hotel Name: MACKAY GRANDE SUITES Check-In Date: Mon 24 Oct 16 Check-Out Date: Tue 25 Oct 16 Hotel Address: 9 GREGORY ST MACKAY QLD, 4740, Australia P-61 7 4969 1000 F-61 7 49691060</p> <p>Room Type: STUDIO HOTEL ROOM Rooms: 1 Booking Reference: 1335752 Status: Confirmed Payment Method: Charge Back room and Car parking Local Rate: AUD140.00 Per Night Rate: AUD140.00 Per Night Duration: 1 (Nights)</p>

Tuesday 25 Oct 16	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Tue 25 Oct 16 at 16:30 Tue 25 Oct 16 at 18:10 De Havilland Canada DHC-8-400 Dash 8Q M - Economy FLEX Non-Stop 4CMAVF QANTASLINK - SUNSTATE AIRLINES Confirmed	Flight QF2517 MACKAY, AUSTRALIA BRISBANE, AUSTRALIA
		Details:	MACKAY, AUSTRALIA (TERMINAL -) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 25-10-2016 16:30, Arrival Time 25-10-2016 18:10 - Travelling time: 1 hr 40 mins - Meal Service: Refreshment	

Frequent Flyer Numbers

DATH/YVETTE HON FF QF 0707240

Ticket Numbers

TKT JQ ICSF4J - DATH/YVETTE HON - ADULT
TKT QF 1053698381 - DATH/YVETTE HON - ADULT - MKY-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Domestic (B)	14.00	0.00	1.40	15.40
Ticket	JQ - Y - Economy ICSF4J - 15 Sep 16 - ADULT	274.70	0.00	27.47	302.17
Ticket	QF - M - Economy FLEX 1053698381 - 15 Sep 16 - ADULT 25 Oct 16 MACKAY- BRISBANE	210.20	25.80	23.60	259.60
Due		498.90	25.80	52.47	577.17

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 1335752 MACKAY Date: 24 Oct 16/25 Oct 16	127.27	0.00	12.73	140.00
Total Booking Cost Inc Pay Direct				65.20	717.17

Final Ticket Date: 15 Sep 16

DOMESTIC BAGGAGE (JQ/QF/VA)

JETSTAR

Economy Starter fare includes 7kg of carry- on luggage, customise your requirements at time of booking.
<http://www.jetstar.com/au/en/planning-and-booking/baggage/checked-baggage>

QANTAS

Economy Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg.
 Business Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing 32kg per piece.
 Silver/Gold/Platinum frequent flyers receive extra baggage concessions.
<http://www.qantas.com.au/travel/airlines/checked-baggage/global/en#jump0>

VIRGIN AUSTRALIA

For all Virgin Australia bookings please refer to the link below:
<http://www.virginaustralia.com/au/en/plan/baggage/checked-baggage/>

DOMESTIC CHECK IN (JQ/QF/VA)

JETSTAR

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.
<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>
 NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.
www.jetstar.com/au/en/planning-and-booking/checking-in/domestic

QANTAS

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.
<http://www.qantas.com.au/travel/airlines/checkin/global/en>

VIRGIN AUSTRALIA

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.
<http://www.virginaustralia.com/Personal/Services/Check-inoptions/Index.htm>

DOMESTIC FARE CONDITIONS (JQ/QF/VA)

JETSTAR - <http://www.jetstar.com/au/en/planning-and-booking/fares/fare-types>

QANTAS - <http://www.travelctm.com/uploads/QFDomesticFareGrid.pdf>

VIRGIN AUSTRALIA - <http://www.travelctm.com/uploads/VAFareGrid.pdf>

NOTE: Business Class Virgin Australia only offered on A330-200 aircraft (subject to change).

E-TICKET

E ticket identification required by airlines:

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

FREQUENT FLYER

- Please advise your airline loyalty number if applicable. Once received we will enter this into your booking and your profile for future flight reservations.
- To ensure you receive your frequent flyer points, please retain tickets and boarding passes where possible until your points have appeared on your frequent flyer statement.
- Should your points not appear on your statement, please send copies of your boarding passes, tickets and supporting information to the relevant airline.

QANTAS - SPECIAL INFORMATION

Qantas Domestic flights with a flight number under 400 (e.g. QF001) and Jetstar flights with a flight number under 201 depart from the International Terminals of your Australian State Capital City. Travellers will need to be at the International Terminal at least 90 minutes prior to the flight departure and photographic identification (e.g. licence or passport) is mandatory.

EXCEPTION - Jetstar flight numbers 61, 73 and 81 depart from Domestic Terminals.

SYDNEY Terminal Information

There are 3 terminals in Sydney

T1 - Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal.

T2 - Sydney Domestic Airport: JetStar flights operate from this terminal.

T3 - Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLink flights 1600 and above operate from this terminal.

Released under RTI - DPC

Hotel Booking Confirmation

To	Dath, Yvette
Company	QTravel
Subject	The Lido Group: Booking 1340392 - Dath / Yvette Hon - Sun 23 Oct 16

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Wednesday 21/09/2016 05:24 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Dath, Yvette	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1340392	Booking Date/Time	Wednesday 21/09/2016 05:24 PM
Hotel Confirmation #	Community Cabinet	Hotel Confirmed by	Community Cabinet

STAY DETAILS			
Arrival Date	Sun 23 Oct 16	Average Rate (inc. GST)	AUD 217.85
Departure Date	Mon 24 Oct 16	Room Type	Garden View Room
# Nights	1	Merchant Fee (inc. GST)	AUD 6.71
# Rooms	1	GST	AUD 20.41
		TOTAL	AUD 224.56

HOTEL DETAILS	
Hotel	Coral Sea Resort
Address	25 Oceanview Avenue Airlie Beach QLD 4802
Country	Australia
Phone	07 4964 1320
Star Rating	4
Cancellation Policy	48 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	Community Cabinet
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 48 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTI/DP

Department of the Premier and Cabinet

Document Number: 19/47337

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General

Financial Year: 2016 / 2017

Urgent payment required by: ASAP

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon Yvette D'Ath	Expenses for Travel for Trip to Townsville	\$285.80
APPROVAL TOTAL: (GST inclusive)		\$285.80

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.

APPROVED: Signature

Name (please print)

Date:

15/4/16

PREPARED BY: Name (please print)

Date:

14/11/16

Phone (07) 3719 7400

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:

22/11/1623/11/16

- Claims for Travel - See Overleaf

Please print on yellow paper

for 11/11/16 - YD (phoned Lucy)

Released under RTI - DPC

MINISTERIAL SERVICES
16 NOV 2016
RECEIVED

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 11/11/2016 7:00am Return Date & Time: 12/11/2016 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
11/11/16	Brisbane to Townsville	\$34.00 X	\$48.00 ✓	\$67.30 ✓	\$27.25 ✓	\$176.55 142.55
12/11/16	Townsville to Brisbane	\$34.00	\$48.00 ✓	N/A	\$27.25 ✓	\$109.25
TOTAL						\$285.80 251.80

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: Yvette D'Ath

(Hon Yvette D'Ath)

Date: 15-11-16

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

Tax Invoice

To **Dath, Yvette**
 Company **Ministerial Services Branch**
 Booking ID **1377350**

Invoice Date **14 November 2016**
 Invoice No. **31137735001**
 eInvoice No. **7735001**

BOOKING DETAILS			
Traveller Name	Dath, Yvette	Booker Name	
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	ATTORNEY GENERAL-2015 / ATTORNEY GENERAL-2015	Custom Data Field	
Cost Centre Code / Name	4205063 / MSB - ATTORNEY GENERAL-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Friday 11/11/2016	Average Rate (inc. GST)	AUD 134.00
Departure Date	Saturday 12/11/2016	Total Room Cost (inc GST)	AUD 134.00
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Hotel Room	Merchant Fee (inc. GST)	AUD 4.13
Special Handling Note		GST	AUD 0.38
Other Note		TOTAL	AUD 138.13

HOTEL DETAILS	
Hotel	Oaks Gateway on Palmer
Address	2 Dibbs Street Townsville QLD 4810
Country	Australia

526001 / 4205061 PZ \$251.80 ✓
 Townsville 11-12/11/16 D'ATH Attorney-General ✓

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Hotel Booking Confirmation

To	Dath, Yvette
Company	QTravel
Subject	The Lido Group: Booking 1377350 - Dath / Yvette Hon - Fri 11 Nov 16

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Friday 11/11/2016 10:41 AM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Dath, Yvette	Booker Name	
Accompanying Guest(s)	None	Booking Source	Serko API
Lido Booking ID	1377350	Booking Date/Time	Friday 11/11/2016 10:41 AM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Fri 11 Nov 16	Average Rate (inc. GST)	AUD 134.00
Departure Date	Sat 12 Nov 16	Room Type	Hotel Room
# Nights	1	Merchant Fee (inc. GST)	AUD 4.13
# Rooms	1	GST	AUD 0.38
		TOTAL	AUD 138.13

HOTEL DETAILS	
Hotel	Oaks Gateway on Palmer
Address	2 Dibbs Street Townsville QLD 4810
Country	Australia
Phone	07 4778 9000
Star Rating	4.5
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTI/DISC



E-Ticket Itinerary, Receipt and Tax Invoice

Booked by
Director-General



Your Booking Reference

7KV4DZ



Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. You must bring it with you to the airport for check-in, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information				
Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total*
Ms Yvette D Ath		081-2465604125	11 Nov 16	1,292.98
Ticket Total for all passengers*				1,292.98

*Amounts are displayed in Australian Dollars (AUD)

Your Itinerary					
Date	Flight Number	Departing	Arriving	Status	Flight Information
11 Nov 16	QF1790 Operated By Subsidiary/Franchise	Brisbane 0900, 9:00AM Terminal D	Townsville 1100, 11:00AM 11 Nov 16	Economy Confirmed	Est journey Time: 02:00 Non-Stop Aircraft Type: Boeing 717
11 Nov 16	QF1793 Operated By Subsidiary/Franchise	Townsville 1635, 4:35PM	Brisbane 1820, 6:20PM 11 Nov 16 Terminal D	Business Confirmed	Est journey Time: 01:45 Non-Stop Aircraft Type: Boeing 717

return flight
cancelled

Payment Details			
Date	Payment Type	Reference	Amount*
11 Nov 16	MasterCard	xxxx-xxxx-xxxx-0402	1,292.98
This may appear as multiple transactions on your credit card statement			

Your Receipt Details			
Ticket Charges	Charges	GST	Total*
Total*	1,165.44		
Card Payment Fee	10.00		
Total Amount Payable*	1,175.44	117.54	1,292.98

*Includes Taxes/Fees/carrier Charges

Tax Information	
GST is included for taxable sales YVETTE D'ATH AUSTRALIA	Issued by Qantas Airways on 11 Nov 16
GST Paid 117.54	

Flying With Us



Before Check-in

- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.



Getting Away On Time

- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.



Check-in

- Proceed to the airport service counter to collect your boarding pass.

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply

Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available at qantas.com.





Itinerary for
DATH/YVETTE HON

Booking Number: B4573862
PNR Reference: SEGPWR
Consultant: [REDACTED]
Booked By: [REDACTED]
Departure Date: 12 Nov 16
Debtor: Ministerial Services Branch
Department: ATTORNEY GENERAL-2015 (ATTORNEY GENERAL-2015)
Cost Centre: 4205063 (MSB - ATTORNEY GENERAL-2015)
Return Date: 12 Nov 16

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary. Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Saturday 12 Nov 16	Flight	Airline:	VIRGIN AUSTRALIA	Flight VA0376
		Departure Date:	Sat 12 Nov 16 at 15:20	TOWNSVILLE, AUSTRALIA
		Arrival Date:	Sat 12 Nov 16 at 17:15	BRISBANE, AUSTRALIA
		Aircraft:	Boeing 737-800 (winglets)	
		Class:	D - Business Class	
		Stops:	Non-Stop	
		Airline Reference:	TOCEDW	
		Status:	Confirmed	
		Details:	TOWNSVILLE, AUSTRALIA (TERMINAL -) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 12-11-2016 15:20, Arrival Time 12-11-2016 17:15 - Travelling time: 1 hr 55 mins - Meal Service: Meals	

Frequent Flyer Numbers

DATH/YVETTE HON FF VA 2114152884

Ticket Numbers

TKT VA 1163913378 - DATH/YVETTE HON - ADULT - TSV-BNE

Released under
Freedom of Information Act

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Domestic (B)	14.00	0.00	1.40	15.40
Ticket	VA - D - Business Class 1163913378 - 11 Nov 16 - ADULT 12 Nov 16 TOWNSVILLE- BRISBANE	473.76	29.29	50.31	553.36
Due		487.76	29.29	51.71	568.76
Total Booking Cost Inc Pay Direct				51.71	568.76

Final Ticket Date: 11 Nov 16

Released under RTI - DDC

Department of the Premier and Cabinet

Document Number: 19/48355

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
Annastacia Palaszczuk MP, Premier and Minister for the Arts	Allowances Claim Premier trip Cairns 8-9 February 2017	\$169.80 \$121.80
APPROVAL TOTAL: (GST inclusive)		\$169.80 \$121.80 ✓

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.

APPROVED: Signature _____ ✓

Name (please print) Angela MacDonagh, Chief of Staff

Date: 07/02/2017

PREPARED BY: Name - _____

Executive Manager

Date: 07/02/2017

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;
- * discounts/allowances;
- * arithmetically correct;
- * not previously paid;
- * supporting documentation attached; and
- * recorded against the correct codes.

Signature: _____

Date: 20/02/17 / 21/2/17

- 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: Wed 8 Feb 2017 3:00pm ✓

Return Date & Time: Fri 9 Feb 2017 4:50pm ✓

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
08/02/2017	Cairns	NA	NA	\$67.30 ✓	\$27.25 ✓	\$94.55 ✓
09/02/2017	Cairns	Not Claimed	\$48.00	NA	\$27.25	\$75.25 \$27.25
TOTAL						\$109.80 \$121.80 ✓

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: 15/02/2017

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

Total DR	921.55
Total CR	921.55
Total Variance	-

ITM	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
ITM	5										
ITM	5										
GL	5	526001	4205001	4200	Internal Order	WbsElement	TaxCode	Amount Dri/Cr	ItemText	Assignment	Vendor/Cust
							P2	121.80 CR	**Cairns 08-09/01/17 Palaszczuk Premiers	20.02.2018	6069213
								121.80 DR	Cairns 08-09/01/17 Palaszczuk Premiers		

Released under RTI - DPC

Tax Invoice

To **Palaszcuk, Annastacia**
 Company **Ministerial Services Branch**
 Booking ID **1417561**

Invoice Date **13 February 2017**
 Invoice No. **31141756101**
 eInvoice No. **1756101**

BOOKING DETAILS			
Traveller Name	Palaszcuk, Annastacia	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	PREMIER-2015 / PREMIER-2015	Custom Data Field	
Cost Centre Code / Name	4205003 / MSB - PREMIER-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 08/02/2017	Average Rate (inc. GST)	AUD 312.95
Departure Date	Thursday 09/02/2017	Total Room Cost (inc GST)	AUD 312.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Horizon Club Room	Merchant Fee (inc. GST)	AUD 9.64
Special Handling Note		GST	AUD 29.33
Other Note		TOTAL	AUD 322.59

HOTEL DETAILS	
Hotel	Shangri-La Hotel The Marina Cairns
Address	Pierpoint Road Cairns QLD 4870
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Department of the Premier and Cabinet

Application for Use of Aircraft



Details of Applicant:

Officeholder:	Premier and Minister for Arts			
Contact:		Tel:	07 3719 7019	
Position:	Executive Manager	Fax:		

Reason for Application:

Purpose of Trip/s:	Cairns events and tour
Justification:	Alternative use of travel has been investigated but is unsuitable because -- no commercial flights available to fit in with program arrangements

Proposed Flight Departure Details:

Date	Time	Location
08/02/2017	3:00pm	Brisbane
09/02/2017	2:30pm	Cairns

Proposed Flight Arrival Details:

Date	Time	Location
08/02/2017	5:40pm	Cairns
09/02/2017	4:50pm	Brisbane

List of Passengers:

Title / Initials / Surname	Position / Organisation	Exp Note No.
Annastacia Palaszczuk	Premier and Minister for the Arts	1
Geoff Breusch	Principal Media Advisor, Office of Premier and Minister for the Arts	1
Fiona McNamara	Principal Policy Advisor, Office of Premier and Minister for the Arts	1
Dou Ribu	Coordinator – Digital Media and Design, Office of Premier and Minister for the Arts	1
	QPS Officer	1
Curtis Pitt	Treasurer, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Sport	2
Scott Forbes	Senior Media Advisor, Office of Treasurer, Minister for Aboriginal and Torres Strait Islander Partnerships and Minister for Sport	2
MINISTER JONES & GMMMA	CLAREY, SANDRA MELBA (MINISTER FOR EDUCATION)	3
Explanatory Note: (Sectors)	1. Brisbane - Cairns - Brisbane	
	2. Brisbane - Cairns	
	3. CAIRNS - BRISBANE	
	4.	

Authorisation:

Officer:		Signature:		Date:
Position:	Executive Manager			7/02/2017
Certification:	I certify that this Application is for Official Travel and no suitable alternative mode of travel is available.			
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:		<input checked="" type="radio"/> Yes <input type="radio"/> No (Mark as appropriate)	

QGAir Approval:

Name:		Signature:	Date:
	Aircraft availability		
	Checked flight times		
	Pilot Flight duty hours checked		

Approval:

Aircraft allocated:	Use of aircraft approved:		Date:
<input checked="" type="checkbox"/> Hawker Jet		<input checked="" type="radio"/> Yes <input type="radio"/> No	8/02/2017
<input type="checkbox"/> King Air			

Hotel Booking Confirmation

To	Palaszcuk, Anastacia
Company	QTravel
Subject	The Lido Group: Booking 1417561 - Palaszcuk / Anastacia Ms - Wed 08 Feb 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 30/01/2017 01:58 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Palaszcuk, Anastacia	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1417561	Booking Date/Time	Monday 30/01/2017 01:58 PM
Hotel Confirmation #	Kath	Hotel Confirmed by	Kath

STAY DETAILS			
Arrival Date	Wed 08 Feb 17	Average Rate (inc. GST)	AUD 312.95
Departure Date	Thu 09 Feb 17	Room Type	Horizon Club Room includes wi-fi
# Nights	1	Merchant Fee (inc. GST)	AUD 9.64
# Rooms	1	GST	AUD 29.33
		TOTAL	AUD 322.59

HOTEL DETAILS	
Hotel	Shangri-La Hotel The Marina Cairns
Address	Pierpoint Road Cairns QLD 4870
Country	Australia
Phone	07 4031 1411
Star Rating	5
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTI-DPS

Department of the Premier and Cabinet

Document Number: 19/48037

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 January 2017	\$424.65 <i>\$427.90</i>
APPROVAL TOTAL: (GST inclusive)		\$424.65

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: 05/01/2017

PREPARED BY: _____

Executive Manager Date: 05/01/2017

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;
- * discounts/allowances
- * arithmetically correct;
- * not previously paid;
- * attached; and
- * recorded against the correct codes.

Signature: _____

Date: *24/01/17*

- Claims for Travel - See Overleaf

Total DR	427.90
Total CR	427.90
Total Variance	-

**	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
**	ITM	1	1042	05.01.2017	24.01.2017	KR	AUD	PCSHJPREM/0117	Premiers	7	SSAUPLOAD	Assignment
			GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Vendor/Cust
AP	ITM	1	525016	4205002	4200			PG	427.90	CR	**Petty Cash 16/10-29/12/16 Premiers	6018704
GL	ITM	1	525016	4205002				PG	16.00	DR	Parking Qld Cultural Centre 16/10/16 Bochenski Premiers	
GL	ITM	1	525016	4205002				PG	16.00	DR	Parking Qld Cultural Centre 28/10/16 Bochenski Premiers	
GL	ITM	1	525016	4205002				PG	16.00	DR	Parking Qld Cultural Centre 30/10/16 Murphy Premiers	
GL	ITM	1	530011	4205001				PF	6.70	DR	Water Bottles 24pk for Prem Car 31/10/16 Premiers	
GL	ITM	1	530022	4205003				PG	8.00	DR	Fly Spray for Parl Hse Office 10/11/16 Premiers	
GL	ITM	1	525012	4205002				PG	59.50	DR	Taxi to BNE Apt 16/11/16 Murphy Premiers	
GL	ITM	1	530011	4205001				PF	12.58	DR	Water Bottles 2x24pk for Prem Car 21/11/16 Premiers	
GL	ITM	1	524004	4205003				PG	2.67	DR	Rice Aid 21/11/16 Premiers	
GL	ITM	1	525012	4205002				PG	66.25	DR	Taxi 16/11/16 BNE Apt 23/11/16 Murphy Premiers	
GL	ITM	1	530035	4205003				PG	12.90	DR	Key Tags for storage keys 25/11/16 Premiers	
GL	ITM	1	525016	4205001				PG	40.00	DR	Cleaning Products for Prem Car 26/11/16 Premiers	
GL	ITM	1	525016	4205002				PG	16.00	DR	Parking Qld Cultural Centre 27/11/16 Murphy Premiers	
GL	ITM	1	525012	4205002				PG	11.10	DR	Taxi home from event 02/12/16 Bochenski Premiers	
GL	ITM	1	530011	4205001				PF	78.90	DR	Taxi to BNE Apt 05/12/16 Murphy Premiers	
GL	ITM	1	525016	4205001				PG	30.80	DR	Coffee pods 07/12/16 Premiers	
GL	ITM	1	525016	4205001				PG	8.50	DR	Car wash for Prem's car 04/11/16 Premiers	
GL	ITM	1	530035	4205003				PG	24.00	DR	Knife & cutting board for Kitchen 29/11/16 Premiers	

Prepared by:



24/10/17

Under RTI - DPC

PETTY CASH VOUCHER

Name Date 23/11/2016

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
<p><i>KITCHEN SUPPLIES & WATER FOR CAR.</i></p>			<p><i>\$15.30</i></p> <p><i>\$ 15.25</i></p> <p><i>N.S.</i></p>

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

[Signature]

I certify that the sum of \$ 15.30 is due and payable to me and I acknowledge receipt of that sum.

Particulars of Charge

ALDI STORES
A LIMITED PARTNERSHIP
WEST END
ABN: 90 196 565 019

TAX INVOICE

47614 F... Aid or Dishwash C1 \$ 2.69 B
5265 Water 24x350ml 6.29 A
5265 Water 24x350ml 6.29 A
SUBTOTAL (INCL GST) 15.27

EFTPOS FROM WESTPAC
CUSTOMER COPY

#####4849 (T)
Visa

ACCT TYPE CREDIT
TRANS TYPE PURCHASE
TERMINAL ID 50609305
POS REF 8823
INV/ROC NO 001784
TRAN 002362
DATE/TIME 21NOV16 15:02

ATD A000000003
ARQC D1DEFAS164884D2C

AMOUNT \$15.34
TOTAL AUD \$15.34

AUTH 014151

APPROVED 00

CREDIT SURCHARGE GST A 0.05A
CREDIT SURCHARGE GST B 0.02B
TOTAL SURCHARGE 0.5% 0.07

TOTAL (INCL GST) \$15.34

CARD SALES \$15.34
ITEMS 3
LINE TRANSACTIONS 3

GST A 00.0% 0.00
NET TOTAL GST A 12.63
GST B 10.0% 0.25
NET TOTAL GST B 2.46
*8823 5/11/16 193/005/112 21.11.16 15:07 A-00
KEEP RECEIPT FOR REFUNDS

THANK YOU FOR SHOPPING AT ALDI
VISIT ALDI.COM.AU FOR TRADING HOURS

PETTY CASH VOUCHER

Name [REDACTED]

Date

23/11/2016.

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
MALYBROOK ADVANCE TAXI - HOME - AIRPORT			\$65.00 + GST fee \$3.25 <u>\$68.25</u>

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

I certify that the sum of \$ 65.00 is due and payable to me and I acknowledge receipt of that sum.

[Signature]
[REDACTED]

Particulars of Charge

24/11/17 discussed with Troy - he will pay Barrett additional \$5.25 for service fee and organise additional petty cash voucher for this amount.
N.S.

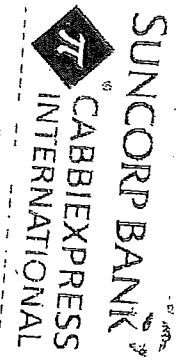
TO
FOR ENQUIRIES
PHONE 1300 222 197
WWW.CABBIEXPRESS.COM
THANK YOU

TOTAL DUE \$68.25
APPROVED 00

SALE \$85.00
SERVICE FEE \$2.95
GST ON SVC FEE \$0.30
TOTAL \$88.25

7 Nov 23-18 07:16 CREDIT
+11
DISH CREDIT
AID
AUTH ID 50000000031010
RRN 335382
STAN 000187071628
000187

DRIVER ID SALE 22459
TAXI NO L12TH
ABN 68648422477
H111



Bm

PETTY CASH VOUCHER

Name [REDACTED] Date 26/11/2016.

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
CAR CARE PRODUCTS for premises car.			\$39.95 \$40.00 N.S.
I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the <i>Queensland Ministerial Handbook</i> .	I certify that the sum of \$ <u>39.95</u> is due and payable to me and I acknowledge receipt of that sum.		
Particulars of Charge			

Cut here ✂



Store 4014 CABOOLTURE
ABN 64 085 395 124
TEL 07 5499 0488
RECEIPT (Tax Invoice)

Operator 39048 ANNE
Register 002 26-Nov-2016 08:52

Product	Each	Total
QTY		

#11427 TYRE SHINE ENDURANCE GEL		
MEQUIARS 473ML		

1 #889162 WASH & WAX ARMOR ALL PROGLIDE 1L	@25.99	25.99
1	@13.99	13.99

Total		
EFTPOS		39.98

Change 0.00

indicates taxable supply
Total includes GST of \$3.63



ANZ EFTPOS

ANZ CUSTOMER COPY

SUPER CHEAP AUTO

170 MORAYFIELD RD
CABOOLTURE 4510

TERMINAL ID 04084401402
VISA (C) CR

Petty Cash Reimbursement Register

Ministerial Office:

Office of the Premier and Minister for the Arts

Date	Particulars	Amount	Accumulated expenses
16/10/2016	Parking - Stakeholder Event [NB]	\$16.00	\$ 16.00
26/10/2016	Parking - Stakeholder Event [NB]	\$16.00	\$ 32.00
30/10/2016	Parking - Premier Event [BM]	\$16.00	\$ 48.00
31/10/2016	Water for Premiers Car [JS]	\$6.70	\$ 54.70
10/11/2016	Fly Spray for Premiers Office [SD]	\$8.00	\$ 62.70
21/11/2016	Advancing Prem. - Taxi - Airport to Office [BM]	\$59.50	\$ 122.20
23/11/2016	Kitchen Supplies & Water for Car [JS]	\$15.30 \$15.25	\$ 137.50
23/11/2016	Advancing Prem. - Taxi - Home to Airport [BM]	\$68.25 \$65.00	\$ 202.50
25/11/2016	Key Tags (For storage keys) [MC]	N.S. \$12.90	\$ 215.40
26/11/2016	Car care products for Premiers Car [JS]	\$40 \$39.95	\$ 255.35
27/11/2016	Parking - Media Conference [BM]	\$16.00	\$ 271.35
2/12/2016	Taxi - Premier Event - GOMA to home [NB]	\$11.10	\$ 282.45
5/12/2016	Taxi - Advancing - Home to Airport [BM]	\$78.90	\$ 361.35
8/12/2016	Nespresso pods - Coffee for Meetings [SD]	\$30.80	\$ 392.15
8/12/2016	Car Wash - Premiers Car [JS]	\$8.50	\$ 400.65
29/12/2016	Cutting Knife and Board	\$24.00	\$ 424.65

Total for reimbursement:

\$ ~~424.65~~ 427.00

Cash on hand:


\$ 75.35

Total Petty Cash Float:

\$ 500.00

Prepared by:

Checked by:



 23/10/2017
 23/10/2017



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

Hon Anastacia Palaszczuk MP
Premier and Minister for the Arts
Lvl 40 1 William Street
BRISBANE QLD 4000

Additional Information:

Attn: [Redacted]
Phone: 371 97019

TAX INVOICE

Invoice Date 07.12.2016
Invoice No. 1800001503
Customer No. 40000046
Due Date
Amount Due \$19.00
Customer Ref TRIP 660

Contact Details

International + 61 7 3021 4220
Contact Accounts Receivable Officer
Phone 30039073
Email [Redacted]

Payment Terms: Payable immediately Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Trip 660 ML 15/11/16 Kyoto Palaszczuk Prens P/exp	19.00	0.00	19.00
TOTAL		19.00	0.00	19.00

Total Amount Payable excl GST \$ 19.00
GST Amount Payable \$ 0.00
Total Amount Payable incl GST \$ 19.00

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 1800001503

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.

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

Hon Anastacia Palaszczuk MP Premier and Minister for the Arts
Customer Number 40000046
Invoice Number/Reference 1800001503 1042

Due Date
Amount Due \$19.00

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.

Total DR	22.19
Total CR	22.19
Total Variance	0.00

Seq	HDR	ITM	Seq	ITM	GL Account	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
AR	HDR	1	AR	ITM	1042	527007	07/12/2016	07/12/2016	DR	AUD	Trip 660	Trip 660 Palaszczuk	6	SSAUPLOAD	SAP19	40000046
AR	ITM	1	AR	ITM	527007	4200	4200	80055405	InternalOrder	WbsElement	TaxCode	Amount Drl/Cr		ItemText	Assignment	
AR	ITM	1	AR	ITM	527007	4200	4200	80055405	InternalOrder	WbsElement	TaxCode	Amount Drl/Cr		Trip 660 ML 15/11/16 Kyoto Palaszczuk Premis P/exp	18/1503	
AR	HDR	2	AR	ITM	1042	527007	07/12/2016	07/12/2016	DR	AUD	Trip 660	Trip 660 McGrady	6	SSAUPLOAD	SAP19	40000046
AR	ITM	2	AR	ITM	1042	527007	4200	4200	InternalOrder	WbsElement	TaxCode	Amount Drl/Cr		ItemText	Assignment	
AR	ITM	2	AR	ITM	527007	4200	4200	80055407	InternalOrder	WbsElement	TaxCode	Amount Drl/Cr		Trip 660 MB 15/11/16 Kyoto McGrady Premiers P/exp	18/1504	
AR	ITM	2	AR	ITM	527007	4200	4200	80055407	InternalOrder	WbsElement	TaxCode	Amount Drl/Cr		Trip 660 MB 15/11/16 Kyoto McGrady Premiers P/exp	18/1504	400000320

Released under RTI - DPC

**MINISTERIAL SERVICES BRANCH
DEBIT NOTE REQUEST**

DEBIT NOTE TO BE ISSUED TO:	Hon Anastacia Palaszczuk MP
ADDRESS:	Premier and Minister for the Arts
SAP CUSTOMER (if known)	40000046
CONTACT OFFICER:	
PHONE:	37197019
EMAIL:	@ministerial.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
Trip 660 ML 15/11/16 Kyoto Palaszczuk Prems P/exp	527007		4200	80055405		PF	19.00	CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
TOTAL INVOICE INCL GST							19.00	
GST							0.00	
Total excl GST							19.00	
NOTES: (any specific terms or conditions, if has to be cleared with vendor payment indicate vendor number)	This invoice needs to be cleared with the vendor							

Released Under FOIA

WESTIN MIYAKO KYOTO
 〒605-0052 京都市東山区粟田口華頂町1 (三条ヶあけ)
 T 075-771-7111 F 075-751-2490
 1 Awataguchi Kachocho, Higashiyama-ku, Kyoto 605-0052, Japan
 T +81-75-771-7111 F +81-75-751-2490
 www.westin.com www.miyakohotels.ne.jp/westinkyoto

INVOICE / STATEMENT

THE WESTIN MIYAKO
 KYOTO
 ウェスティン都ホテル京都

お名前 Name The Hon. Annastacia Palaszczuk

お部屋番号 Room No. 8016
 ご到着日 Arrival 2016/11/14
 ご人数 No. of Persons 1
 ご出発日 Departure 2016/11/15

ビル番号 Bill No. 1

日付 Date	明細 Description	お部屋番号 Room No.	料金 Charge	税額 Tax	備考 Remarks
11/14	ROOM CHARGE	8016	71,280		
11/15	IN RM DNG	8016	1,550	*	* No.1693

INFLIX
 クレジット売上票

加盟店名 MERCHANT
 京都市東山区粟田口
 075-771-7111
 端末番号 TERM No. 99662-560-83018
 ご利用日 DATE 16/11/15 08:04:10
 伝票番号 SLIP No. 73461
 会員番号 XXXXXXXXXXXXX5524(10)
 ACCT No.
 承認番号 APP. CODE 078259

取引内容 支払区分 取扱区分
 売上 一括 11/15

カード会社 有効期限
 CARD Co. EXP. DATE
 DC XX/XX

金額 AMOUNT ¥72,830
 合計金額 ¥72,830

KEREKES EMILY, MS
 ご利用ありがとうございました
 またのご来店お待ちしております
 A0000000041010
 8729156-001 A00006 Master Card
 売場: 係員:
 SALES COUNTER CLERK
 お客様控え
 CUSTOMERS COPY

* Paid by [redacted] Missed
 on checkout - usually
 second line is tax on
 invoice. D/N to
 recovero - [redacted] advised
 [redacted] - 2/12/16

クレジットカードで
 お支払いください
P A I L
 BY CREDIT CARD
 THE WESTIN MIYAKO KYOTO

SUB TOTAL 72,830 0
 GRAND TOTAL 72,830
 CONSUMPTION TAX: 5,280)
 (LOCAL TAX: 0)

Accom. 71280 874-00
 Dining 1550 19-00
 72830 893-00

ご署名
 Signature
 111510145377 P 1 1 10 T ALAL *
 16/11/15 08:03 1538

[Redacted]

From: [Redacted]
Sent: Wednesday, 7 December 2016 10:56 AM
To: MSB Finance
Subject: URGENT: Debit Note Palaszczuk Dec16
Attachments: Debit Note Palaszczuk Dec16.xlsx; 7-12-2016_10-32-36_E176M140313 [Redacted].pdf

Debit Note request for Hon Anastacia Palaszuk MP from overseas travel to be cleared with vendor.

Regards

Julie



Queensland
Government

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

PH: 07 300 39074
Fax: 3220 6684
Level 28, 1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Released under RTI - DPC



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

TAX INVOICE

Invoice Date 30.04.2017
Invoice No. 1800001540
Customer No. 40000330
Due Date 14.05.2017
Amount Due \$657.65
Customer Ref GEE3-5/3/17

Mr The Hon Anthony Lynham MP
Minister for State Development and
Minister for Natural Resources
and Mines
1 William Street
BRISBANE QLD 4000

Contact Details

Contact Accounts Receivable Officer
Phone 07 3003 9073

Additional Information:

Attn: [REDACTED] 3719 7375

Payment Terms: Within 14 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	AC Lynham/A 3-5/3/17 Rydges Geelong Pers/Exp	580.00	58.00	638.00
0002	Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee Pers/Exp	17.86	1.79	19.65
TOTAL		597.86	59.79	657.65

Total Amount Payable excl GST \$ 597.86
GST Amount Payable \$ 59.79
Total Amount Payable incl GST \$ 657.65

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 1800001540

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 fulfill 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

Payment Slip

The Hon Anthony Lynham MP Minister for State Development and

Customer Number 40000330
Invoice Number/Reference 1800001540 1042

Due Date 14.05.2017
Amount Due \$657.65

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.

Total DR	21239.13
Total CR	21239.13
Total Variance	0.00

Seq	HDR	GL	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	ItemText	LineItemRefKey2	CorrespondenceType	Vendor/Cust
1	AR		1042	30.04.2017	30.04.2017	DR	AUD	Mar7BTA	QPS Mar17	10	SSAUPLOAD		SAP19	1800001537
						InternalOrder	WbsElement	TaxCode					Assignment	

GL	ITM	ITM	526005	4205051	4205051	PG	688.00	19.85	AC Lymham/A 3-5/17 Rydgas Geelong Pers/Exp	DOCH1772673
									Lymham/A 3-5/17 Rydgas Geelong Mer/Fee Pers/Exp	

Released under RTI - DPC

Tax Invoice

To **Lynham, Anthony**
 Company Ministerial Services Branch
 Booking ID 1402085

Invoice Date 14 March 2017
 Invoice No. 31140208501
 eInvoice No. 0208501

BOOKING DETAILS			
Traveller Name	Lynham, Anthony	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Friday 03/03/2017	Average Rate (inc. GST)	AUD 319.00
Departure Date	Sunday 05/03/2017	Total Room Cost (inc GST)	AUD 638.00
# Nights	2	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard	Merchant Fee (inc. GST)	AUD 19.65
Special Handling Note		GST	AUD 59.79
Other Note	2 Rooms confirmed for Anthony Lynham, availability as per	TOTAL	AUD 657.65

HOTEL DETAILS	
Hotel	Rydges Geelong
Address	Cnr Myers & Gheringhap Streets Geelong VIC 3220
Country	Australia

Released under the
 Information Access Act 2008

PLEASE NOTE - This invoice has been paid in full, no further payment required.



[Redacted]
From: [Redacted]
Sent: Thursday, 20 April 2017 9:25 AM
To: MSB Finance
Subject: FW: Debit Note Request Minister Lynham
Attachments: Lynham 03-05Mar17 Rydges Geelong.pdf; Debit Note Request Minister Lynham.xlsx

Checked and approved.



Queensland
Government

[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9074
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Thursday, 20 April 2017 9:24 AM
To: [Redacted]
Subject: Debit Note Request Minister Lynham

Please approve and forward to MSB Finance email.

Thanks



Queensland
Government

[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

Released under RTI - DPC



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

TAX INVOICE

Invoice Date 12.07.2017
Invoice No. 1800001552
Customer No. 20000797
Due Date 26.07.2017
Amount Due \$281.81
Customer Ref HINCHLIFFE

PARLIAMENTARY SERVICE
PARLIAMENT HOUSE
GEORGE ST
BRISBANE QLD 4000

Contact Details

Contact Accounts Receivable Officer
Phone 30039073
Email

Payment Terms: Within 14 days Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Ipad & Laptop sim costs March 17 S Hinchliffe	100.00	0.00	100.00
0002	Ipad & Laptop sim costs April 17 S Hinchliffe	100.00	0.00	100.00
0003	Mobile charges to 19/03/17 S Hinchliffe	81.81	0.00	81.81
TOTAL		281.81	0.00	281.81

Total Amount Payable excl GST \$ 281.81
GST Amount Payable \$ 0.00
Total Amount Payable incl GST \$ 281.81

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 1800001552

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

PARLIAMENTARY SERVICE

Customer Number 20000797
Invoice Number/Reference 1800001552 1042

Payment Slip

Due Date 26.07.2017
Amount Due \$281.81

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.

Total DR	281.81
Total CR	281.81
Total Variance	0.00

Seq	CompCode	DecDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AR HDR 1	1042	12.07.2017	30.06.2017	DR	AUD	Hinchliffe	Hinchliffe	13	SSA/PL OAD	SAP19 Assignment
AR ITM 1	529008	4205181	4200	InternalOrder	WbsElement	TaxCode		Amount Dtl/Cr	ItemText	Vendor/Cust
GL ITM 1	529008	4205181				PZ		281.81 DR	Recover costs for Hinchliffe MP Mar-Apr17	20000797
GL ITM 1	529008	4205181				PZ		100.00 CR	Laptop sim costs March 17 S Hinchliffe	
GL ITM 1	529008	4205181				PZ		100.00 CR	Laptop sim costs April 17 S Hinchliffe	
GL ITM 1	529008	4205181				PZ		81.81 CR	Mobile charges to 19/03/17 S Hinchliffe	

Released under RTI - DPC

MINISTERIAL SERVICES BRANCH
DEBIT NOTE REQUEST

DEBIT NOTE TO BE ISSUED TO:	Parliamentary Service
ADDRESS:	Parliament House Alice Street Brisbane
SAP CUSTOMER (if known)	20000797
CONTACT OFFICER:	
PHONE:	3898 9500
EMAIL:	

DATE OF INVOICE:	GL Account	Cost Centre	Profit Centre	Internal Order	WBS Element	Tax Code	Amount (GST incl)	CR/DR
Particulars including a description of the goods or services provided (exact wording to appear on tax invoice)								
Recover Ipad & Laptop sim costs March 17 S Hinchliffe	529008	4205181				PZ	100.00	CR
Recover Ipad & Laptop sim costs April 17 S Hinchliffe	529008	4205181				PZ	100.00	CR
Recover mobile charges to 19/03/17 S Hinchliffe	529008	4205181				PZ	81.81	CR
original invoices 19/48721-19/48720 & 19/48404								CR
TOTAL INVOICE INCL GST							281.81	
GST							0.00	
Total excl GST							281.81	
NOTES: (any specific terms or conditions, if has to be cleared with vendor payment indicate vendor number)	Patricia advised charges were for sim cards for Ipad and Laptop - Sonia							

Parting date 30/6/17
Period 13

checked
[Redacted]
12/7/17

Released under RTI

Department of the Premier and Cabinet

Document Number: 19/46566

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
Annastacia Palaszczuk MP, Premier and Minister for the Arts	Allowances Claim Sydney 10-11 August 2016	\$136.50 \$88.50 .
APPROVAL TOTAL: (GST inclusive)		\$136.50 \$88.50 ✓

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: 19/08/2016

PREPARED BY: Name - _____ Executive Manager

Date: 19/08/2016

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: _____ ✓

Date: 12/9/16 12/9/16

- 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:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: 10/08/2016 3:00pm

Return Date & Time: 11/08/2016 3:30pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/08/2016	Sydney	Not Claimed	Not Claimed	Not Claimed	\$27.25	\$27.25 ✓
11/08/2016	Sydney	\$34.00	\$28.00	Not Claimed	\$27.25	\$109.25 \$61.25 ✓
TOTAL						\$136.50 \$88.50 ✓

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: 7/9/16 ✓

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

As above

Tax Invoice

To Palaszczuk, Anastacia
Company Ministerial Services Branch
Booking ID 1293270

Invoice Date 22 August 2016
Invoice No. 31129327001
invoice No. 9327001

BOOKING DETAILS			
Traveller Name	Palaszczuk, Anastacia	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	PREMIER-2015 / PREMIER-2015	Custom Data Field	
Cost Centre Code / Name	4205003 / MSB - PREMIER-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 10/08/2016	Average Rate (inc. GST)	AUD 365.00
Departure Date	Thursday 11/08/2016	Total Room Cost (inc GST)	AUD 365.00
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard City Side View Room	Merchant Fee (inc. GST)	AUD 11.24
Special Handling Note		GST	AUD 34.20
Other Note	VIP- QLD Premier	TOTAL	AUD 376.24

HOTEL DETAILS	
Hotel	InterContinental Sydney
Address	117 Macquarie Street Sydney NSW 2000
Country	Australia

526001 / 4205001 PZ \$88.50 ✓
 ** Sydney 10-11/08/16 Palaszczuk Premiers ✓

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Itinerary for
PALASZCZUK/ANNASTACIA MS

Booking Number: B4151241
PNR Reference: UYOGSF
Consultant: Stephen Just
Booked By: [Redacted]
Departure Date: 10 Aug 16
Debtor: Ministerial Services Branch
Department: PREMIER-2015 (PREMIER-2015)
Cost Centre: 4205003 (MSB - PREMIER-2015)
Return Date: 11 Aug 16

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
 Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Wednesday 10 Aug 16	Flight	Airline: VIRGIN AUSTRALIA	Flight VA0958	
		Departure Date: Wed 10 Aug 16 at 15:00	BRISBANE, AUSTRALIA	
		Arrival Date: Wed 10 Aug 16 at 16:35	SYDNEY, AUSTRALIA	
		Aircraft: Embraer 190		
		Class: D - Business Class Saver		
		Stops: Non-Stop		
		Airline Reference: TNQVME		
		Status: Confirmed		
		Details: BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) SYDNEY, AUSTRALIA (TERMINAL - TERMINAL 2 DOMESTIC), Dept Time 10-08-2016 15:00, Arrival Time 10-08-2016 16:35 - Travelling time: 1 hr 35 mins - Meal Service: Meals		
		Seats: 01F - PALASZCZUK/ANNASTACIA MS		
Thursday 11 Aug 16	Flight	Airline: VIRGIN AUSTRALIA	Flight VA0951	
		Departure Date: Thu 11 Aug 16 at 15:00	SYDNEY, AUSTRALIA	
		Arrival Date: Thu 11 Aug 16 at 16:30	BRISBANE, AUSTRALIA	
		Aircraft: Boeing 737-800 (winglets)		
		Class: D - Business Class Saver		
		Stops: Non-Stop		
		Airline Reference: TNQVME		
		Status: Confirmed		
		Details: SYDNEY, AUSTRALIA (TERMINAL - TERMINAL 2 DOMESTIC) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 11-08-2016 15:00, Arrival Time 11-08-2016 16:30 - Travelling time: 1 hr 30 mins - Meal Service: Meals		
		Seats: 01F - PALASZCZUK/ANNASTACIA MS		

See over

Frequent Flyer Numbers

PALASZCZUK/ANNASTACIA MS FF QF 0362482
 FF VA 8030000625

Ticket Numbers

TKT VA 9100882738 - PALASZCZUK/ANNASTACIA MS - ADULT - BNE-SYD-BNE



Itinerary for
PALASZCZUK/ANNASTACIA MS

Booking Number: B4151241
PNR Reference: UYOGSF
Consultant: Stephen Just
Booked By: [Redacted]
Departure Date: 10 Aug 16
Debtor: Ministerial Services Branch
Department: PREMIER-2015 (PREMIER-2015)
Cost Centre: 4205003 (MSB - PREMIER-2015)
Return Date: 11 Aug 16

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
 Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Thursday 11 Aug 16	Flight	Airline: VIRGIN AUSTRALIA	Flight VA0947	
		Departure Date: Thu 11 Aug 16 at 14:00	SYDNEY, AUSTRALIA	
		Arrival Date: Thu 11 Aug 16 at 15:30	BRISBANE, AUSTRALIA	
		Aircraft: Embraer 190		
		Class: D - Business Class Saver		
		Stops: Non-Stop		
		Airline Reference: TNQVME		
		Status: Confirmed		
		Details: SYDNEY, AUSTRALIA (TERMINAL - TERMINAL 2 DOMESTIC) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 11-08-2016 14:00, Arrival Time 11-08-2016 15:30 - Travelling time: 1 hr 30 mins - Meal Service: Meals		
		Seats: 1F - Window - Forward - PALASZCZUK/ANNASTACIA MS		

Frequent Flyer Numbers

PALASZCZUK/ANNASTACIA MS FF VA 8030000625

Ticket Numbers

TKT VA 9100882738 - PALASZCZUK/ANNASTACIA MS - ADULT - BNE-SYD-BNE

DOMESTIC BAGGAGE (JQ/QF/VA)

JETSTAR

Economy Starter fare includes 7kg of carry-on luggage, customise your requirements at time of booking.
<http://www.jetstar.com/au/en/planning-and-booking/baggage/checked-baggage>

QANTAS

Economy Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg.
 Business Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing 32kg per piece.
 Silver/Gold/Platinum frequent flyers receive extra baggage concessions.
<http://www.qantas.com.au/travel/airlines/checked-baggage/global/en#jump0>

VIRGIN AUSTRALIA

For all Virgin Australia bookings please refer to the link below:
<http://www.virginaustralia.com/au/en/plan/baggage/checked-baggage/>

DOMESTIC CHECK IN (JQ/QF/VA)

JETSTAR

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.
<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>
 NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.
www.jetstar.com/au/en/planning-and-booking/checking-in/domestic

QANTAS

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.
<http://www.qantas.com.au/travel/airlines/checkin/global/en>

VIRGIN AUSTRALIA

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.
<http://www.virginaustralia.com/Personal/Services/Check-inoptions/index.htm>

DOMESTIC FARE CONDITIONS (JQ/QF/VA)

JETSTAR - <http://www.jetstar.com/au/en/planning-and-booking/fares/fare-types>

QANTAS - <http://www.travelctm.com/uploads/QFDomesticFareGrid.pdf>

VIRGIN AUSTRALIA - <http://www.travelctm.com/uploads/VAFareGrid.pdf>

NOTE: Business Class Virgin Australia only offered on A330-200 aircraft (subject to change).

E-TICKET

E ticket identification required by airlines:

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

FREQUENT FLYER

- Please advise your airline loyalty number if applicable. Once received we will enter this into your booking and your profile for future flight reservations.
- To ensure you receive your frequent flyer points, please retain tickets and boarding passes where possible until your points have appeared on your frequent flyer statement.
- Should your points not appear on your statement, please send copies of your boarding passes, tickets and supporting information to the relevant airline.

QANTAS - SPECIAL INFORMATION

Qantas Domestic flights with a flight number under 400 (e.g. QF001) and Jetstar flights with a flight number under 201 depart from the International Terminals of your Australian State Capital City. Travellers will need to be at the International Terminal at least 90 minutes prior to the flight departure and photographic identification (e.g. licence or passport) is mandatory.

EXCEPTION - Jetstar flight numbers 61, 73 and 81 depart from Domestic Terminals.

SYDNEY Terminal Information

There are 3 terminals in Sydney

T1 - Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal.

T2 - Sydney Domestic Airport: JetStar flights operate from this terminal.

T3 - Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLink flights 1600 and above operate from this terminal.

Released under RTI - DPC

Hotel Booking Confirmation

To	Palaszcuk, Anastacia
Company	QTravel
Subject	The Lido Group: Booking 1293270 - Palaszcuk / Anastacia Ms - Wed 10 Aug 16

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Thursday 21/07/2016 12:54 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING ****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO ****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial **Booking Source** identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Palaszcuk, Anastacia	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1293270	Booking Date/Time	Thursday 21/07/2016 12:54 PM
Hotel Confirmation #	Tristan	Hotel Confirmed by	Tristan

STAY DETAILS			
Arrival Date	Wed 10 Aug 16	Average Rate (inc. GST)	AUD 365.00
Departure Date	Thu 11 Aug 16	Room Type	Standard City Side View Room
# Nights	1	Merchant Fee (inc. GST)	AUD 11.24
# Rooms	1	GST	AUD 34.20
		TOTAL	AUD 376.24

HOTEL DETAILS	
Hotel	InterContinental Sydney
Address	117 Macquarie Street Sydney NSW 2000
Country	Australia
Phone	02 9253 9000
Star Rating	5
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	VIP- QLD Premier
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTID362

Department of the Premier and Cabinet

Document Number: 19/47025

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 October 2016	\$480.65
APPROVAL TOTAL: (GST inclusive)		\$480.65

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: 18/10/2016

PREPARED BY: _____

Executive Manager

Date: 18/10/2016

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: _____

Date: 24/10/16

- Claims for Travel - See Overleaf

Total DR	440.65
Total CR	440.65
Total Variance	-

Seq	HDR	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	ITM	1042	18/10/2016	24/10/2016	KR	AUD	PCSH/1016	Premiers	4	SSAUPLOAD	Assignment
		GL Account	CostCentre	Proficentre	InternalOrder	WbsElement	TaxCode			ItemText	Vendor/Cust
1	ITM	525016	4205002	4200						**Petty Cash 04/09-13/10/16 Premiers	6018704
1	ITM	525016	4205002							Parking OPAC 04/09/16 Bochenski Premiers	
1	ITM	525016	4205002							Parking BNE Airport 05/09/16 Lee Premiers	
1	ITM	530011	4205001							Parking Spring Hill 08/09/16 Ribu Premiers	
1	ITM	530011	4205001							Water 24pk x 2 for Prem car 09/09/16 Premiers	
1	ITM	525012	4205002							Milk for Meetings 12/09/16 Premiers	
1	ITM	525012	4205002							Taxi Parl House to Home 13/09/16 Coffass Premiers	
1	ITM	525012	4205002							Parking BNE Airport 13/09/16 Bourne Premiers	
1	ITM	525000	4205003							Taxi to Hawthorne 14/09/16 Bochenski Premiers	
1	ITM	525016	4205001							Fuel for Pool Car 19/09/16 Premiers	
1	ITM	525016	4205002							Tyre Shine Premis Car 21/09/16 Premiers	
1	ITM	530011	4205001							Parking WPA Brisbane 24/09/16 Lee Premiers	
1	ITM	530011	4205001							Milk for Meetings 24/09/16 Premiers	
1	ITM	530011	4205001							Sugar for Meetings 27/09/16 Premiers	
1	ITM	525012	4205002							Taxi Starting Early 28/09/16 Cann Premiers	
1	ITM	525016	4205002							Parking Townsville 30/09/16 Murphy Premiers	
1	ITM	525012	4205002							Taxi to BNE Apt 03/10/16 Murphy Premiers	
1	ITM	525012	4205002							Taxi ex TSV Apt 04/10/16 Ribu Premiers	
1	ITM	530011	4205001							Milk for Meetings 10/10/16 Premiers	

25/10/16

25/10/16

Under RTI - DPC

Total DR	440.65
Total CR	440.65
Total Variance	-

Seq	HDR	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	Correspondence Type
1	AP	1042	18.10.2016	24.10.2016	KP	AUD	PCSH/PREM/1016*	Premiers	4	SSA/UP/LOAD	Assignment 19.10.2016
1	AP				InternalOrder	WspEItem	TaxCode	Amount	Dr/Cr	ItemText	Vendor/Cust
1	GL	525016	4205002	4200				440.65	CR	**Petty Cash 04/09-13/10/16 Premiers	6018704
1	GL	525016	4205002					16.00	DR	Parking OPAC 04/09/16 Bochenski Premiers	
1	GL	525016	4205002					27.00	DR	Parking BNE Airport 05/09/16 Lee Premiers	
1	GL	530011	4205001					2.70	DR	Parking Spring Hill 06/09/16 Ribby Premiers	
1	GL	530011	4205001					12.60	DR	Water 24pk x 2 for Prem car 08/09/16 Premiers	
1	GL	525012	4205002					8.45	DR	Milk for Meetings 12/09/16 Premiers	
1	GL	525016	4205002					23.20	DR	Taxi Parl House to Home 13/09/16 Corlass Premiers	
1	GL	525012	4205002					53.00	DR	Taxi Stokers Stokers 14/09/16 Bochenski Premiers	
1	GL	525000	4205003					16.70	DR	Bus for Pool Car 19/09/16 Premiers <i>to Hawthorne</i>	
1	GL	525016	4205001					58.75	DR	Bus for Pool Car 19/09/16 Premiers	
1	GL	525016	4205001					10.00	DR	Tyre Shine Prem's Car 21/09/16 Premiers	
1	GL	525016	4205002					20.15	DR	Parking WPA Brisbane 24/09/16 Lee Premiers	
1	GL	530011	4205001					3.50	DR	Milk for Meetings 24/09/16 Premiers	
1	GL	530011	4205001					5.30	DR	Sugar for Meetings 27/09/16 Premiers	
1	GL	525012	4205002					59.70	DR	Taxi Starting Early 28/09/16 Cann Premiers	
1	GL	525016	4205002					1.80	DR	Parking Towinsville 30/09/16 Murphy Premiers	
1	GL	525012	4205002					71.90	DR	Taxi BNE Airt to Home 03/10/16 Murphy Premiers	
1	GL	525012	4205002					38.70	DR	Taxi BNE Airport to Meeting 04/10/16 Ribby Premiers	
1	GL	530011	4205001					11.20	DR	Milk for Meetings 10/10/16 Premiers	

enc TSV Apt

ANN [Redacted] 24.10.16

Under RTI - DPC

Petty Cash Reimbursement Register

Ministerial Office:

Office of the Premier and Minister for the Arts

Date	Particulars	Amount	Accumulated expenses
4/09/2016	QPAC Event with Premier - Parking [NB]	\$16.00	\$ 16.00
6/09/2016	Press Conference - Parking [DR]	\$2.70	\$ 18.70
6/09/2016	Airport Parking - Premier's departure [DL]	\$27.00	\$ 45.70
8/09/2016	Water for Premiers Car [LG]	\$ 12.60	\$ 58.30
10/09/2016	Binder, USB-Charger, Water for Car [DL] * Excluded	\$40.00	\$ 98.30
12/09/2016	Milk for meetings [MC]	\$8.45	\$ 106.75
13/09/2016	Advancing Com Cab - Parking [WB]	\$53.00	\$ 159.75
13/09/2016	Late at Parliament - Parliament to Home [GC]	\$23.20	\$ 182.95
14/09/2016	Stakeholder Event - Parliament to Event [NB]	\$ 16.70	\$ 199.65
19/09/2016	Fuel for Pool Car [DR]	\$ 58.75	\$ 258.40
23/09/2016	Tyre Shine for Premier's Car [LG]	\$ 10.00	\$ 268.40
28/09/2016	Sugar for meetings [MC]	\$ 5.30	\$ 273.70
28/09/2016	Cab into office before 7:00pm [MC]	\$ 59.70	\$ 333.40
28/09/2016	Southbank parking - advancer [DL]	\$20.15	\$ 353.55
28/09/2016	1l Milk for meetings [MM]	\$ 3.50	\$ 357.05
30/09/2016	Advancing Townsville Visit - Parking [BM]	\$ 1.80	\$ 358.85
30/09/2016	Home to Airport - Townsville Trip [BM]	\$ 71.90	\$ 430.75
4/10/2016	Townsville Visit - Airport to Cabinet meeting [DR]	\$ 38.70	\$ 469.45
13/10/2016	Milk for Meetings [MC]	\$11.20	\$ 480.65

Total for reimbursement:

~~\$ 480.65~~ Pay \$470.65

Cash on hand:

\$ 19.35

Total Petty Cash Float:

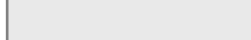
\$ 500.00

Prepared by:




18/10/2016 

Checked by:



18/10/16 

* Excluded due to miscalculation
- see attached 

[Redacted]
From: [Redacted]@ministerial.qld.gov.au>
Sent: Monday, 24 October 2016 9:15 AM
To: [Redacted]
Subject: RE: Petty Cash Voucher - Returned

Thanks [Redacted]. Yes, please exclude from October Reimbursement. I will correct and include in next reimbursement.

Regards



**Queensland
Government**

[Redacted]
Executive Manager
Office of the Hon. Anastacia Palaszcuk 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: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Monday, 24 October 2016 9:13 AM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Petty Cash Voucher - Returned

Hi [Redacted]

I have put the miscalculated Petty Cash voucher for [Redacted] back into your pigeonhole.

Could you please confirm that you would like this voucher excluded from the October reimbursement.

Thanks



**Queensland
Government**

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

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

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Petty Cash Reimbursement Register

Ministerial Office:

Office of the Premier and Minister for the Arts

Date	Particulars	Amount	Accumulated expenses
4/09/2016	QPAC Event with Premier - Parking [NB]	\$16.00	\$ 16.00
6/09/2016	Press Conference - Parking [DR]	\$2.70	\$ 18.70
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19/09/2016	Fuel for Pool Car [DR]	\$ 58.75	\$ 258.40
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28/09/2016	Southbank parking - advancer [DL]	\$20.15	\$ 353.55
28/09/2016	1l Milk for meetings [MM]	\$ 3.50	\$ 357.05
30/09/2016	Advancing Townsville Visit - Parking [BM]	\$ 1.80	\$ 358.85
30/09/2016	Home to Airport - Townsville Trip [BM]	\$ 71.90	\$ 430.75
4/10/2016	Townsville Visit - Airport to Cabinet meeting [DR]	\$ 38.70	\$ 469.45
13/10/2016	Milk for Meetings [MC]	\$11.20	\$ 480.65

Total for reimbursement: \$ 480.65

Cash on hand: \$ 19.35

Total Petty Cash Float: \$ 500.00

Prepared by:

18/10/2016

Checked by:

18/10/16

Department of the Premier and Cabinet

Document Number: 19/47041

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Agriculture & Fisheries

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

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
<u>Leanne Donaldson</u>	<u>Travel Allowance</u>	<u>380.15</u>
APPROVAL TOTAL: (GST inclusive)		\$ 380.15

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 \$495.65

DIRECTOR
28/10/16

APPROVED: Signature [Signature]

Name (please print) Hon. Leanne Donaldson Date: 10/10/14

PREPARED BY: Name (please print) [Redacted] Date: 26.09.16

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]

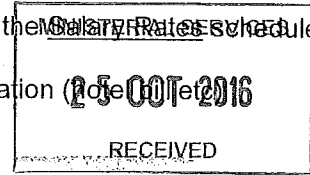
Date: 26/10/16 28/10/16

- 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 (Proof of stay)



Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: 21/9/16 10:30 Return Date & Time: 23/9/16 23:30

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
21.9.16	Cairns		48	67.30	27.25	81.55 142.55
22.9.16	Cairns → Bamaga	34	48	67.30	27.25	149.30 176.55
23.9.16	Bamaga → Cairns	34	48	67.30	27.25	149.30 176.55
TOTAL						380.15 495.65

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: [Signature] Date: 24/10/16

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

26/10/16 emanda see for approval of corrected figure see email attached

Tax Invoice

To Donaldson, Leanne
Company Ministerial Services Branch
Booking ID 1338780

Invoice Date 26 September 2016
Invoice No. 31133878001
eInvoice No. 3878001

BOOKING DETAILS			
Traveller Name	Donaldson, Leanne	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	AGRICULTURE / AGRICULTURE	Custom Data Field	
Cost Centre Code / Name	4205243 / AGRICULTURE	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 21/09/2016	Average Rate (inc. GST)	AUD 114.00
Departure Date	Thursday 22/09/2016	Total Room Cost (inc GST)	AUD 114.00
Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard Room	Merchant Fee (inc. GST)	AUD 3.51
Special Handling Note		GST	AUD 10.68
Other Note		TOTAL	AUD 117.51

HOTEL DETAILS	
Hotel	Rydges Tradewinds Cairns
Address	137 The Esplanade Cairns QLD 4870
Country	Australia

526001 / 4205243 PZ \$495.65 ✓

* Cairns / Bamaga 21-23/09/16 Donaldson Agriculture ✓

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To Donaldson, Leanne
Company Ministerial Services Branch
Booking ID 1315117

Invoice Date 26 September 2016
Invoice No. 31131511701
eInvoice No. 1511701

BOOKING DETAILS			
Traveller Name	Donaldson, Leanne	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	AGRICULTURE / AGRICULTURE	Custom Data Field	
Cost Centre Code / Name	4205243 / AGRICULTURE	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 22/09/2016	Average Rate (inc. GST)	AUD 252.85
Departure Date	Friday 23/09/2016	Total Room Cost (inc GST)	AUD 252.85
Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard Room	Merchant Fee (inc. GST)	AUD 7.79
Special Handling Note		GST	AUD 23.69
Other Note		TOTAL	AUD 260.64

HOTEL DETAILS	
Hotel	Cape York Peninsula Lodge
Address	Corner Lui & Adidi Streets Bamaga QLD 4876
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.

[Redacted]
From: [Redacted]@ministerial.qld.gov.au>
Sent: Wednesday, 26 October 2016 10:25 AM
To: [Redacted]
Subject: RE: Corrected - Minister Donaldson Travel Claim 21-23/09/16

Oh apologies – thanks [Redacted]

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Wednesday, 26 October 2016 10:23 AM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Corrected - Minister Donaldson Travel Claim 21-23/09/16

Hi [Redacted]

I believe the Minister's total travel reimbursement figure for Cairns/Bamaga 21-23/09/16 was calculated exclusive of incidentals at \$380.15.

Please be advised that the Minister's corrected entitlement for this claim is **\$495.65**.

Could you please approve via email the corrected figure.

Thank you



Queensland
Government

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

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Please consider the environment before printing this email.

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 financial delegations) and accompanied by relevant supporting documentation as per audit requirements.

SAP ECC GENERAL UPLOAD JOURNAL - PROCESSED VIA "YFIACDOC"
 TEMPLATE VERSION NS11 (created 8th December 2011)

1042

Document Number:

100017210

Purpose of Journal: TO TRANSFER STAFF EXPENSES TO BANKING ON GOVT CREDIT CARD TO GIL

Prepared/Approver's Notes:

Prepared By: [Signature]
 Name: [Redacted]
 Signature: [Signature]
 Position: FINANCE OFFICER
 Date: 5/1/17
 Phone: 300 39074

Approved By: [Signature]
 Name: [Redacted]
 Signature: [Signature]
 Position: Finance Accountant
 Date: 5/1/17
 Phone: 300 39070

Total DR	32,369.51
Total CR	32,369.51
Total Variance	-

GL	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeadText	PostingPeriod	LineItemRefKey2	CorrespondenceType
		1	1042	28/11/2016	31/12/2016	SA	AJD	CBA28Nov16	VARIOUS	6		
			GL Account	CostCentre	ProfitCentre	InternalOrder	WhseElement	TaxCode		Amount Dr/Cr	ItemText	TradingPartner
												Assignment

GL	ITM	1	527007	4200	80355405	PF	19.00 DR	Trp 860 ML 15/11/16 Kyoto Palaszczuk Prems P/ep	PNF219
----	-----	---	--------	------	----------	----	----------	---	--------

INVOICE / STATEMENT

お名前
Name The Hon Anastacia Palaszczuk

お部屋番号
Room No. 8016
ご到着日
Arrival 2016/11/14
ご人数
No. of Persons 1
ご出発日
Departure 2016/11/15

ビル番号
Bill No. 1

Date	Description	Room No.	Charge	Unit	Remarks
11/14	ROOM CHARGE	8016	71,280		
11/15	IN RM DNG	8016	1,550		* No.1693

INEX
クレジット売上票

加盟店名 MERCHANT
カレカレホテル京都
075-771-7111
端末番号 TERM NO 99662-560-83018
ご利用日 DATE 16/11/15 08:04:10
伝票番号 SLIP NO 73461
会員番号 XXXXXXXXXXXX5524(TO)
ACCT NO
承認番号 APP CODE 078259
取引内容 支払区分 取扱区分
売上 一括 1150
カード会社 有効期限
GARD Co EXP DATE
DC XX/XX
金額 AMOUNT ¥72,830
合計金額 ¥72,830
KEREKES EMILY MS
ご利用ありがとうございました
またのご来店お待ちしております
A0000000041010
075-156-001 A00006 Master Card
SALES COUNTER 係員
お客様控え
CUSTOMERS COPY

* Paid by [redacted] Missed on checkout - usually second line is tax on invoice. D/N to receiver - [redacted] advised [redacted] 2/12/16

クレジットカードで
お支払いください
PAID
BY CREDIT CARD
THE WESTIN MIYAKO KYOTO

GRAND TOTAL SUB TOTAL 72,830 72,830 0
CONSUMPTION TAX: 5,280)
(LOCAL TAX: 0)

Accom. 71280 874-00
DINING 1550 19-00
72830 893-00

ご署名
Signature
111510145377 P 1 1 10 T ALAL *
16/11/15 08:03 1538

72,830

SAVOY

Mr Curtis Warren Pitt
 GPO BOX 611
 BRISBANE Q
 Australia

Room # : 0432
 Folio # :
 Cashier # : 821
 Page # : 1 of 2
 Arrival : 08-08-16
 Departure : 11-08-16

Date	Description	Additional Information	Charges	Credits
08-08-16	In Room Dining	Room# 0432 : CHECK# 2675 [691]	19.13	
08-08-16	In Room Dining	Room# 0432 : CHECK# 2687 [691]	12.38	
08-08-16	Room Charge	[NA Room]	449.00	
08-08-16	Room VAT 20%	[Add: 20%. (B)]	89.80	
09-08-16	Room Charge	[NA Room]	449.00	
09-08-16	Room VAT 20%	[Add: 20%. (B)]	89.80	
10-08-16	Room Charge	[NA Room]	224.50	
10-08-16	Room VAT 20%	[Add: 20%. (B)]	44.90	
10-08-16	American Express			1,378.51

	GBP	AVD
Accom	1347-00	2356-36
ML	31-51	55-12
	<u>1378-51</u>	<u>2411-48</u>

The Savoy Hotel Ltd. Registered in England No 2559255 Registered Office: 78 Cannon Street, London EC4N 6AF

100017389

Purpose of Journal: To transfer charges from Bank Account to General Ledger for statement 06Apr17 - MINISTERS STATEMENTS

Prepared By: [Redacted] Name: [Redacted] Position: Finance Officer
 Signature: [Redacted] Signature: [Redacted]
 Date: 3/5/17 Date: 3/5/17
 Phone: Ext 39074 Phone: Ext 39070

Total DR	2148290
Total CR	2148290
Total Variance	-

** GL	HDR	Set	Comp Code	Doc Date	Post Date	Doc Type	Currency	Reference	Header Text	Posting Period	Line Item Ref Key 2	Correspondence Type
		1	1042	06.04.2017	30.04.2017	SA	AUD	CBA 06Apr17	Education	10		
		1	527007	4200	80057572	PF				29.30	DR	
		1							Trip 664 ML P/exp 25-29/03/17 Shanghai Jones Educ			
												Assignment
												Trading Partner
												PNF219
												PNF219
												PNF219
												PNF219
												PNF219
												PFE218

Approved By: [Redacted] Name: [Redacted] Position: [Redacted]
 Signature: [Redacted] Signature: [Redacted]
 Date: 3/5/17 Date: 3/5/17
 Phone: Ext 39074

Processed by: [Redacted]
 Journal Validator / reassigner to SAP - transaction analysis Report



FOUR SEASONS
HOTEL
SHANGHAI

Ms. Kate Jennifer Jones
Australia

Room No. : 3106
Arrival : 03/25/17
Departure : 03/28/17
Page No. : 1 of 1
Folio No. : 806004
Conf. No. : 34408333
Cashier No. : 70
User ID : TYCHE.ZHOU
03/28/17

INVOICE

A/R Number :
Group Code :
Company Name : Australian Embassy / Consulate

Date	Text	Reference	Charges RMB	Credits RMB
03/25/17	Room Charge		1,282.60	
03/26/17	*Lobby Lounge Afternoon Tea Room# 3106 : CHECK# 308758		ML 149.50	
03/26/17	Room Charge		1,282.60	
03/27/17	Room Charge		1,282.60	
03/28/17	Master Card			3,997.30
Total			3,997.30	3,997.30
Balance			0.00	RMB

Guest Signature _____

Card # [Redacted]
Expiry : [Redacted]
Method : Manual
Amount : 3997.3

Accom 3847-80 AUD 735-61
ML 149-50 28-58
3997-30
+ Transaction fee (2.5%) 0.72
To be reimbursed to MSB \$29-30

www.fourseasons.com

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.

1042
 Document Number: 100017899

1042
 Document Number: _____

Purpose of Journal: _____
 Transfer: Transport Ministers office costs coded after portfolio ceased

Prepared By: _____
 Name: _____
 Signature: _____
 Position: Finance Officer
 Date: 12/07/2017 Phone: 300 35071

Approved By: _____
 Name: _____
 Signature: _____
 Position: Financial Accountant
 Date: 12/07/2017 Phone: 07 3003 9070

Preparer/Approver's Notes: _____

Total DR	855.53
Total CR	855.53
Total Variance	

Seq	HDR	CompCode	DocDate	PostDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	ItemText	CorrespondenceType
1	ITM	529003	30.06.2017	30.06.2017	SA	AUD	PZ	adj ppt phones	adj ppt phones	13	19/48722 Landline charges to 19/03/17 Transport	Assignment
	GL	Account	4203998								19/48722 Landline charges to 19/03/17 Transport	OWNS99
	ITM	529003	4205181								19/48722 Landline charges to 19/03/17 Transport	OWNS99
	ITM	529003	4203998								19/48722 Landline charges to 19/03/17 Transport	OWNS99
	ITM	529003	4205181								19/48722 Landline charges to 19/03/17 Transport	OWNS99
	ITM	529003	4203998								19/48722 Landline charges to 19/03/17 Transport	OWNS99
	ITM	529003	4205182								19/48722 Landline charges to 19/03/17 Transport	OWNS99
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	ITM											

ACCOUNTING DOCUMENT UPLOAD (NEW)

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SAP ECC GENERAL UPLOAD JOURNAL - PROCESS VIA "YEIACDOC"

TEMPLATE VERSION NS11 (created 4th December 2011)

Document Number: 100017899

1042

Purpose of Journal:
 Transfer Transport Minibus office costs created after portfolio cased

Prepared By: 
 Name: _____
 Signature: _____
 Position: Finance Officer
 Date: 12.07.2017
 Phone: 300 38071


Approved By: 
 Name: _____
 Signature: _____
 Position: Financial Accountant
 Date: 12/7/17
 Phone: 07 3003 8070

Preparer/Approver's Notes:

Total DR	85533
Total CR	85533
Total Variance	-

Seq	HDR	ISL Account	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
1		1042		30.06.2017	30.06.2017	SA	AUD	adj tpl phones	adj tpl phones	13		Assignment
Item Text												



Processed by: 
 Journal Validation: Please refer to SAP Transactional Analysis Report
 Date: 12/7/17

Notes: _____

N:\Financial Management\Accounting\SL Upload\2016-2017\Journals\Adj Coding phones Transport June 17.xls\SL upload Template

GL	ITM	1	327007	4200	80058600	PF	140.78 DR	Trip 665 AC 12-13/05/17 Fassberg Lynham State Dev	PNF219
GL	ITM	1	527007	4200	80058600	PF	7.10 DR	Trip 665 ML 12/05/17 Fassberg Lynham State Dev	PNF219
GL	ITM	1	530002	4205051		PF	3.70 DR	Trip 665 I/Fee 12-13/05/17 Germany Lynham State Dev	PNF219
GL	ITM	1	527007	4200	80058601	PF	140.78 DR	Trip 665 AC 12-13/05/17 Fassberg Woodland State Dev	PNF219
GL	ITM	1	527007	4200	80058601	PF	7.10 DR	Trip 665 ML 12/05/17 Fassberg Woodland State Dev	PNF219
GL	ITM	1	530002	4205052		PF	3.70 DR	Trip 665 I/Fee 12-13/05/17 Germany Woodland S/Dev	PNF219
GL	ITM	1	527007	4200	80058600	PF	140.78 DR	Trip 665 AC 12-13/05/17 Fassberg Lynham State Dev	PNF219
GL	ITM	1	527007	4200	80058600	PF	7.10 DR	Trip 665 ML 12/05/17 Fassberg Lynham State Dev	PNF219
GL	ITM	1	530002	4205051		PF	3.70 DR	Trip 665 I/Fee 12-13/05/17 Germany Lynham State Dev	PNF219
GL	ITM	1	527007	4200	80058601	PF	140.78 DR	Trip 665 AC 12-13/05/17 Fassberg Woodland State Dev	PNF219
GL	ITM	1	527007	4200	80058601	PF	7.10 DR	Trip 665 ML 12/05/17 Fassberg Woodland State Dev	PNF219
GL	ITM	1	530002	4205052		PF	3.70 DR	Trip 665 I/Fee 12-13/05/17 Germany Woodland S/Dev	PNF219

Processed by: _____ Date: 28/6/17

Notes: _____

Journal Validation: Please refer to SAP Transactional Analysis Report

N:\Financial management\Accounting\GL Uploads\2016-2017\CBA\staff uploads mastercard 30May17.xls\CBA30Jan17

Released under RTI - DPC

Niemeyers Romantik-Posthotel



K-U-N-D-E-N-B-E-L-E-G

Niemeyers
Romantik-Posthotel
Hauptstr. 7
29328 Faßberg-Müden
Tel. 05053-9890-0

Bezahlung MasterCard

Betrag 100,00 EUR

Hauptstraße 7, 29328 Faßberg-Müden

Herr Dr.
Anthony Lyneham

13.05.2017 09:19
Terminal-ID 55645234
TA-Nr. 000383 Beleg-Nr. 0289
Kartennr. #####2285
K.folg.Nr. 0001
Chip Online
VU-Nummer 4556356839
Autorisierungsnummer 091146

** Zahlung erfolgt ** Datum: 13.05.2017
Anreise: 12.05.2017
Abreise: 13.05.2017
Seite: 1/1

Rechnung

Rechnungsnummer 67296

Kassierer: Schindler, Constance

Datum	Beschreibung	Debit €	Kredit €
12.05.2017	Frühstück	4,80	0,00
12.05.2017	Logis	95,20	0,00
13.05.2017	Mastercard	0,00	100,00
Summe		100,00	100,00
Offener Saldo			0,00 €

Diese Rechnung enthält folgende MwSt.-Beträge:

MWST	Brutto	Netto	MWST
MwSt. 7 %	95,20 €	88,97 €	6,23 €
MwSt. 19 %	4,80 €	4,03 €	0,77 €

Wir danken Ihnen für die Bevorzugung unseres Hauses und die umgehende Zahlung des Rechnungsbetrages.
Wir würden uns freuen Sie demnächst wieder bei uns begrüßen zu dürfen.

	EUR	AUD
Accom	95.20	140-78
MkS.	4.80	7-10
	<u>100.00</u>	<u>147-88</u>

Department of the Premier and Cabinet

Document Number: 19/49908

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **Communities**

Financial Year: **2016/17**

Urgent payment required by:

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Shannon Fentiman	Valet parking at airport	\$99.00
	Less difference between cost of standard parking (\$65)	-\$34.00
	Plus car wash (while driver away)	\$58.00
	Less difference between cost of standard car wash at servo <i>(\$7.50)</i>	-\$7.50 - 50-50
APPROVAL TOTAL: (GST inclusive)		\$115.50

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.

PAY \$72.50

APPROVED: Signature *Shannon Fentiman* [Redacted]

Name (please print) Shannon Fentiman Date: 30.06.17

PREPARED BY: Name (please print) [Redacted] .. Date: 30.06.17

Phone 07 3719 7509

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 debited against the correct codes.

Signature: [Redacted]

Date: 01/07/17 [Redacted]

Please print on yellow paper

- Claims for Travel - See Overleaf

01/11/17 - spoke to [redacted] - he advised original were required - requested originals from [redacted] I was still waiting for originals - she was getting them from electoral officer.

17/7/17 [redacted] + requested originals

19/7/17 [redacted] Scanned copies returned to office for Minister to sign

MINISTERIAL SERVICES
30 JUN 2017
RECEIVED

MINISTERIAL SERVICES
19 JUL 2017
RECEIVED

Released under RTI - DPC

Please print on yellow paper

Tax invoice/Booking ID:

BAC-DW-3639747

Dear Ms

Thank you for your online parking reservation at Brisbane Airport Parking. Upon entry and exit to the car park, please insert your nominated credit card, which ends in **050**

Here is a summary of your online reservation:

Confirmation Details

Booking ID: BAC-DW-3639747

Car Park Name: DOMESTIC TERMINAL P1
VALET 3 DAY SPECIAL

Product Name: PARKVALET 3 DAY SPECIAL

Entry Date: 17:30 PM 26/06/2017

Exit Date: 12:30 PM 29/06/2017

Departure Flight: VA0795

Arrival Flight: VA0778

Status: Confirmed

Vehicle Registration: 898XFV

Extras: Domestic Car Wash Standard Wash

Net Price: \$142.73

Total ex GST: \$142.73

GST: \$14.27

Total: \$157.00

Payment Details

Invoice Number: BAC-DW-3639747

Invoice Date: 11:49 AM 26/06/2017

Payment Status: Paid

Name on Card: Shannon Fentiman

Card Ending: 050

Expiry:

Customer Details

Customer: Ms

Email: @ministerial.qld.gov.au

Postcode: 4000

Phone: 0737197507

525016/4205211 PG \$72-50
**X Parking car wash 26-29/6/17 Fentiman Comms*

DOMESTIC TERMINAL P1 - PARKVALET 3 DAY SPECIAL

- ✓ Drop off your car and let us take care of the rest.
- ✓ Located just steps from the terminal.
- ✓ Express entry & exit ramps.
- ✓ Located on level 3 of the P1 Domestic car park.



2-5 Mins.

Info

Map

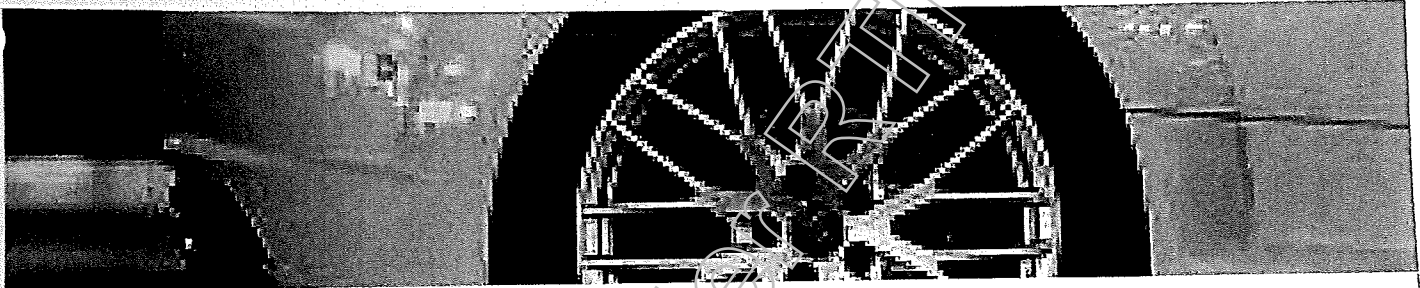
BOOK NOW

€123.00

\$99.00

P2 - GUARANTEED SPACE

DOMESTIC TERMINAL



DOMESTIC TERMINAL P2 - GUARANTEED SPACE

- ✓ Only available online.
- ✓ Limited spaces so please book in advance to reserve your spot.
- ✓ Located on level 4 of the P2 Domestic car park. Follow the signs to P2 ParkLong and use the entry ramp to level 4.



5-10 Mins.

Info

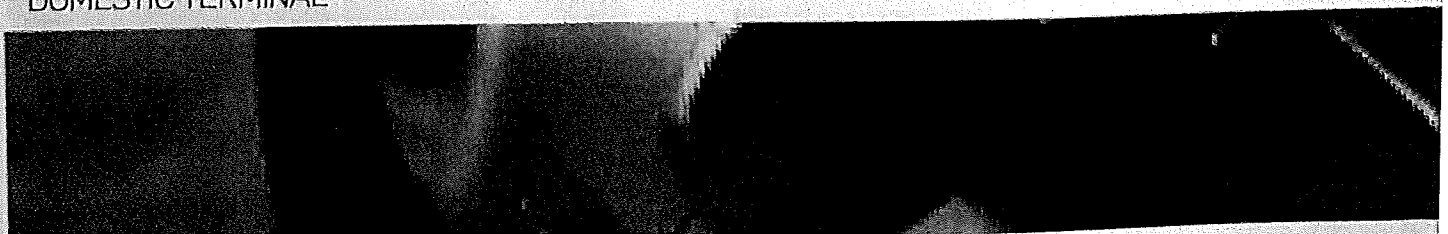
Map

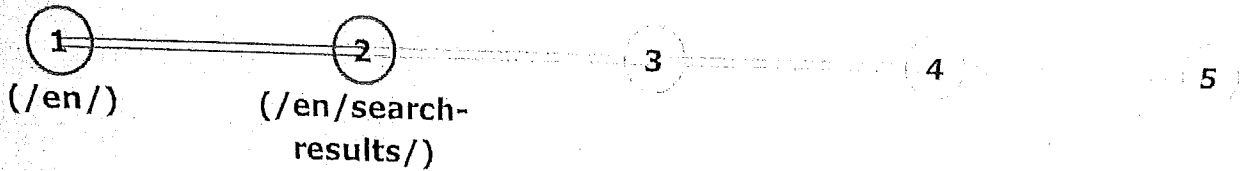
BOOK NOW

\$110.00

PARKPREMIUM

DOMESTIC TERMINAL



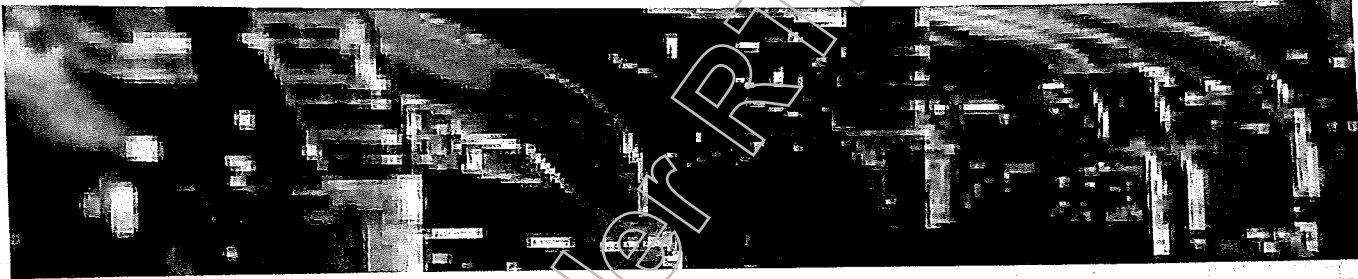


AMEND SEARCH

BACK (/EN/)

PARKLONG 3 DAY SPECIAL

DOMESTIC TERMINAL



DOMESTIC TERMINAL - PARKLONG 3 DAY SPECIAL

- ✓ Closest long term parking to the Domestic Terminal.
- ✓ Park in either P1 or P2 Domestic Terminal Car Parks.
- ✓ P1 - ParkLong is located on levels 5 - 9.
- ✓ P2 - ParkLong is located on levels 1 - 6.

3-10 Mins.

Info

Map

BOOK NOW

\$93.00

\$65.00

PARKVALET 3 DAY SPECIAL

DOMESTIC TERMINAL



Mr.

[Redacted]

Yr [Redacted]

Please note that there was an incorrect rate used for calculation of the travel allowance for Minister - I made a new calculation - see attached, the amount to pay has changed to \$ 506.60

Could you please arrange Minister's approval for the amendment & return to us for processing?

With compliments,

Thank you

[Redacted]



Queensland Government

Department of the Premier and Cabinet

1 William 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 the Official Information Act 2009

Mr. [Redacted]

Mrs. [Redacted]

Please note that there was an incorrect rate used for calculation of the travel allowance for Minister - I made a new calculation - see attached, the amount to pay has changed to \$ 506.60. Could you please arrange Minister's approval for the amendment & return to us for processing?

With compliments,

Thank you
[Redacted]



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Released under the Official Information Act 2009

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 09/07/17 11:30 am Return Date & Time: 11/07/17 08:30pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
09/07	Cairns		49.20	68.85	27.65	145.70 ✓
10/07	Cairns	54.75	49.20	68.85	27.65	180.45 ✓
11/07	Cairns	54.75	49.20	68.85	27.65	180.45 ✓
TOTAL						506.60 ✓

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: as per attached Date: _____

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

526001/14205174 P2 \$ 506.60 ✓
 RTID362.pdf Page Number: 101 of 274
 Ryan Police ✓

Tax Invoice

To **Ryan, Mark**
 Company Ministerial Services Branch
 Booking ID 1557821

Invoice Date 14 July 2017
 Invoice No. 31155782101
 invoice No. 5782101

BOOKING DETAILS			
Traveller Name	Ryan, Mark ✓	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	MSB-POLICE / MSB-POLICE	Custom Data Field	
Cost Centre Code / Name	4205173 / POLICE	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Sunday 09/07/2017 ✓	Average Rate	AUD 322.95
Departure Date	Tuesday 11/07/2017 ✓	Total Room Cost	AUD 645.90
# Nights	2	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00 ✓
Room Type	Executive Suite	Merchant Fee	AUD 19.89
Special Handling Note		GST included in this invoice	AUD 60.53
Other Note	Change check-out from 13 Jul 2017 to 12 Jul 2017 as per Antony ctm via phone. Change check-out from 12 Jul 2017 to 11 Jul 2017 as per Antony CTM via phone	TOTAL	AUD 665.79

HOTEL DETAILS	
Hotel	Shangri La Hotel The Marina Cairns ✓
Address	Pierpoint Road Cairns QLD 4870
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Department of the Premier and Cabinet

Document Number: 19/50035

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: **EMPLOYMENT & INDUSTRIAL RELATIONS, RACING AND MULTICULTURAL AFFAIRS**

Financial Year: 2018 _____ Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
HON GRACE GRACE MP	GOVERNING FROM CAIRNS TRIP	
APPROVAL TOTAL: (GST inclusive)		\$492.15

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 \$442.95
(see email attached)*

APPROVED: Signature _____

[Handwritten Signature]

Name (please print) HON GRACE GRACE MP Date: 20/7/17

PREPARED BY: Name (please print) _____

Date: 20/7/17

Phone 3719 7153

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: 26/07/17 28/7/17

• Claims for Travel - See Overleaf

Please print on yellow paper

20/07/17 no hotel bill

25/07/17 re requested from hide

Rec'd 26/07/17

N.S.

MINISTERIAL SERVICES
20 JUL 2017
Belfast

Released under RTI - DPC

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 10/7/17 5.30 AM Return Date & Time: 12/7/17 8.00 PM

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/7/17	Cairns	34.75 ✓		68.85	27.65	131.25 ✓
11/7/17	Cairns	34.75 ✓	49.20 ✓	68.85 ✓	27.65 ✓	180.45 ✓
12/7/17	Cairns	34.75		68.85	27.65	180.45 131.25 N.S.
TOTAL						492.15 442.15 N.S.

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: [Signature] Date: 20/7/17

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

Tax Invoice

To **Grace, Ignazia**
 Company **Ministerial Services Branch**
 Booking ID **1551783**

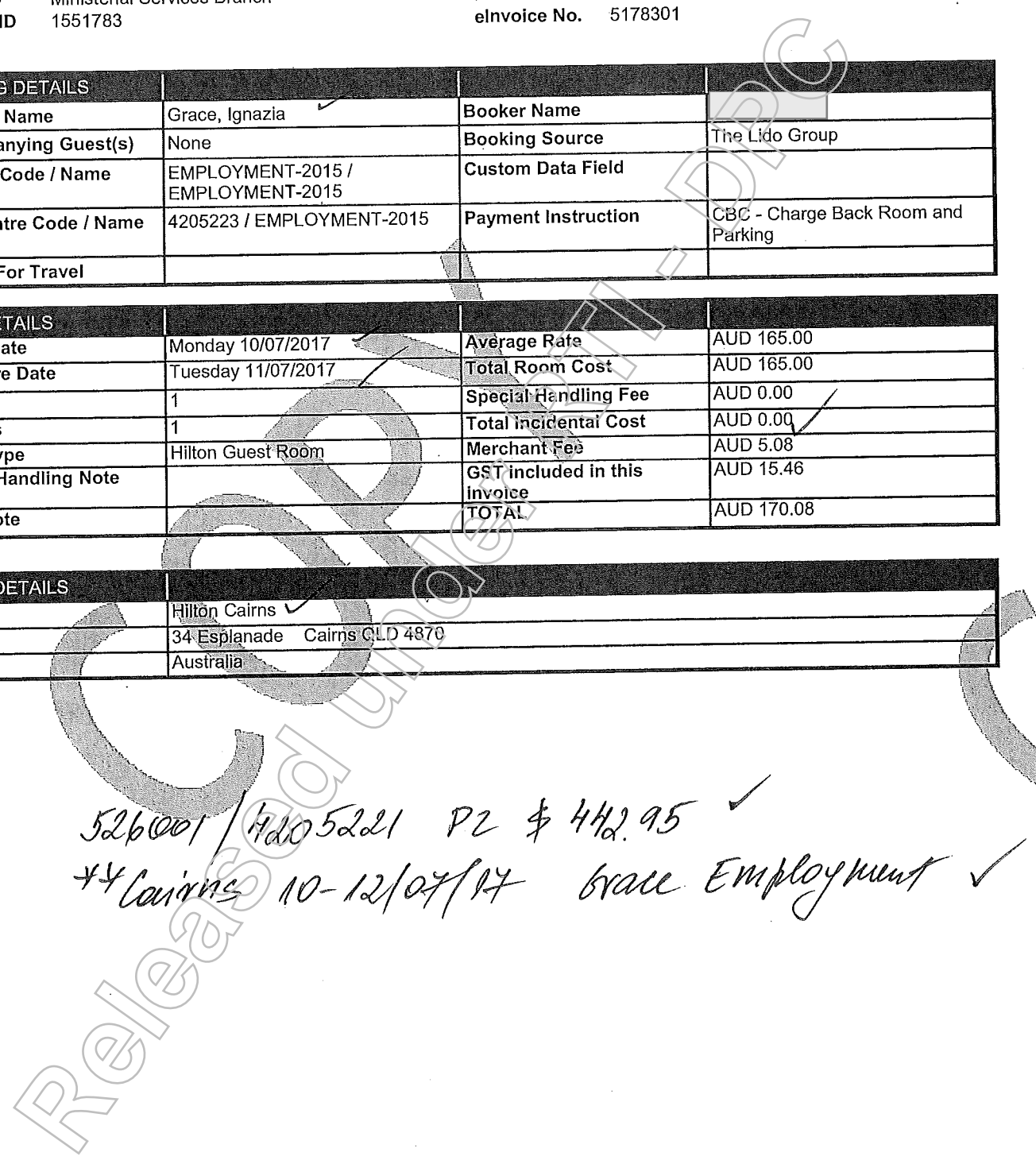
Invoice Date **24 July 2017**
 Invoice No. **31155178301**
 eInvoice No. **5178301**

BOOKING DETAILS			
Traveller Name	Grace, Ignazia ✓	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	EMPLOYMENT-2015 / EMPLOYMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205223 / EMPLOYMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 10/07/2017	Average Rate	AUD 165.00
Departure Date	Tuesday 11/07/2017	Total Room Cost	AUD 165.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00 ✓
Room Type	Hilton Guest Room	Merchant Fee	AUD 5.08
Special Handling Note		GST included in this invoice	AUD 15.46
Other Note		TOTAL	AUD 170.08

HOTEL DETAILS	
Hotel	Hilton Cairns ✓
Address	34 Esplanade Cairns QLD 4870
Country	Australia

526001 / 4205221 P2 \$ 442.95 ✓
*** Cairns 10-12/07/17 Grace Employment ✓*



PLEASE NOTE - This invoice has been paid in full, no further payment required.



Tax Invoice

To **Grace, Ignazia**
 Company **Ministerial Services Branch**
 Booking ID **1565011**

Invoice Date **26 July 2017**
 Invoice No. **31156501101**
 eInvoice No. **6501101**

BOOKING DETAILS			
Traveller Name	Grace, Ignazia	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	EMPLOYMENT-2015 / EMPLOYMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205223 / EMPLOYMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 11/07/2017	Average Rate	AUD 169.00
Departure Date	Wednesday 12/07/2017	Total Room Cost	AUD 169.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00
Room Type	Deluxe Room	Merchant Fee	AUD 5.21
Special Handling Note		GST included in this invoice	AUD 15.84
Other Note	Guest is staying in a Hilton Guest Room on the 10th of July. If the Deluxe Room becomes available for the full stay, please upgrade guest.. Change check-out from 13 Jul 2017 to 12 Jul 2017 as requested by James CTM via phone.	TOTAL	AUD 174.21

HOTEL DETAILS	
Hotel	Hilton Cairns
Address	34 Esplanade Cairns QLD 4870
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.

[Redacted]

From: [Redacted]@ministerial.qld.gov.au>
Sent: Thursday, 27 July 2017 2:55 PM
To: [Redacted]
Subject: RE: Travel allowance Hon Grace Grace MP Cairns 10-12/07/17

Thanks that is fine - the calculator mustn't have been working properly that day!

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

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Wednesday, 26 July 2017 3:04 PM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Travel allowance Hon Grace Grace MP Cairns 10-12/07/17

Hi [Redacted],

There was a mistake in calculations of Minister's travel allowance - please see attached. As a result, the total amount to be paid changed to \$442.95 (previously claimed \$492.15).

Could you please confirm via reply email whether you agree with changes? Also please amend your copy and notify Minister regarding the amendments.

Please let me know if you have any questions.

Kind regards,

[Redacted]

Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From:
https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2FEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2CF9SDKLd4rLbWyN0NHZHQrG63mcpjNcwqkZqDsOfN_uVlxvsQlAxjqwJZxa5qCFOltr7ws6k1QZbyAeQeZPdEk5o64kyvM0UAPInmE77jvOlMOA%2C%2C%26typo%3D1&data=01%7C01%7Cnatalja.solntseva%40premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=RR6VMwHotHxQ67Xv8prQgRjP%2FKLDxDM7ITIWklX0t4%3D&reserved=0
[https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2C12lcjCUIWLRKpCf3aC194VXdewAbNkFZT8F2MqOaEHVcQJTVFjqaoPcObHOR6nkbfxtcpzY1RJNoOC4uTKVZkp2zgX9eN97fG_dDntaozio%2C%26typo%3D1&data=01%7C01%7C\[Redacted\]@premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=IITAFzvVhbiidrCXqsqurwLykvpEP3aggjrowFrmRw%3D&reserved=0](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%3A%2F%2F%5Bmailto%3AEquitrac%40qgaaad.qld.gov.au%26c%3DE%2C1%2C12lcjCUIWLRKpCf3aC194VXdewAbNkFZT8F2MqOaEHVcQJTVFjqaoPcObHOR6nkbfxtcpzY1RJNoOC4uTKVZkp2zgX9eN97fG_dDntaozio%2C%26typo%3D1&data=01%7C01%7C[Redacted]@premiers.qld.gov.au%7C4699ab6ce31e4bf08ec408d4d4ace0a7%7C51778d2aa6ab4c7697dc782782d65046%7C0&sdata=IITAFzvVhbiidrCXqsqurwLykvpEP3aggjrowFrmRw%3D&reserved=0)
Sent: Wednesday, 26 July 2017 2:58 PM
To: [Redacted]
<<https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dh>

Department of the Premier and Cabinet

Document Number: 19/50081

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: LOCAL GOVT AND ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS

Financial Year: 2017 / 2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Travel allowance Cairns and Weipa 09/07/2017 to 16/07/2017	\$1025.15
APPROVAL TOTAL: (GST inclusive)		\$1025.15

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 Mark Furner ✓

Name (please print) FURNER

Date: 19/7/17

PREPARED BY: Name (please print)

Date: 17 July 2017

Phone 371 97439

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 against the correct codes.

Signature:

Date: 1/8/17

- 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
9 JUL 2017				
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: 09/07/2017 @ 11:45 am

Return Date & Time: 16/07/2017 @ 5:00 pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
09/07/2017	Cairns	N/a	N/a	\$68.85	* \$27.65	\$96.50
10/07/2017	Cairns	\$34.75	N/a	\$68.85	\$27.65	\$131.25
11/07/2017	Cairns	\$34.75	N/a	\$68.85	\$27.65	\$131.25
12/07/2017	Cairns	\$34.75	N/a	\$68.85	\$27.65	\$131.25
13/07/2017	Cairns	\$34.75	\$49.20	\$68.85	\$27.65	\$180.45
14/07/2017	Weipa	\$34.75	N/a	\$68.85	\$27.65	\$131.25
15/07/2017	Weipa	\$34.75	\$49.20	N/a	\$27.65	\$111.60
16/07/2017	Weipa	\$34.75	\$49.20	N/a	\$27.65	\$111.60
TOTAL						\$1025.15

Pay \$997.50

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: M. Furner Date: 19/7/17

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

* Incidental for 9/7/17 paid on claim for Rockhampton trip 8-9/7/17. - office advised 25/7/17 -

01/11/17 invoice - expenses for ...
Rec'd 1/8/17

Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1554483**

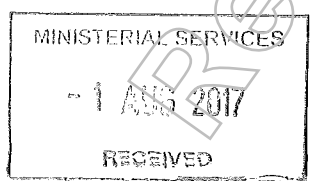
Invoice Date **01 August 2017**
 Invoice No. **31155448301**
 eInvoice No. **5448301**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Sunday 09/07/2017	Average Rate	AUD 161.00
Departure Date	Friday 14/07/2017	Total Room Cost	AUD 805.00
Nights	5	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00
Room Type	City or Mountain View Twin	Merchant Fee	AUD 24.79
Special Handling Note		GST included in this invoice	AUD 75.44
Other Note		TOTAL	AUD 829.79

HOTEL DETAILS	
Hotel	Pullman Cairns International
Address	17 Abbott Street Cairns QLD 4870
Country	Australia

*526001/4205301 PZ # 997-51
 * Cairns/Weipa 9-16/7/17 Furner Local Gov*



PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1554459**

Invoice Date **17 July 2017**
 Invoice No. **31155445901**
 eInvoice No. **5445901**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Friday 14/07/2017	Average Rate	AUD 225.00
Departure Date	Sunday 16/07/2017	Total Room Cost	AUD 450.00
# Nights	2	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentai Cost	AUD 0.00
Room Type	Standard Room	Merchant Fee	AUD 13.86
Special Handling Note		GST included in this invoice	AUD 42.17
Other Note		TOTAL	AUD 463.86

HOTEL DETAILS	
Hotel	Albatross Bay Resort
Address	Duyfken Crescent Weipa QLD 4874
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1554483 - Furner / Mark Mr - Sun 09 Jul 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 26/06/2017 02:10 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Lido Booking ID	1554483	Booking Date/Time	Monday 26/06/2017 02:10 PM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Sun 09 Jul 17	Average Rate (inc. GST)	AUD 161.00
Departure Date	Fri 14 Jul 17	Room Type	City or Mountain View Twin includes wifi,gym&sauna, pool
# Nights	5	Merchant Fee (inc. GST)	AUD 24.79
# Rooms	1	GST	AUD 75.44
		TOTAL	AUD 829.79

HOTEL DETAILS	
Hotel	Pullman Cairns International
Address	17 Abbott Street Cairns QLD 4870
Country	Australia
Phone	07 4031 1300
Star Rating	5
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

- Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
- 1
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
 - 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.
 - 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
 - 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
 - 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
 - 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
 - 7 All amounts are shown in the hotel's local currency.
 - 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTID362

Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1554459 - Furner / Mark Mr - Fri 14 Jul 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 26/06/2017 01:56 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to AMEND or CANCEL your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	Serko API
Lido Booking ID	1554459	Booking Date/Time	Monday 26/06/2017 01:56 PM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Fri 14 Jul 17	Average Rate (inc. GST)	AUD 225.00
Departure Date	Sun 16 Jul 17	Room Type	Standard Room includes Cont Breakfast
# Nights	2	Merchant Fee (inc. GST)	AUD 13.86
# Rooms	1	GST	AUD 42.17
		TOTAL	AUD 463.86

HOTEL DETAILS	
Hotel	Albatross Bay Resort
Address	Duyfken Crescent Weipa QLD 4874
Country	Australia
Phone	07 4090 6666
Star Rating	3
Cancellation Policy	48 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
- a. Serko Online – please contact Corporate Travel Management-(CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 48 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Department of the Premier and Cabinet

Document Number: 19/50174

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Minister for Health and Ambulance Services
Financial Year: 2016 - 17 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon. Cameron Dick MP *Direct to account*	Travel allowance for food and incidentals for Governing from the Gold Coast 31/07/2017 - 02/08/2017	\$254.20
APPROVAL TOTAL: (GST inclusive)		\$254.20

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 _____ Date: 4/08/2017

PREPARED BY: Name _____ Date: 03/08/2017 Phone 3035 6124

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;	* expended against the correct codes.

Signature: _____
Date: 14/8/17

• Claims for Travel - See Overleaf

14/8/17 - Confirmed details with
+ amended

MINISTERIAL SERVICES
10 AUG 2017
RECEIVED

Released under RTI - DPC

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: ^{31/7/17 9:00am} 19/06/2017 5:30am

Return Date & Time: ^{2/8/17 16:00} 21/06/2017: 6:45am

Details advised by Virginia [signature]

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
31/07/17	Gold Coast			68.25	27.65 /	\$27.65 \$95-90
01/08/17	Gold Coast			68.25 ↗	27.65 /	\$95.90 \$130-65
02/08/17	Gold Coast	34.75 ↗		68.25 ↗	27.65 /	\$130.65 \$62-40 27-65
TOTAL						\$254.20 ✓

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: [Signature]

Date: 8 August 2017 ✓

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

Tax Invoice

To **Dick, Cameron**
 Company Ministerial Services Branch
 Booking ID 1582415

Invoice Date 14 August 2017
 Invoice No. 31158241501
 eInvoice No. 8241501

BOOKING DETAILS			
Traveller Name	Dick, Cameron	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	HEALTH-2015 / HEALTH-2015	Custom Data Field	
Cost Centre Code / Name	4205033 / MSB - HEALTH-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 31/07/2017	Average Rate	AUD 164.95
Departure Date	Wednesday 02/08/2017	Total Room Cost	AUD 329.90
# Nights	2	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Mountain River View King Room	Merchant Fee	AUD 10.16
Special Handling Note		GST included in this invoice	AUD 30.91
Other Note		TOTAL	AUD 340.06

HOTEL DETAILS	
Hotel	QT Gold Coast
Address	7 Staghorn Avenue Surfers Paradise Gold Coast QLD 4217
Country	Australia

*526001/4205031 P2 \$254-20
 ** Gold Coast 31/7-2/8/17 Dick Health.*

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Department of the Premier and Cabinet

Document Number: _____

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM - EXPENDITURE APPROVAL

Ministerial Office Minister for Health and Minister for Ambulance Services
Financial Year 2017 - 2018
Name of Claimant / Payee Hon. Cameron Dick MP
Salary Level Minister

* Please attach proof of stay at hotel or other commercial accommodation (e.g. hotel bill)

Departure Date & Time	Return Date & Time	Destination	Nights	Allowance Claimed
31/07/2017 09:30	02/08/2017 08:45	Gold Coast (Q.L.D)	2	\$388.55

CERTIFICATION AND APPROVAL OF TRAVELLER CLAIMING INCIDENTAL AND MEAL ALLOWANCE

I certify that:

- An expense has been incurred and has included an overnight stay,
- I have not previously claimed any meal expenses or actual cost of meals for the above period;
- Expenditure is approved and is in accordance with the Queensland Ministerial Handbook; and
- All supporting documentation is attached.

Signature

Cameron Dick

Date

03.08.17

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

Rates contained in ATO Tax Determination for reasonable travel and overtime meal allowance expense amount (see Ministerial Intranet)

MINISTERIAL SERVICES USE ONLY

Officer - I certify that:

- Approved by a competent authority;
- Verification of goods and services rendered;
- Price or rate of charge correct;
- Discounts/allowances correct
- Arithmetically correct;
- Not previously paid;
- Invoices/documentation attached; and
- Expenditure is recorded against the correct account codes.

Signature

Date

BLDI Calc: ~~B x 2, L x 2, D x 2, I x 3~~ Completed:

B x 1, D x 2, I x 3

as per
Minister's
Request.

Released under RTI - DRG

Department of the Premier and Cabinet

Document Number: 19/50187

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Housing and Public Works

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

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Michael de Brenni	Travel allowance Syd / TSV	\$511.30 \$508.90 N.S.
APPROVAL TOTAL: (GST inclusive)		\$ 511.30

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 \$508.90
(see email attached)*

APPROVED: Signature [Signature]

Name (please print) Michael de Brenni Date: 18 July 17

PREPARED BY: Name (please print) [Redacted]

Date: 18 July 17

Phone 3719 7270

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: 17/8/17

- Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 20/6/17 17:35 Return Date & Time: 23/6/17 11:35 ✓

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
20.6	Sydney	—	—	67.30	27.25	94.55 ✓
21.6	Sydney	34	48.00 49.20	67.30	27.25	177.75 ✓ 176.55
22.6	Syd / TSV	34	48.00 49.20	67.30	27.25	177.75 ✓ 176.55
23.6	TSV	34	—	—	27.25	61.25 ✓
TOTAL						512.30 ✓ 508.90

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: [Signature] Date: 14/8/17

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

SIGNATURE.

Tax Invoice

To **de Brenni, Michael**
 Company **Ministerial Services Branch**
 Booking ID **1537403**

Invoice Date **26 June 2017**
 Invoice No. **31153740301**
 eInvoice No. **3740301**

BOOKING DETAILS			
Traveller Name	de Brenni, Michael	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	HOUSING-2015 / HOUSING-2015	Custom Data Field	
Cost Centre Code / Name	4205233 / HOUSING-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 20/06/2017	Average Rate	AUD 364.50
Departure Date	Thursday 22/06/2017	Total Room Cost	AUD 729.00
# Nights	2	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	King Standard Cityside	Merchant Fee	AUD 22.45
Special Handling Note		GST included in this invoice	AUD 68.31
Other Note		TOTAL	AUD 751.45

HOTEL DETAILS	
Hotel	InterContinental Sydney
Address	117 Macquarie Street Sydney NSW 2000
Country	Australia

526001/4205291 P2 \$ 508.90 ✓
*** Sydney / Townsville 20-23/06/17 de Brenni ✓*
Leasing

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **de Brenni, Michael**
 Company Ministerial Services Branch
 Booking ID 1547493

Invoice Date 26 June 2017
 Invoice No. 31154749301
 eInvoice No. 4749301

BOOKING DETAILS			
Traveller Name	de Brenni, Michael	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	HOUSING-2015 / HOUSING-2015	Custom Data Field	
Cost Centre Code / Name	4205233 / HOUSING-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 22/06/2017	Average Rate	AUD 121.95
Departure Date	Friday 23/06/2017	Total Room Cost	AUD 121.95
# Nights	1	Special Handling Fee	AUD 11.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Studio Room	Merchant Fee	AUD 4.09
Special Handling Note	Special handling fee	GST included in this invoice	AUD 12.46
Other Note	No personal charges or mini bar	TOTAL	AUD 137.04

HOTEL DETAILS	
Hotel	Quest Townsville
Address	30-34 Palmer Street Townsville QLD 4810
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



[REDACTED]

From: [REDACTED]
Sent: Thursday, 17 August 2017 11:46 AM
To: [REDACTED]
Subject: Travel allowance Hon Michael de Brenni MP Svdnev/Townsville20-23/06/17
Attachments: 17-08-2017_11-40-17_E176M140335_[REDACTED]-premiers.qld.gov.au.pdf

Hi [REDACTED]

There were incorrect rates for lunch allowance used in calculations of Minister's travel allowance - please see attached. As a result, the total amount to be paid changed to \$508.90 (previously claimed \$511.30).

Please let me know if you have any questions.

Kind regards,

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From: Equitrac@qgaaad.qld.gov.au [mailto:Equitrac@qgaaad.qld.gov.au]
Sent: Thursday, 17 August 2017 11:41 AM
To: [REDACTED]@premiers.qld.gov.au>
Subject: Capture and Send

Scan [REDACTED]@premiers.qld.gov.au via Capture and Send:

Department of the Premier and Cabinet

Document Number: 19/50244

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: LOCAL GOVT AND ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS

Financial Year: 2017 / 2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Travel allowance Cairns 15/08/2017 to 16/08/2017 Please note that flights were on Government jet.	\$158.80
APPROVAL TOTAL: (GST inclusive)		\$158.80

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.

APPROVED: Signature M. FurnerName (please print) FURNERDate: 21/8/17PREPARED BY: Name (please print)

Date: 17 August 2017

Phone 371 97439

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 recorded against the correct codes.

Signature: Date: 21/08/17

- 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 SERVICES	Total Allowance Claimed
		21 AUG 2017		
		RECEIVED		
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: 15/08/2017 @ 7:00 am

Return Date & Time: 16/08/2017 @ 6:45 pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
15/08/2017	Cairns	N/a	N/a	\$68.85	\$27.65	\$96.40 ^{96.50}
16/08/2017	Cairns	\$34.75	N/a	N/a	\$27.65	\$62.40
TOTAL						\$158.80 ^{158.90}

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: M. J. J. J. Date: 21/8/17.

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

QA - PWA:3301 - 21/8/17

Tax Invoice

To **Furner, Mark**
 Company Ministerial Services Branch
 Booking ID 1595796

Invoice Date 21 August 2017
 Invoice No. 31159579601
 Invoice No. 9579601

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 15/08/2017	Average Rate	AUD 161.00
Departure Date	Wednesday 16/08/2017	Total Room Cost	AUD 161.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	City or Mountain View Twin	Merchant Fee	AUD 4.96
Special Handling Note		GST included in this invoice	AUD 15.09
Other Note	VIP Travellers, please allocate rooms on same floor	TOTAL	AUD 165.96

HOTEL DETAILS	
Hotel	Pullman Cairns International
Address	17 Abbott Street Cairns QLD 4870
Country	Australia

526001 / 4205301 PZ \$ 158.90
 * Cairns 15-16/08/17 Furner Local Government

PLEASE NOTE - This invoice has been paid in full, no further payment required.

15 August 2017

Tuesday

August 2017

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TUESDAY	
15	
← From 10 Jul SCHOOL TERM 3 : 10 July - 15 Sept To 15 Sep →	
← From 5 Aug To 18 Aug →	
7 AM	FLIGHT BRISBANE / MORNINGTON ISLAND Mark Furner
8	
9	
10	PORTFOLIO: VISIT MORNINGTON ISLAND Mark Furner
11	
12 PM	
1	FLIGHT: MORNINGTON ISLAND / AURUKUN Mark Furner
2	PORTFOLIO: VISIT AURUKUN Mark Furner
3	
4	FLIGHT: AURUKUN / CAIRNS Mark Furner
5	DRIVE TO ACCOMMODATION - PULLMAN CAIRNS INTERNATIONAL 17 Abbott St, Cairns; Mark Furner
	ACCOMMODATION: CAIRNS PULLMAN INTERNATIONAL 17 Abbott St, Cairns; Mark Furner
6	
	5:30am - 6:15am DRIVE: CASHMERE TO GOVT AIRWING
	6:15am - 6:30am CHECK IN FOR FLIGHT(Govt. Airwing, Pandanus Ave, Eagle Farm)

16 August 2017

Wednesday

August 2017

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

WEDNESDAY	
16	
	← From 10 Jul SCHOOL TERM 3 : 10 July - 15 Sept To 15 Sep →
	← From 5 Aug To 18 Aug →
	PUBLIC HOLIDAY - BRISBANE ONLY (Ekka show day) - Mark Furner
7 AM	<div style="display: flex; justify-content: space-between;"> <div>DRIVE TO CAIRNS AIRPORT Mark Furner</div> <div>CHECK IN FOR FLIGHT Mark Furner</div> </div>
8	FLIGHT: CAIRNS/PORMPURA AW Mark Furner
9	PORTFOLIO: VISIT PORMPURA AW Mark Furner
10	
11	FLIGHT: PORMPURA AW / BURKETOWN Mark Furner
12 PM	PORTFOLIO: VISIT BURKETOWN Mark Furner
1	
2	FLIGHT: BURKETOWN / MT ISA Mark Furner
3	<div style="display: flex; justify-content: space-between;"> <div>REFUELLING IN MT ISA Mark Furner</div> <div>FLIGHT: MT ISA / BRISBANE Mark Furner</div> </div>
4	
5	
6	DRIVE: GOVT AIRWING TO CASHMERE Mark Furner

Department of the Premier and Cabinet

Document Number: 19/50248

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Innovation

Financial Year: 2017-18

Urgent payment required by: 1 / 120

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Leanne Enoch <i>*Note: Accom in Cooktown 218- Arranged by DSITI (see booking attached)</i>	Travel Allowance Cairns - Wujal Wujal 1/8 - 4/8/17.	\$618.20 \$569.00
APPROVAL TOTAL: (GST inclusive)		\$ 618.20

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.

*pay \$569.00
see email attached*

APPROVED: Signature _____

Name (please print) _____

Date: 14/8/17

PREPARED BY: Name (please print) _____

te: 7/8/17

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: _____

Date: 22/8/17

1/22/8/17

- Claims for Travel - See Overleaf

Tax Invoice

To **Enoch, Leeanne**
 Company **Ministerial Services Branch**
 Booking ID **1574429**

Invoice Date **08 August 2017**
 Invoice No. **31157442901**
 eInvoice No. **7442901**

BOOKING DETAILS			
Traveller Name	Enoch, Leeanne	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	INNOVATION-2015 / INNOVATION-2015	Custom Data Field	
Cost Centre Code / Name	4205203 / INNOVATION-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 01/08/2017	Average Rate	AUD 225.00
Departure Date	Wednesday 02/08/2017	Total Room Cost	AUD 225.00
# Nights	1	Special Handling Fee	AUD 11.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Studio Indoor Spa	Merchant Fee	AUD 7.27
Special Handling Note	Special handling fee	GST included in this invoice	AUD 1.66
Other Note	VIP	TOTAL	AUD 243.27

HOTEL DETAILS	
Hotel	Regal Port Douglas
Address	51 Macrossan St Port Douglas QLD 4877
Country	Australia

526001 / 4205201 P2 \$ 569.00 ✓
*** Port Douglas / Kuejal Kuejal 01-04/08/17 Enoch*
INNOVATION ✓

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Enoch, Leeanne**
 Company Ministerial Services Branch
 Booking ID 1583380

Invoice Date 08 August 2017
 Invoice No. 31158338001
 eInvoice No. 8338001

BOOKING DETAILS			
Traveller Name	Enoch, Leeanne ✓	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	INNOVATION-2015 / INNOVATION-2015	Custom Data Field	
Cost Centre Code / Name	4205203 / INNOVATION-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 03/08/2017 ✓	Average Rate	AUD 290.00
Departure Date	Friday 04/08/2017 ✓	Total Room Cost	AUD 290.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00 ✓
Room Type	1 Bedroom Outside Jacuzzi	Merchant Fee	AUD 8.93
Special Handling Note		GST included in this invoice	AUD 0.81
Other Note	Check-in 03 Aug 2017 Change check-out from 05 Aug 2017 to 04 Aug 2017	TOTAL	AUD 298.93

HOTEL DETAILS	
Hotel	Regal Port Douglas
Address	51 Macrossan St Port Douglas QLD 4877
Country	Australia

Released under the Information Access Act

PLEASE NOTE - This invoice has been paid in full, no further payment required.



[Redacted]
From: [Redacted]@dsiti.qld.gov.au>
Sent: Wednesday, 19 July 2017 2:52 PM
To: [Redacted]
Subject: Wujal Wujal accommodation

Hi T, Wujal Wujal accommodation is now confirmed – four rooms booked at Mungumby Lodge for Wednesday 2 and Thursday 3 August. Here's the link if you'd like to take a look - <http://www.mungumby.com/> ☺



[Redacted]
Executive Officer to the Director-General
Office of the Director-General
Department of Science, Information Technology and Innovation
P 07 3215 3702
Level 33, 1 William Street, Brisbane QLD 4000
GPO Box 5078, Brisbane QLD 4001

Customers first | Ideas into action | Unleash potential | Be courageous | Empower people

From: relax@mungumby.com [mailto:relax@mungumby.com]
Sent: Wednesday, 19 July 2017 2:44 PM
To: Director General (DSITI) <DirectorGeneral@dsiti.qld.gov.au>
Subject: [Mungumby Lodge] Tax Invoice for Courney Dekever

(Tues 3/8)
** 1 night only.*

- Mungumby Lodge
- 388 Mungumby Road
- Helenvale via
- Cooktown
- QLD 4895
- Australia

(2nd night was not req'd + cancelled).

- ABN: 25 095 613 040
- Telephone: +61 7 4060 3158
 - +61 7 4060 3158
- Email: relax@mungumby.com

Tax Invoice

- Invoice Number: 3777-7
- Invoice Date: 19 Jul 2017

Guest Details

- Courney Dekever
- Department of Science, Information Technology and Innovation
- Brisbane
- QLD

Reservation Details

- Reservation Number: LH1707147298203

- Reservation Status: Confirmed
- Arrival: 02 Aug 2017
- Departure: 04 Aug 2017
- Adults: 4
- Children: 0
- Infants: 0
- Nights: 2

Date	Description	Room Number	Quantity	Item Total	Total	Payments
02 Aug 2017	b) Twin Bungalow	Room 02		\$260	\$260	
02 Aug 2017	c) Double + Single Bungalow	Room 04		\$260	\$260	
02 Aug 2017	d) Family Bungalow	Room 05		\$260	\$260	
02 Aug 2017	b) Twin Bungalow	Room 09		\$260	\$260	
02 Aug 2017	credit card surcharges		1	\$27.60	\$27.60	
03 Aug 2017	b) Twin Bungalow	Room 02		\$260	\$260	
03 Aug 2017	c) Double + Single Bungalow	Room 04		\$260	\$260	
03 Aug 2017	d) Family Bungalow	Room 05		\$260	\$260	
03 Aug 2017	b) Twin Bungalow	Room 09		\$260	\$260	
03 Aug 2017	Room Discount			-\$60	-\$60	
03 Aug 2017	Room Discount			-\$60	-\$60	
03 Aug 2017	Room Discount			-\$60	-\$60	
03 Aug 2017	Room Discount			-\$60	-\$60	
19 Jul 2017	Payment: Mastercard					\$1,867.60
Total					\$1,867.60	\$1,867.60
	Includes GST (10%)				\$169.78	
	Outstanding Balance				\$0	

Payment Policy:

All reservations require a 1 night booking deposit of 1 room night for the room type booked to secure booking with full payment at the time of or prior to checkout. Any and all special offers different to rack rates require full payment at the time of booking. For direct deposit payments please state this in comments section and email remittance when completed:- Westpac Business Banking Earlville BSB: 034-193 | ACC: 282117 Ref: LH reservation number, Full Name and dates of stay.

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[Redacted]

From: [Redacted]
Sent: Tuesday, 22 August 2017 10:50 AM
To: [Redacted]
Subject: RE: Travel allowance for Minister 01-04/08/17 Port Douglas/Wujal Wujal

Thanks for confirming this [Redacted]. A new amount to pay is \$569.00

Kind regards,

[Redacted]



Queensland
Government

[Redacted]

Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted] [mailto:[Redacted]@ministerial.qld.gov.au]
Sent: Tuesday, 22 August 2017 10:43 AM
To: [Redacted]@premiers.qld.gov.au>
Subject: RE: Travel allowance for Minister 01-04/08/17 Port Douglas/Wujal Wujal

Hi [Redacted]

Minister returned to the office from the flight.....and yes she did arrive prior to 1.30pm – my apologies. Can you pls amend the claim.

Ta

[Redacted]



Queensland
Government

[Redacted]

Executive Assistant/Office Manager
Office of the Hon. Leeanne Enoch MP
Minister for Innovation, Science and the Digital Economy
and Minister for Small Business
P 371 97116
1 William Street
Brisbane 4000

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Tuesday, 22 August 2017 10:35 AM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Travel allowance for Minister 01-04/08/17 Port Douglas/Wujal Wujal

Hi [Redacted]

Could you please confirm the return time for Minister on 04/08/17, to her home or office? On the form it is 12:15 pm however this is time for her flight to arrive to Brisbane, not when she was actually back at home or in office? If she was back at home or office before 1:30 pm, she cannot claim allowance for lunch for this day (she has to return later than 1:30 pm to be able to claim lunch allowance). Could you please check this for me?

Thank you



Queensland
Government



Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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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

Department of the Premier and Cabinet

Document Number: 19/50382

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: LOCAL GOVT AND ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS

Financial Year: 2017 / 2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Travel allowance Townsville 30/08/2017 to 31/08/2017	\$173.45 \$173.35
APPROVAL TOTAL: (GST inclusive)		\$173.45

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 M. Furner

Name (please print) FURNER

Date: 4/9/17

PREPARED BY: Name (please print)

Date: 1 September 2017

Phone 371 97439

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: 05/09/17

- 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
	MINISTERIAL SERVICES	- 4 SEP 2017		
	RECEIVED			
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: 30/08/2017 @ 6:10 am

Return Date & Time: 31/08/2017 @ 7:45 pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
30/08/2017	Townsville	N/a	N/a	\$68.85	\$27.65	\$96.50
31/08/2017	Townsville	N/a	\$49.20	N/a	\$27.65	\$76.85
TOTAL						\$173.35

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: M. James Date: 4/9/17

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

Tax Invoice

To **Furner, Mark**
 Company Ministerial Services Branch
 Booking ID 1611683

Invoice Date 05 September 2017
 Invoice No. 31161168301
 Invoice No. 1168301

BOOKING DETAILS			
Traveller Name	Furner, Mark ✓	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 30/08/2017 ✓	Average Rate	AUD 162.95
Departure Date	Thursday 31/08/2017 ✓	Total Room Cost	AUD 162.95
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidenta Cost	AUD 0.00 ✓
Room Type	Executive King Ocean View	Merchant Fee	AUD 5.02
Special Handling Note		GST included in this invoice	AUD 15.27
Other Note		TOTAL	AUD 167.97

HOTEL DETAILS	
Hotel	The Ville Resort - Casino
Address	Sir Leslie Thies Drive Townsville QLD 4810
Country	Australia

526001 / 4205301 P3 \$173.35 ✓
 ** Townsville 30-31/08/17 Furner Local Government ✓

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Itinerary for
FURNER/MARK MR

Booking Number: B5507578
PNR Reference: KZJHUT
Consultant: Qld Govt Online
Booked By: [REDACTED]
Departure Date: 30 Aug 17
Debtor: Ministerial Services Branch
Department: LOCALGOV (Local Government)
Cost Centre: 4205303 (Local Government)
Return Date: 31 Aug 17

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
 Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details
Wednesday 30 Aug 17	Flight	<p>Airline: VIRGIN AUSTRALIA Departure Date: Wed 30 Aug 17 at 06:10 Arrival Date: Wed 30 Aug 17 at 08:15 Aircraft: Embraer 190 Class: D - Business Class Stops: Non-Stop Airline Reference: UAHRYU Status: Confirmed</p> <p>Details: BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) TOWNSVILLE, AUSTRALIA (TERMINAL -), Dept Time 30-08-2017 06:10, Arrival Time 30-08-2017 08:15 - Travelling time: 2 hrs 5 mins - Meal Service: Meals</p>
Wednesday 30 Aug 17	Hotel	<p>Hotel Name: THE VJLLE RESORT-CASINO Check-In Date: Wed 30 Aug 17 Check-Out Date: Thu 31 Aug 17 Hotel Address: SIR LESLIE THIESS DRIVE TOWNSVILLE AU 4810 Australia P-61-7-4722333 F-61-7-47724741</p> <p>Room Type: DELUXE KING OCE Rooms: 1 Booking Reference: ONRQST1601823 Status: OnRequest/Waitlisted Payment Method: Charge Back room and Car parking Local Rate: AUD110.95 Per Night Rate: AUD110.95 Per Night Duration: 1 (Nights)</p>

Thursday 31 Aug 17	Flight	Airline:	VIRGIN AUSTRALIA	Flight VA0378
		Departure Date:	Thu 31 Aug 17 at 16:50	TOWNSVILLE, AUSTRALIA
		Arrival Date:	Thu 31 Aug 17 at 18:40	BRISBANE, AUSTRALIA
		Aircraft:	Boeing 737-800 (winglets)	
		Class:	D - Business Class	
		Stops:	Non-Stop	
		Airline Reference:	UAHRYU	
		Status:	Confirmed	
		Details:	TOWNSVILLE, AUSTRALIA (TERMINAL -) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 31-08-2017 16:50, Arrival Time 31-08-2017 18:40 - Travelling time: 1 hr 50 mins - Meal Service: Meals	

Frequent Flyer Numbers

FURNER/MARK MR FF VA 9160007454

Ticket Numbers

TKT VA 5624319170 - FURNER/MARK MR - ADULT - BNE-TSV-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.50	0.00	0.85	9.35
Ticket	VA - D - Business Class 5624319170 - 18 Aug 17 - ADULT 30 Aug 17 BRISBANE- TOWNSVILLE- BRISBANE	928.64	69.34	99.80	1097.78
Due		937.14	69.34	100.65	1107.13

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - ONRQST1601823 TOWNSVILLE Date: 30 Aug 17/31 Aug 17	100.86	0.00	10.09	110.95
Total Booking Cost Inc Pay Direct				110.74	1218.08

Final Ticket Date: 18 Aug 17

DOMESTIC BAGGAGE (JQ/QF/VA)**JETSTAR**

Economy Starter fare includes 7kg of carry- on luggage, customise your requirements at time of booking.
<http://www.jetstar.com/au/en/planning-and-booking/baggage/checked-baggage>

QANTAS

Economy Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg.
 Business Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing 32kg per piece.
 Silver/Gold/Platinum frequent flyers receive extra baggage concessions.
<http://www.qantas.com.au/travel/airlines/checked-baggage/global/en#jump0>

VIRGIN AUSTRALIA

For all Virgin Australia bookings please refer to the link below:
<http://www.virginaustralia.com/au/en/plan/baggage/checked-baggage/>

DOMESTIC CHECK IN (JQ/QF/VA)**JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.
<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>
 NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.
www.jetstar.com/au/en/planning-and-booking/checking-in/domestic

QANTAS

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.
<http://www.qantas.com.au/travel/airlines/checkin/global/en>

VIRGIN AUSTRALIA

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.
<http://www.virginaustralia.com/Personal/Services/Check-inoptions/index.htm>

DOMESTIC FARE CONDITIONS (JQ/QF/VA)

JETSTAR - <http://www.jetstar.com/au/en/planning-and-booking/fares/fare-types>

QANTAS - <http://www.travelctm.com/uploads/QFDomesticFareGrid.pdf>

VIRGIN AUSTRALIA - <http://www.travelctm.com/uploads/VAFareGrid.pdf>

NOTE: Business Class Virgin Australia only offered on A330-200 aircraft (subject to change).

E-TICKET**E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

FREQUENT FLYER

- Please advise your airline loyalty number if applicable. Once received we will enter this into your booking and your profile for future flight reservations.
- To ensure you receive your frequent flyer points, please retain tickets and boarding passes where possible until your points have appeared on your frequent flyer statement.
- Should your points not appear on your statement, please send copies of your boarding passes, tickets and supporting information to the relevant airline.

QANTAS - SPECIAL INFORMATION

Qantas Domestic flights with a flight number under 400 (e.g. QF001) and Jetstar flights with a flight number under 201 depart from the International Terminals of your Australian State Capital City. Travellers will need to be at the International Terminal at least 90 minutes prior to the flight departure and photographic identification (e.g. licence or passport) is mandatory.

EXCEPTION - Jetstar flight numbers 61, 73 and 81 depart from Domestic Terminals.

SYDNEY Terminal Information

There are 3 terminals in Sydney

T1 - Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal.

T2 - Sydney Domestic Airport: JetStar flights operate from this terminal.

T3 - Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLink flights 1600 and above operate from this terminal.

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/49768

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: LOCAL GOVERNMENT & ABORIGINAL AND TORRES STRAIT ISLANDERS PARTNERSHIPS

Financial Year: 2016 / 2017

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Reimbursement for fuel for hire car from Regional Visit 30/06/2017 to 02/07/2017	\$92.70 <i>\$ 88.20 N.S.</i>
APPROVAL TOTAL: (GST inclusive)		\$92.70

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 \$ 88.20
(see email attached)*

APPROVED: Signature _____

Name (please print) _____

Date: _____

PREPARED BY: Name (please print) _____

Date: 3 July 2017

Phone 371 97439

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

[REDACTED]

From: [REDACTED]
Sent: Thursday, 6 July 2017 10:14 AM
To: [REDACTED]@ministerial.qld.gov.au'
Subject: fuel reimbursement
Attachments: 5-07-2017_17-01-56_E176M140335-[REDACTED]-premiers.qld.gov.au.pdf

Hi [REDACTED]

Please note we will pay Minister \$88.20 for fuel not \$92.70 as previously claimed - there were additional not claimable items on the receipt (please see attached).

Could you please amend your copy?

Thank you

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From: Equitrac@qgaaad.qld.gov.au [mailto:Equitrac@qgaaad.qld.gov.au]
Sent: Wednesday, 5 July 2017 5:02 PM
To: [REDACTED]@premiers.qld.gov.au>
Subject: Capture and Send

Scan: [REDACTED]@premiers.qld.gov.au via Capture and Send:

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.
 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	2,331.00
Total CR	2,331.00
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
HDR 1	1042	22.06.2017	23.06.2017	KR	Trip 665	State Development	12	SSAUFLOAD	Assignment	6112137
	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	ItemText	Dt/Cr			
GL ITM 1	527007	4200	4200	80058600	PF	Trip 665 Repay ML Germany 12/05/17 Lynham S/Dev	CR			6141830
GL ITM 2	527007	4200	4200	80058601	PF	Trip 665 Repay ML Germany 12/05/17 Woodland S/Dev	CR			6141830

N:\Financial management\accounting\AP Upload\2016-2017\Accounting Trip 665 State Development.xls\AP upload template

Funds Returned (Selling Rate)

Currency	Amount	Conversion Rate				Aust Amount
EUR	0	0.00				0.00
						0.00

Exchange Rate Variance: 0.00

Account Charging

I/O	527006	Transport		PF	
I/O	527007	Accommodation		PF	
80058600	527008	Incidentals Allowances		PZ	240.00
80058600	527005	Meal Allowances		PZ	885.00
80058600	527007	Meals		PF	-7.10
I/O	527007	Other/MB/MIS		PF	
I/O	527003	Spouse			
4200	122000	Cash advance			0.00
4205051	530260	Exchange Rate Variance		PF	0.00
Total AP Claim:					1,117.90
Total AR Invoice:					

Trip 665 Germany Hon Dr Anthony Lynham MP

Released under RTI - DPC

Cash Acquittance Overseas Travel - MINISTER

Traveller:	Hon Dr Anthony Lynham MP		
Destinations:	Germany		
Trip No	Trip 665	Total days	
Dates of Travel:	From 11-May-17	To 14-May-17	4
	Dep BNE 2100		Arrive Perth 17:35

Funds Ordered

Currency	Amount	Conversion Rate			Aust Amount
EUR	0	0			0.00
					0.00

Funds Returned (Buying Rate)

Currency	Amount	Conversion Rate			Aust Amount
EUR	0	0.0000			0.00
					0.00

Funds to Account for: 0.00

Reasonable Amount by Cost					
Groups as per Tax Ruling TD2016/13					
Group	Meals	Incidentals	Group	Meals	Incidentals
1	AUD\$95	AUD\$30	4	AUD\$215	AUD\$50
2	AUD\$140	AUD\$40	5	AUD\$295	AUD\$60
3	AUD\$185	AUD\$45	6	AUD\$340	AUD\$60

Meal Allowances

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
Germany	5	11-May-17	14-May-17	\$295	3	885.00
Meal Allowance not payable 11/5/17						
						\$ 885.00

Incidentals

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
Germany	5	11-May-17	14-May-17	\$60	4	240.00
Click Allowance						
						\$ 240.00

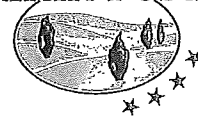
Expenditure

Details	Currency	Amount	Conversion Rate	Aust Amount
Breakfast 12/05/17 - P/exp	EUR	4.8	1.4792	-7.10
Rounding Adjustment				-7.10

Total Expenditure & Allowances: 1,117.90

Balance to pay to Traveller: 1,117.90
 Balance owing by Traveller:

Niemeyers Romantik-Posthotel



Hauptstraße 7, 29328 Faßberg-Müden

Herr Dr.
Anthony Lyneham

*paid by Paul
Woodland's
card.*

Datum: 13.05.2017
Zimmer: 61
Anreise: 12.05.2017
Abreise: 13.05.2017
Seite: 1/1

Rechnung

Rechnungsnummer 67296

Kassierer: Schindler, Constance

Datum	Beschreibung	Debit €	Kredit €
12.05.2017	Frühstück	4,80	0,00
12.05.2017	Logis	95,20	0,00
13.05.2017	Mastercard	0,00	100,00
Summe		100,00	100,00
Offener Saldo			0,00 €

Diese Rechnung enthält folgende MwSt.-Beträge:

MWST	Brutto	Netto	MWST
MwSt. 7 %	95,20 €	88,97 €	6,23 €
MwSt. 19 %	4,80 €	4,03 €	0,77 €

Wir danken Ihnen für die Bevorzugung unseres Hauses und die umgehende Zahlung des Rechnungsbetrages.
Wir würden uns freuen Sie demnächst wieder bei uns begrüßen zu dürfen.

K-U-N-D-E-N-B-E-L-E-G

Niemeyers
Romantik-Posthotel
Hauptstr. 7
29328 Faßberg-Müden
Tel. 05053-9890-0
Bezahlung MasterCard

Betrag 100,00 EUR
13.05.2017
Terminal-ID 09:19
TA-Nr. 56645234
Kartennr. Beleg-Nr. 0289
K.folg.Nr. #####0001
Chip Online
VU-Nummer 4556356839
Autorisierungsnummer 091146

** Zahlung erfolgt **

Accom
ML.

	EUR	AUD
	95.20	140-78
	4.80	7-10
	<u>100</u>	<u>147-88</u>

Niemeyers Posthotel GmbH & Co. KG
Amtsgericht Lüneburg · HRA 100772
p.h.G. Niemeyers Posthotel Verwaltungs-GmbH
Sitz: Faßberg/Müden
Amtsgericht Lüneburg · HRB 206002
GF: Wolfgang und Alexander Niemeyer

Volksbank Südl
IBAN DE52 2579 2000 0000 701 100
Sparkasse Celle BIC NOLADE21CEL
IBAN DE33 2575 0001 0055 5364 86

Telefon (05053) 9890-0
Telefax (05053) 9890-64
info@niemeyers-posthotel.de
www.niemeyers-posthotel.de

ROMANTIK
HOTELS & RESTAURANTS
INTERNATIONAL

035

DEPT PREMIER CABINET - MINISTERIAL SERVICES
 C/- [REDACTED]
 PO BOX 15185
 CITY EAST QLD 4002

DEPT PREMIER CABINET - MINISTERIAL SERVICES

Cardholder name MR PAUL WOODLAND
 Account number [REDACTED]
 Statement period 29 Apr 2017 - 30 May 2017
 Credit limit \$30,000.00

ENQUIRIES 13 1576
 24 hours a day, 7 days a week

Account balance

Opening balance	\$0.00
New transactions	\$303.16
Payments/refunds	\$0.00
Closing balance	\$303.16

Payment Arrangement

Payment will be automatically deducted in terms of the agreement.

Transactions

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
13 May	Niemeyers Romantik Pos Fassberg DEU 100.00EURO NATL CURR U			147.88
13 May	INTNL TRANSACTION FEE DEU			3.70

Transactions continued over

** 213.1945.1. 396 0913 CH.OS.S201.D150.LV01.00.00

IMPORTANT GST INFORMATION

Transaction shown with this symbol may indicate a mixed transaction. The GST has been calculated as if the transaction was wholly taxable at 1/11th of the price. You will need to obtain a tax invoice or adjustment note before claiming an input tax credit in relation to this transaction or adjustment.

Imagine what a clever
 the clever EFTPOS tablet,
 can do for your business.



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 Call 1300 790 790
 For assistance, please contact your branch or call our centre.



Transactions continued

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
13 May	Niemeyers Romantik Pos Fassberg 100.00EURO NATL CURR U	DEU		147.88
13 May	INTNL TRANSACTION FEE	DEU		3.70

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

* * * * *

I confirm the above expenditure.

[Signature box]

Signature of cardholder

[Signature box]

Expenditure authorised

Released under RTI/DPC

MINISTERIAL SERVICES
- 7 JUN 2017
RECEIVED



Online: Pay you credit card using NetBank,
24 hours a day, 7 days a week. Visit
netbank.com.au



Mail: This slip with your cheque to:
PO Box 962
PARRAMATTA NSW 2124

MR PAUL WOODLAND



Bill code: 1818
Reference No.:
5550 0510 2020 2285
BPAY® @ Registered to BPAY Pty Ltd
ABN 69 079 137 518

Date paid

Amount paid

\$



Itinerary for
LYNHAM/ANTHONY HON

Booking Number: B5111562
PNR Reference: YTIFHG
Consultant: Antony Armsden
Booked By: [REDACTED]
Departure Date: 11 May 17
Debtor: Ministerial Services Branch
Department: STATE DEVELOPMENT-2015 (STATE DEVELOPMENT
Cost Centre: 4205053 (MSB - STATE DEVELOPMENT-2015)
Return Date: 14 May 17

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
 Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Insurance / Traveller Assistance

International Travel Insurance Provider:
 Chubb Insurance | Contact: 1300 795 779 | Membership Number: 93125252 | [Coverage details](#)

Traveller Assistance Program Provider:
 International SOS | Contact: +61 2 9372 2468 or [click here](#) | Membership Number: 12AY1C060169 | [Qld Govt Membership site](#)

US and UK Luggage Ban

CTM would like to advise Australian and New Zealand travellers flying to the US or UK via Middle Eastern and African hubs, to check baggage regulations with their airlines before travel, due to ban on large portable devices such as laptops, tablets and eBook readers from carry-on luggage.

E-TICKETS

E-TICKET QF

ELECTRONIC TICKET RECORD

INV : I.0006941180

PNR: YTIFHG

TKT: 0811332403604

ISSUED : 08MAY17

IATA : 02350622

NAME: LYNHAM/ANTHONY HON

FF : QF3948000

CPN	A/L	FLT	CLS	DATE	FROMTO	TIME	ST	F/BASIS	STAT
1	QF	8435	J	11MAY	BNEDXB	21:00	OK	JXFEUUQ1	OPEN
	QF	8059	J	12MAY	DXBHAM	09:00	OK	JXFEUUQ1	OPEN
3	QF	8060	J	13MAY	HAMDXB	16:25	OK	JXFEUUQ1	OPEN
4	QF	8420	J	14MAY	DXBPER	02:45	OK	JXFEUUQ1	OPEN

Endorsements:

Date	Service	Details		
Thursday 11 May 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Thu 11 May 17 at 21:00 Fri 12 May 17 at 05:10 Airbus A380-800 J - Business Class Non-Stop MUFIYH EMIRATES AIRLINES Confirmed	Flight QF8435 BRISBANE, AUSTRALIA DUBAI, UNITED ARAB EMIRATES
		Details:	BRISBANE, AUSTRALIA (TERMINAL - INTERNATIONAL TERMINAL) DUBAI, UNITED ARAB EMIRATES (TERMINAL - TERMINAL 3), Dept Time 11-05-2017 21:00, Arrival Time 12-05-2017 05:10 - Travelling time: 14 hrs 10 mins - Meal Service: Meals	
Friday 12 May 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Fri 12 May 17 at 09:00 Fri 12 May 17 at 13:45 Boeing 777-300ER J - Business Class Non-Stop MUFIYH EMIRATES AIRLINES Confirmed	Flight QF8059 DUBAI, UNITED ARAB EMIRATES HAMBURG, GERMANY
		Details:	DUBAI, UNITED ARAB EMIRATES (TERMINAL - TERMINAL 3) HAMBURG, GERMANY (TERMINAL - TERMINAL 1), Dept Time 12-05-2017 09:00, Arrival Time 12-05-2017 13:45 - Travelling time: 6 hrs 45 mins - Meal Service: Meals	
Saturday 13 May 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Sat 13 May 17 at 16:25 Sun 14 May 17 at 00:50 Boeing 777-300ER J - Business Class Non-Stop MUFIYH EMIRATES AIRLINES Confirmed	Flight QF8060 HAMBURG, GERMANY DUBAI, UNITED ARAB EMIRATES
		Details:	HAMBURG, GERMANY (TERMINAL - TERMINAL 1) DUBAI, UNITED ARAB EMIRATES (TERMINAL - TERMINAL 3), Dept Time 13-05-2017 16:25, Arrival Time 14-05-2017 00:50 - Travelling time: 6 hrs 25 mins - Meal Service: Meals	
Sunday 14 May 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Sun 14 May 17 at 02:45 Sun 14 May 17 at 17:35 Airbus A380-800 J - Business Class Non-Stop MUFIYH EMIRATES AIRLINES Confirmed	Flight QF8420 DUBAI, UNITED ARAB EMIRATES PERTH, AUSTRALIA
		Details:	DUBAI, UNITED ARAB EMIRATES (TERMINAL - TERMINAL 3) PERTH, AUSTRALIA (TERMINAL - TERMINAL 1 - INTL/DOM), Dept Time 14-05-2017 02:45, Arrival Time 14-05-2017 17:35 - Travelling time: 10 hrs 50 mins - Meal Service: Meals	

Insurance/Visa

Visa Requirement: Not Applicable
Immunisation: Not Applicable

Frequent Flyer Numbers

LYNHAM/ANTHONY HON FF QF 3948000

Ticket Numbers

TKT QF 1332403604 - LYNHAM/ANTHONY HON - ADULT - BNE-DXB-HAM-DXB-PER

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Int TKT - 1332403604	14.00	0.00	0.00	14.00
Ticket	QF - J - Business Class 1332403604 - 08 May 17 - ADULT 11 May 17 BRISBANE- DUBAI- HAMBURG- DUBAI- PERTH	12807.00	283.23	0.00	13090.23
Due		12821.00	283.23	0.00	13104.23
Total Booking Cost Inc Pay Direct				0.00	13104.23

Final Ticket Date: 08 May 17

Released under RTI - DPPC

[Redacted]
From: [Redacted]
Sent: Friday, 12 May 2017 10:36 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Overseas Travel - State Development - 11-14/05/17

Order numbers Minister 80058600 staff 80058601



[Redacted]
Senior Finance Officer
Ministerial Services
Department of the Premier and Cabinet
P 07 300 39071
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Wednesday, 10 May 2017 10:56 AM
To: [Redacted]@premiers.qld.gov.au>
Subject: FW: Overseas Travel - State Development - 11-14/05/17

[Redacted]
Could you please provide internal orders for this trip:
Minister 4205051
Staff 4205052

Thanks



[Redacted]
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9074
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted]
Sent: Wednesday, 10 May 2017 10:54 AM
To: @Ministerial Services (DPC) <MinisterialServicesBranchGESD@premiers.qld.gov.au>
Cc: [Redacted]@premiers.qld.gov.au>
Subject: Overseas Travel - State Development - 11-14/05/17

Please note details of the following approved overseas travel:

- Trip 665
- Travellers: Hon Anthony Lynham MP

Paul Woodland

- **Destination:** Germany
- **Portfolio:** State Development and Natural Resources and Mines
- **Dates:** 11-14 May 2017
- **Acting Minister:** Hon Mark Ryan MP

Regards



Queensland
Government



Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9074

1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/49709

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: LOCAL GOVT & ABORIGINAL & TORRES STRAIT ISLANDERS PARTNERSHIPS

Financial Year: 2015 / 2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Travel allowance for regional road trip 19/06/2017 to 23/06/2017	\$548.95
APPROVAL TOTAL: (GST inclusive)		\$548.95 <i>MA</i>

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 \$603.45

APPROVED: Signature *Mark Furner*

Name (please print) FURNER Date: 26/6/17

PREPARED BY: Name (please print) Date: 26 June 2017

Phone 371 97349

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: 27/6/17 20/06/17

• 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: 19/06/2017 @ 4:00 pm

Return Date & Time: 23/06/2017 @ 12:30 pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
19/06/2017	Dalby	N/a	N/a	\$67.30	\$27.25	\$94.55
20/06/2017	Charleville	\$34.00	\$48.00	\$67.30	\$27.25	\$149.30
21/06/2017	Ipswich	\$34.00	\$48.00	\$67.30	\$27.25	\$149.30
22/06/2017	Gympie	N/a	N/a	\$67.30	\$27.25	\$94.55
23/06/2017	Gympie	\$34.00	N/a	N/a	\$27.25	\$61.25
TOTAL						\$548.95

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.

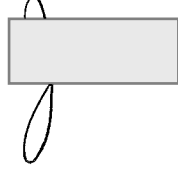


Please have new total approved by COS or Minister and ~~we~~ have Minister sign back.



Department of the Premier and Cabinet

7 William 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



With compliments

OK to PAY
IPSWICH STAY AS
PART OF THE ROAD
TRIP.

 27/6/17.

4/7/17



Apologies
now all fixed



Released Under RTI - DOC

Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1548229**

Invoice Date **22 June 2017**
 Invoice No. **31154822901**
 eInvoice No. **4822901**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 19/06/2017	Average Rate	AUD 145.00
Departure Date	Tuesday 20/06/2017	Total Room Cost	AUD 145.00
Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Deluxe Queen Room	Merchant Fee	AUD 4.47
Special Handling Note		GST included in this invoice	AUD 13.59
Other Note		TOTAL	AUD 149.47

HOTEL DETAILS	
Hotel	Dalby Homestead Motel
Address	27 Drayton Street Dalby QLD 4405
Country	Australia

526001/4205301 P2 \$603-45 ✓
xx Dalby/CHV/IPS /LYMPIE 19-23/6/17 Furner Local ✓
9:01

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1548241**

Invoice Date **22 June 2017**
 Invoice No. **31154824101**
 Invoice No. **4824101**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 20/06/2017	Average Rate	AUD 122.95
Departure Date	Wednesday 21/06/2017	Total Room Cost	AUD 122.95
Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Double Room	Merchant Fee	AUD 3.79
Special Handling Note		GST included in this invoice	AUD 11.52
Other Note		TOTAL	AUD 126.74

HOTEL DETAILS	
Hotel	Charleville Waltzing Matilda Motor Inn
Address	125 Alfred St Charleville QLD 4470
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1548887**

Invoice Date **23 June 2017**
 Invoice No. **31154888701**
 eInvoice No. **4888701**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 21/06/2017	Average Rate	AUD 125.00
Departure Date	Thursday 22/06/2017	Total Room Cost	AUD 125.00
Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Studio Room	Merchant Fee	AUD 3.85
Special Handling Note		GST included in this invoice	AUD 11.71
Other Note		TOTAL	AUD 128.85

HOTEL DETAILS	
Hotel	Quest Ipswich
Address	57-63 Warwick Road Ipswich QLD 4305
Country	Australia

Released Under FOIA

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Furner, Mark**
 Company Ministerial Services Branch
 Booking ID 1548247

Invoice Date 27 June 2017
 Invoice No. 31154824701
 Invoice No. 4824701

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	GBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 22/06/2017	Average Rate	AUD 172.95
Departure Date	Friday 23/06/2017	Total Room Cost	AUD 172.95
Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	King Room	Merchant Fee	AUD 5.33
Special Handling Note		GST included in this invoice	AUD 16.21
Other Note		TOTAL	AUD 178.28

HOTEL DETAILS			
Hotel	Mary River Motor Inn		
Address	Corner Bruce Highway & Oak Street Gympie QLD 4570		
Country	Australia		

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1548229 - Furner / Mark Mr - Mon 19 Jun 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 19/06/2017 09:49 AM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1548229	Booking Date/Time	Monday 19/06/2017 09:49 AM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Mon 19 Jun 17	Average Rate (inc. GST)	AUD 145.00
Departure Date	Tue 20 Jun 17	Room Type	Deluxe Queen Room includes breakfast, parking, wi-fi
# Nights	1	Merchant Fee (inc. GST)	AUD 4.47
# Rooms	1	GST	AUD 13.59
		TOTAL	AUD 149.47

HOTEL DETAILS	
Hotel	Dalby Homestead Motel
Address	27 Drayton Street Dalby QLD 4405
Country	Australia
Phone	07 4662 5722
Star Rating	4
Cancellation Policy	24 hours prior to check-in
Confirmation Notes	After hours check-in: Please call reception
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call Lido.** Please see contact details below:
 - a. Serko Online – please contact Corporate Travel Management (CTM).
 - b. Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. Lido has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and The Lido Group cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO LIDO sections (above) are charged back to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTID362

Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1548241 - Furner / Mark Mr - Tue 20 Jun 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 19/06/2017 09:59 AM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW - THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1548241	Booking Date/Time	Monday 19/06/2017 09:59 AM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Tue 20 Jun 17	Average Rate (inc. GST)	AUD 122.95
Departure Date	Wed 21 Jun 17	Room Type	Double Room includes parking, Foxtel TV tea&coffee wi-fi
# Nights	1	Merchant Fee (inc. GST)	AUD 3.79
# Rooms	1	GST	AUD 11.52
		TOTAL	AUD 126.74

HOTEL DETAILS	
Hotel	Charleville Waltzing Matilda Motor Inn
Address	125 Alfred St Charleville QLD 4470
Country	Australia
Phone	07 4654 1720
Star Rating	3.5
Cancellation Policy	24 hours prior to check-in
Confirmation Notes	Please ring bell at Reception
Chargeback to Lido	CBC - Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

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 - 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
 - 7 All amounts are shown in the hotel's local currency.
 - 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTID362

Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1548887 - Furner / Mark Mr - Wed 21 Jun 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 19/06/2017 02:36 PM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
**** ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO LIDO****

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to **AMEND** or **CANCEL** your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	CTM Online
Lido Booking ID	1548887	Booking Date/Time	Monday 19/06/2017 02:36 PM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Wed 21 Jun 17	Average Rate (inc. GST)	AUD 125.00
Departure Date	Thu 22 Jun 17	Room Type	Studio Room includes parking, wi-fi
# Nights	1	Merchant Fee (inc. GST)	AUD 3.85
# Rooms	1	GST	AUD 11.71
		TOTAL	AUD 128.85

HOTEL DETAILS	
Hotel	Quest Ipswich
Address	57-63 Warwick Road Ipswich QLD 4305
Country	Australia
Phone	07 3813 6000
Star Rating	4.5
Cancellation Policy	24 hours prior to check-in
Confirmation Notes	Key safe available for room key
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

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 - a. Serko Online – please contact Corporate Travel Management (CTM).
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- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTI/FOI

Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1548247 - Furner / Mark Mr - Thu 22 Jun 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 19/06/2017 09:59 AM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
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UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1548247	Booking Date/Time	Monday 19/06/2017 09:59 AM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Thu 22 Jun 17	Average Rate (inc. GST)	AUD 172.95
Departure Date	Fri 23 Jun 17	Room Type	King Room
# Nights	1	Merchant Fee (inc. GST)	AUD 5.33
# Rooms	1	GST	AUD 16.21
		TOTAL	AUD 178.28

HOTEL DETAILS	
Hotel	Mary River Motor Inn
Address	Corner Bruce Highway & Oak Street Gympie QLD 4570
Country	Australia
Phone	07 5482 9977
Star Rating	4
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

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- 8 For more information about this booking or to clarify payment arrangements, please email Lido at govt@lido.com.au or call 1300 368 145 and press 1 for CTM and 2 for Lido.

Released under RTID362

Department of the Premier and Cabinet

Document Number: 19/49731

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: LOCAL GOVT & ABORIGINAL & TORRES STRAIT ISLANDERS PARTNERSHIPS

Financial Year: 2015 / 2016

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mark Furner (direct to account)	Travel allowance for regional road trip 27/06/2017 to 28/06/2017	\$271.05 \$271.10 U.S.
APPROVAL TOTAL: (GST inclusive)		\$271.05

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 Mark FurnerName (please print) FURNERDate: 29/6/17PREPARED BY: Name (please print)

Date: 29 June 2017

Phone 371 97349

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: 05/07/17

- 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: 27/06/2017 @ 9:00 am

Return Date & Time: 28/06/2017 @ 10:00 pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
27/06/2017	Taroom	N/a	\$48.00 ✓	\$67.30 ✓	\$27.25 ✓	\$142.50 ✓ N.S.
28/06/2017	Taroom	\$34.00 ✓	N/a	\$67.30 ✓	\$27.25 ✓	\$128.55 ✓
TOTAL						\$271.05 ✓ N.S.

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: M. Funnell Date: 26/6/17

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

Tax Invoice

To **Furner, Mark**
 Company **Ministerial Services Branch**
 Booking ID **1542205**

Invoice Date **30 June 2017**
 Invoice No. **31154220501**
 eInvoice No. **4220501**

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	LOCAL GOV / Local Government	Custom Data Field	
Cost Centre Code / Name	4205303 / Local Government	Payment Instruction	CBI - Chg Back Rm and Incidentals
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 27/06/2017	Average Rate	AUD 132.95
Departure Date	Wednesday 28/06/2017	Total Room Cost	AUD 132.95
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Queen Twin	Merchant Fee	AUD 4.09
Special Handling Note		GST included in this invoice	AUD 12.46
Other Note	Please ensure that at least Minister Furner has a queen bed in his room	TOTAL	AUD 137.04

HOTEL DETAILS	
Hotel	Cattle Camp Motel
Address	8 Taroom Street Taroom QLD 4420
Country	Australia

*52p001 / 4205301 P2 \$271.10 ✓
 **TANCOM 27-28/06/17 FURNER local foot ✓*

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.



Hotel Booking Confirmation

To	Furner, Mark
Company	QTravel
Subject	The Lido Group: Booking 1542205 - Furner / Mark Mr - Tue 27 Jun 17

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Monday 12/06/2017 10:03 AM

**** PLEASE CAREFULLY CHECK ALL DETAILS BELOW – THIS IS A CHARGE BACK BOOKING****
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UPON ARRIVAL AT YOUR ACCOMMODATION: If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for Lido.

BOOKING DETAILS			
Traveller Name	Furner, Mark	Booker Name	
Accompanying Guest(s)	None	Booking Source	The Lido Group
Lido Booking ID	1542205	Booking Date/Time	Monday 12/06/2017 10:03 AM
Hotel Confirmation #	Michelle	Hotel Confirmed by	Michelle

STAY DETAILS			
Arrival Date	Tue 27 Jun 17	Average Rate (inc. GST)	AUD 132.95
Departure Date	Wed 28 Jun 17	Room Type	Queen Twin includes parking, wi-fi
# Nights	1	Merchant Fee (inc. GST)	AUD 4.09
# Rooms	1	GST	AUD 12.46
		TOTAL	AUD 137.04

HOTEL DETAILS	
Hotel	Cattle Camp Motel
Address	8 Taroom Street Taroom QLD 4420
Country	Australia
Phone	07 4627 3412
Star Rating	3.5
Cancellation Policy	24 hours prior to check-in
Confirmation Notes	Contact reception for late check in
Chargeback to Lido	CBC – Chargeback Room and Car Parking ONLY. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

TERMS AND CONDITIONS

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Receipt Summary List

System : CEP/900
Report : YFI AR R RECEIPT SUMMARY
Requested by : 10018126 -

Company Code: 1042
Bank Key: [Redacted]
Bank Account: [Redacted]
Additional Identifier: 1
Repository Identifier: 1
Repository Type: MAN
Repository Entry Date: 15.03.2017

Payment Mode	Description	No.	Amount
CHQ	Cheque	1	9.73
Total			53.73

Bank Posting Rule	Description	Sub GL Acc	Compressed	No.	Amount
PS01	Incoming Credit G/Ledger	101102	N	3	53.73
Total					53.73

Post Immediately (automatically batch-input submission)

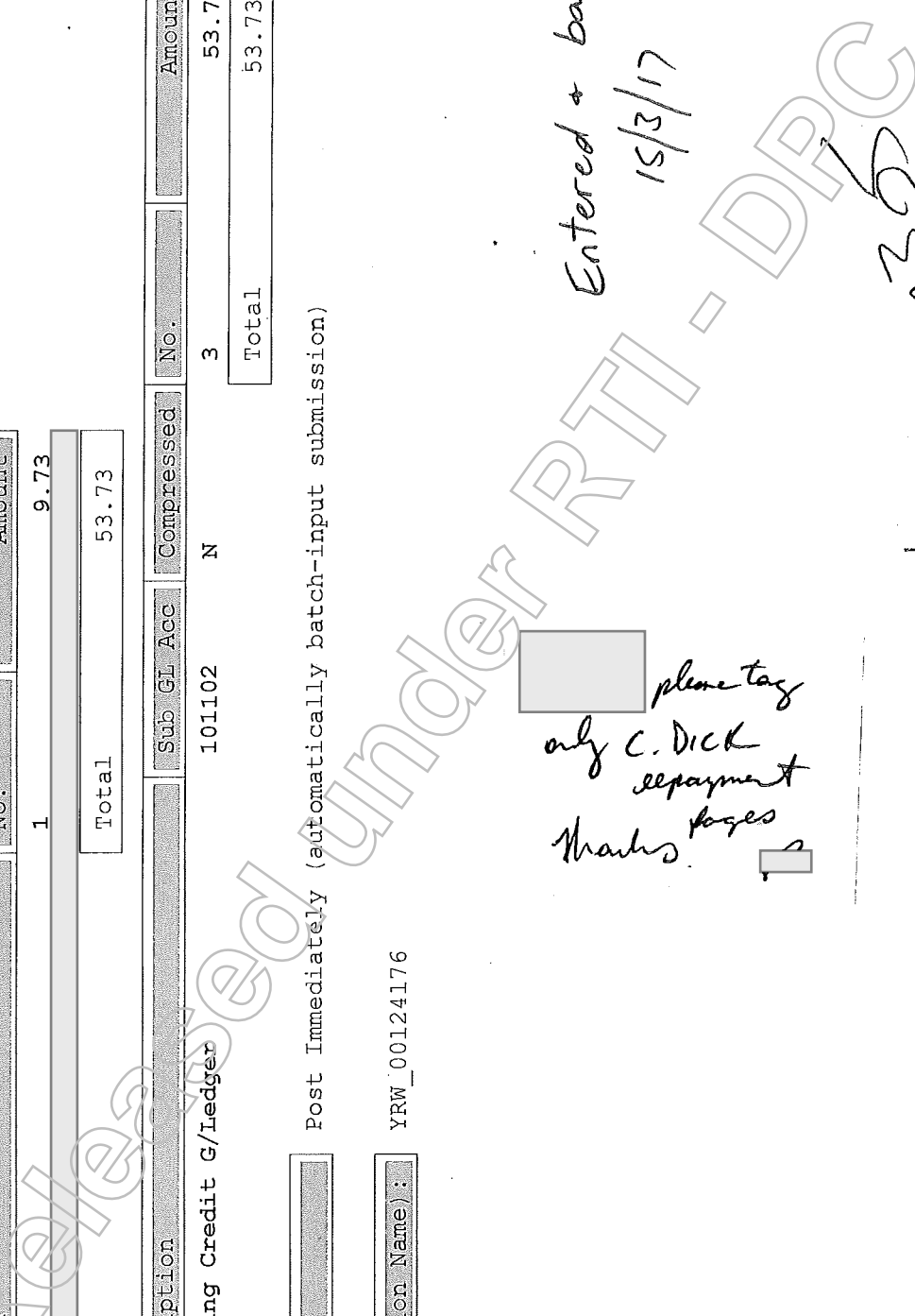
Document Status: [Redacted]

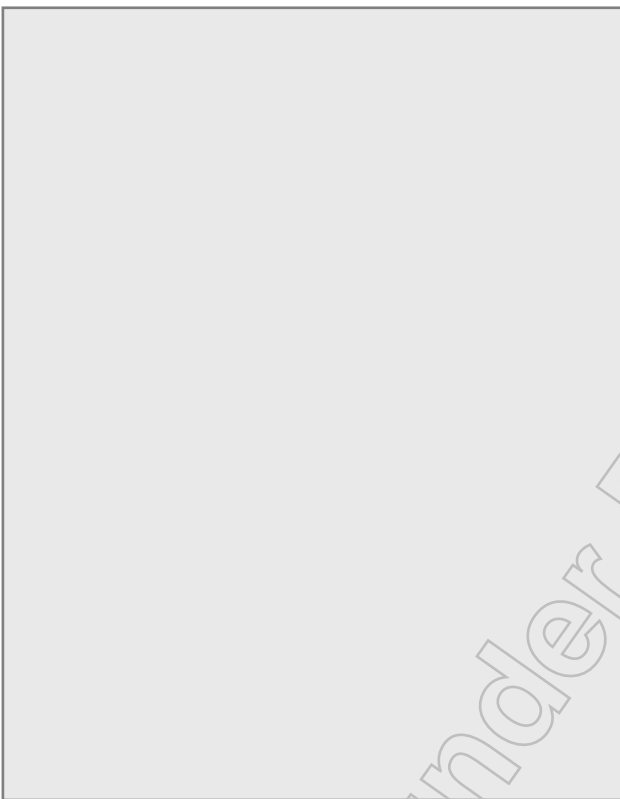
Pending Manual Post (Session Name): YRW_00124176

Entered & banked
15/3/17

please tag
only C. Dick
repayment
thanks pages

15/3/17 3






LOCATION: 109ALBERT ST A QLD

CARD NUMBER: 

DATE 15/03/17 TIME 01:29PM ATM ID 401101

SEQUENCE NUMBER 006349

COMBINED DEPOSIT TO SAVINGS

ACCOUNT # XXXXXXXXXX 

TOTAL AMOUNT: \$49.73


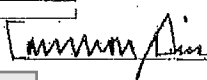


CHEQUE AMOUNT \$9.73

CLEARING DATE: 180317

ACCEPTED CHEQUES: 1

CHEQUE# 1 AMOUNT: \$9.73

 Regional Australia Bank Limited
109 Albert Street QLD Date 9.3.17
Pay Ministerial Services Branch or bearer \$ 9.73
The Five dollars and seventy three
cents
CAMERON R DMOE 

FUNDS FROM CHEQUES WILL TAKE UP TO 3 BUSINESS DAYS TO CLEAR

commbank.com.au

   Visit:  Call: **13 2221**
In branch

Released under RTID362

Company Code: 1042 MOPS

Bank Key:

Bank Account:

Deposit Reference No: 1

Entry/Date	Final/Date	Repository Identifier	Receipt Identifier	Entry User	Chq/Moc Number	Bank Branch	Drawer/Name	Amount
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Cheque	15.03.2017	15.03.2017	1	10018126	000706	084034	Cameron R Dick	9.73
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Cheque Total 9.73



Company Code: 1042 MOPS

Bank Key: [Redacted]

1

Bank Account:
 Deposit Reference No:

Bank Account Level Summary	No. Items	Amount \$
Cheque	1	9.73
Total	2	53.73

Cheque	1	9.73
Total	2	53.73


Released under RTI - DPC

PRINT NO	FORM	PORTAL/CLIC	DECEMBER	NON GAP NO	REPORTING	AVANTAGE	FAVORITE	INTERVIEW	DATE	RESPONSE	REPORT	REPEATED	RECORDS	AMOUNT	SUMMARY OF WORK	REPORT	FORM	
	XS01	1400001570	DICK/HEALTH					15.03.2017	10018126	1	IN	MAN	1	9.73	Foll Chgs: 04/01/17 Dick Health		1/150317/1	1
[Redacted Row]																		
[Redacted Row]																		
*																		4

Released under RTI - DPC

REPOSITORY ENQUIRY & REPORTING

Document	Document No	Repository	Repository	Rep Status	Rep Status	Rep Date	Rep Date	Exp. Made	Early Exp.	Chg. No	Amount	Pay. Date	Pay. Date	Chq. No	Chq. No	Chq. No	Chq. No	Chq. No	Chq. No	Comments of Bank	Count
FN	15.03.2017 1	15.03.2017 1	OP	1	1	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	1
*	15.03.2017 1	15.03.2017 1	OP	1	1	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	4
**	15.03.2017	15.03.2017	OP	1	1	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	4
***			OP	1	1	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	084034	000706	9.73	15.03.2017	15.03.2017	CHQ	4

OK

 15/03/17

Released under RTI - DPC

Company Code 1042
Bank Key *
Bank Account *
Repository Entry Date 20170315
Repository Identifier
Additional Identifier
User
Repository Type
Finalization Date
Payment Mode

CHQ
MOO
CSH
MPC

Consolidated
Additional ID Page Break

Released under RTI - DPC

Objects for selection screen 1000	
Company Code	1042
Bank Key	* *
Bank Account	* *
Additional Identifier	
Repository Number	000000000000000001
Repository Entry Date	20170315

Released under RTI - DPC



14/1570

10 March 2017

Attn:

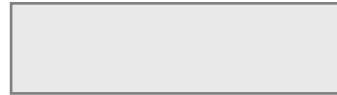


Minister Dick's cheque for \$9.73 enclosed
for reimbursement of tolls incurred on
4 January 2017.

Regards



ph:



Released under RTI-DPC

Released under RTI - DPC

MINISTERIAL SERVICES
10 MAR 2017
RECEIVED



Account number

100021880002

Invoice number

150002766676

Invoice period

01 Jan - 31 Jan 2017

Due date

28 Feb 2017

Transaction	Date	Time	Toll point	Toll charge(\$)	Video matching fee(\$)	Total incl. GST(\$)
1417011905285371	19 Jan 17	05:28:53	Kuraby North	2.59	0.00	2.59 dr
1517011907552502	19 Jan 17	07:55:25	Go Between Bridge Nth	3.08	0.00	3.08 dr
1417011913015962	19 Jan 17	13:01:59	Kuraby North	2.59	0.00	2.59 dr
1117011913142729	19 Jan 17	13:14:27	Murarie North	4.39	0.00	4.39 dr
1517012513575047	25 Jan 17	13:57:50	Go Between Bridge Sth	3.08	0.00	3.08 dr
1517012515371017	25 Jan 17	15:37:10	Go Between Bridge Sth	3.08	0.00	3.08 dr
1517012915152853	29 Jan 17	15:15:28	Go Between Bridge Nth	3.08	0.00	3.08 dr
3217012915242843	29 Jan 17	15:24:28	Bowen Hills to Toombul	5.38	0.00	5.38 dr
3417012915531868	29 Jan 17	15:53:18	Toombul to Bowen Hills	5.38	0.00	5.38 dr
1517012915582056	29 Jan 17	15:58:20	Go Between Bridge Sth	3.08	0.00	3.08 dr
Total trips for tag 1634085066				\$49.57	\$0.00	\$49.57 dr

Tag number: 1634077850

Transaction	Date	Time	Toll point	Toll charge(\$)	Video matching fee(\$)	Total incl. GST(\$)
1817011912121039	19 Jan 17	12:12:10	Loganlea Rd Exit East	1.66	0.00	1.66 dr
3217012414434192	24 Jan 17	14:43:41	Bowen Hills to Toombul	5.38	0.00	5.38 dr
0210170124003039	24 Jan 17	14:52:48	BAC Domestic Terminal	3.00	0.00	3.00 dr
3417012415025586	24 Jan 17	15:02:55	Toombul to Bowen Hills	5.38	0.00	5.38 dr
3217012916253044	29 Jan 17	16:25:30	Bowen Hills to Toombul	5.38	0.00	5.38 dr
0210170129003842	29 Jan 17	16:34:48	BAC Domestic Terminal	3.00	0.00	3.00 dr
3217013018094608	30 Jan 17	18:09:46	Bowen Hills to Toombul	5.38	0.00	5.38 dr
0210170130002790	30 Jan 17	18:50:01	BAC Domestic Terminal	3.00	0.00	3.00 dr
3417013019011932	30 Jan 17	19:01:19	Toombul to Bowen Hills	5.38	0.00	5.38 dr
Total trips for tag 1634077850				\$37.56	\$0.00	\$37.56 dr

Tag number: 1634070692

525016/4205031. TOLLS INCURRED WHILE MIN. ON LEAVE

Transaction	Date	Time	Toll point	Toll charge(\$)	Video matching fee(\$)	Total incl. GST(\$)
3416122907285344	29 Dec 16	07:28:53	Bowen Hills Exit	5.30	0.00	5.30 dr
1517010409354377	04 Jan 17	09:35:43	Kuraby South	2.59	0.00	2.59 dr
2117010409443994	04 Jan 17	09:44:39	Heathwood West	2.74	0.00	2.74 dr
2017010411275255	04 Jan 17	11:27:52	Heathwood East	2.74	0.00	2.74 dr
1617010411393248	04 Jan 17	11:39:32	Loganlea East	1.66	0.00	1.66 dr
2017012117361245	21 Jan 17	17:36:12	Heathwood East	2.74	0.00	2.74 dr
1417012117451058	21 Jan 17	17:45:10	Kuraby North	2.59	0.00	2.59 dr
1117012319243276	23 Jan 17	19:24:32	Murarie North	4.39	0.00	4.39 dr
3417012407294425	24 Jan 17	07:29:44	Bowen Hills Exit	5.38	0.00	5.38 dr
1117012408555356	24 Jan 17	08:55:53	Murarie North	4.39	0.00	4.39 dr
3417012415041526	24 Jan 17	15:04:15	Toombul to Bowen Hills	5.38	0.00	5.38 dr
1117012420095667	24 Jan 17	20:09:56	Murarie North	4.39	0.00	4.39 dr
3417012506354267	25 Jan 17	06:35:42	Bowen Hills Exit	5.38	0.00	5.38 dr
2817012506361692	25 Jan 17	08:36:16	Clem7 Southbound	4.93	0.00	4.93 dr
3217012510335738	25 Jan 17	10:33:57	Bowen Hills to Toombul	5.38	0.00	5.38 dr
1217012608083350	26 Jan 17	08:08:33	Murarie South	4.39	0.00	4.39 dr
1117012614213791	26 Jan 17	14:21:37	Murarie North	4.39	0.00	4.39 dr
3417012707074632	27 Jan 17	07:07:46	Bowen Hills Exit	5.38	0.00	5.38 dr
2817012707081946	27 Jan 17	07:08:19	Clem7 Southbound	4.93	0.00	4.93 dr
1117012722145135	27 Jan 17	22:14:51	Murarie North	4.39	0.00	4.39 dr
2817012910431218	29 Jan 17	10:43:12	Clem7 Southbound	4.93	0.00	4.93 dr
1117012912013309	29 Jan 17	12:01:33	Murarie North	4.39	0.00	4.39 dr
3217013108162766	31 Jan 17	08:16:27	Bowen Hills to Toombul	5.38	0.00	5.38 dr
3417013109194509	31 Jan 17	09:19:45	Toombul to Bowen Hills	5.38	0.00	5.38 dr
1117013120082257	31 Jan 17	20:08:22	Murarie North	4.39	0.00	4.39 dr
Total trips for tag 1634070692				\$107.93	\$0.00	\$107.93 dr

Tag number: 1633013207

Transaction	Date	Time	Toll point	Toll charge(\$)	Video matching fee(\$)	Total incl. GST(\$)
-------------	------	------	------------	-----------------	------------------------	---------------------

525016/4205031 PG \$9.73
 RTID362.pdf - Page Number: 194 of 271 Dick Health 1/150317

Department of the Premier and Cabinet

Document Number: _____

19/49487

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Housing + Public Works

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

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mick de Brenni	Travel claim - Hopevale	285.80 \$ 257.80 <small>NS</small>
APPROVAL TOTAL: (GST inclusive)		\$ 285.80

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 \$ 257.80 ✓
see email attach

APPROVED: Signature _____

Name (please print) Mick de Brenni

Date: 13.6.17.

PREPARED BY: Name (please print) _____

Date: 12.6.17.

Phone 3719 7282

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: 16/06/17

- 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)
- 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				

MINISTERIAL SERVICES
 15 JUN 2017
 RECEIVED

Domestic travel allowance claim:

Departure Date & Time: 16/5/17 7:00 Return Date & Time: 17/5/17 18:45

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
16.5	Hopewale	34	48		27.25	109.25 ✓ \$75.25
17.5	Brisbane	34	48	67.30	27.25	176.55 ✓ N.S.
TOTAL						285.80 ✓ \$251.5 N.S.

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: 13.6.17

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

HOPE VALE

HOPE VALE ABORIGINAL SHIRE COUNCIL

ABN 46 485 582 013

PO Muni Street, Hope Vale 4895, Qld

Telephone: (07) 4083 8000

Administration Facsimile: (07) 4060 9331

Website: www.hopevale.qld.gov.au



DEPT OF HOUSING AND PUBLIC WOR
 ABORIGINAL & TORRES STRAIT STR
 GPO BOX 2457
 BRISBANE QLD 4000

Postal Address:
 Hope Vale Aboriginal Council
 Muni Street
 Hope Vale Qld 4895

ABN 46485582013

TAX INVOICE

DATE	INVOICE NUMBER
15-05-2017	43045

DETAILS	DEBIT	CREDIT	BALANCE
HOPEVALE ABORIGINAL SHIRE COUNCIL			
SUPPER AND ACCOMMODATION MAY 16 2017			
MINISTER MICHAEL DE BRENNI	121.00		121.00
<p>526005/4205291 PG \$121.00 ✓ AC de Brenni/M 16/5/17 Hopevale Housing ✓ 16-17</p>			
<p>✓ 526001/4205291 P2 \$ 251.80 ✓ Hopevale 16-17/05/17 de Brenni Housing ✓</p>			
DUE DATE	15-06-2017	BALANCE DUE	✓ \$121.00

* Indicates Taxable Supply
 This invoice includes \$11.00 GST

Direct Deposit Details -- BSB: ACCOUNT:

If receipt required mark X in this square.

REMITTANCE ADVICE

Please return with payment
 Please advise if these details are incorrect.

DEPT OF HOUSING AND PUBLIC
 ABORIGINAL & TORRES STRAIT STR
 GPO BOX 2457
 BRISBANE QLD 4000

Postal Address: Hope Vale Aboriginal Council
 Muni Street
 Hope Vale Qld 4895

ABN 46485582013

ACCOUNT REFERENCE HOUS1 43045 DATE 15-05-2017 BALANCE DUE 121.00

[Redacted]
From: [Redacted]@ministerial.qld.gov.au>
Sent: Friday, 16 June 2017 11:16 AM
To: [Redacted]
Subject: RE: travel allowance Minister de Brenni Hopevale 16-17/05/17

ok

[Redacted]
Executive Assistant/Office Manager
Office of the Hon. Mick de Brenni MP
Minister for Housing and Public Works and Minister for Sport

P 07 3719 7270 | Email: [Redacted]@ministerial.qld.gov.au
1 William Street, Brisbane
GPO Box 2457 Brisbane QLD 4001

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

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Friday, 16 June 2017 11:15 AM
To: [Redacted]@ministerial.qld.gov.au>
Subject: travel allowance Minister de Brenni Hopevale 16-17/05/17

Hi [Redacted]

Please note that travellers are not entitled for breakfast allowance on their first day of travel unless they had to leave home before 6am. Therefore Minister's allowance will be reduced by \$34.00 - the new amount to pay is \$251.80.

Could you please confirm via replay email whether you are OK with the amendment?

Thank you

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

From: Equitrac@qgaad.qld.gov.au [mailto:Equitrac@qgaad.qld.gov.au]
Sent: Friday, 16 June 2017 11:03 AM
To: [Redacted]@premiers.qld.gov.au>
Subject: Capture and Send

Scan [Redacted]@premiers.qld.gov.au via Capture and Send:

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

Document Number: 19/48976

19/48976

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: EDUCATION

Financial Year: 2016/17

Urgent payment required by: 11 / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes/No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon Kate Jones MP <i>(6069212)</i>	Acquittal of Trip 664 to China & Hong Kong 23/03 – 01/04/17 <i>less personal expense</i>	\$ 2,657.92 <i>29-30</i>
APPROVAL TOTAL: (GST Inclusive)		\$2628-62 \$2,657.92

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: 27/4/17

PREPARED BY: Name (please print) _____ Date: 26/04/17

Phone _____ 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: _____

_____ 2/5/17 _____ 2/5/17

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 financial regulations) and accompanied by relevant supporting documentation as per audit requirements.

Total DR	6,201.00
Total CR	6,201.00
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
HDR 1	1042	27.04.2017	27.04.2017	KR	AUD	Trip 664	Education	10	SSAUPLOAD	Assignment	6069212
GL	Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText		
ITM 1	527007		4200		80057572		29.30	CR	Trip 664 ML P/exp 23/3-1/4/17 China Jones Educ		Vendor/Cust 6009211

N:\Financial management\Accounting\AP Upload\2016-2017\Acquittal Trip 664 Education.xls\AP upload template

Funds Returned (Selling Rate)

Currency	Amount	Conversion Rate				Aust Amount
CNY	0	0.00				0.00
HKD	0	0.00				0.00
	0	0.00				0.00
	0	0.00				0.00
	0	0.00				0.00
						0.00

Exchange Rate Variance: 0.00

Account Charging

I/O	527006	Transport		PF	
I/O	527007	Accommodation		PF	
80057572	527008	Incidentals Allowances		PZ	600.00
80057572	527005	Meal Allowances		PZ	2,655.00
80057572	527007	Meals		PF	-29.30
I/O	527007	Other/MB/MIS		PF	
I/O	527003	Spouse			
4200	122000	Cash advance			-597.08
4205281	530260	Exchange Rate Variance		PF	0.00
Total AP Claim:					2,628.62
Total AR Invoice:					

Trip 664 China & Hong Kong Hon Kate Jones MP

Released under RTI - DPC

Cash Acquittance Overseas Travel - MINISTER

Traveller:	Hon Kate Jones MP			
Destinations:	China & Hong Kong			
Trip No	Trip 664			Total days
Dates of Travel:	From	23-Mar-17	To	01-Apr-17
		Depart 14:40		Arrive 10:35am
				10

Funds Ordered

Currency	Amount	Conversion Rate				Aust Amount
CNY	2270	4.7419				478.71
HKD	650	5.4912				118.37
						597.08

Funds Returned (Buying Rate)

Currency	Amount	Conversion Rate				Aust Amount
CNY	0	4.7419				0.00
HKD	0	5.4912				0.00
						0.00

Funds to Account for: 597.08

Reasonable Amount by Cost					
Groups as per Tax Ruling TD2016/13					
Group	Meals	Incidentals	Group	Meals	Incidentals
1	AUD\$95	AUD\$30	4	AUD\$215	AUD\$50
2	AUD\$140	AUD\$40	5	AUD\$295	AUD\$60
3	AUD\$185	AUD\$45	6	AUD\$340	AUD\$60

Meal Allowances

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
China	5	23-Mar-17	30-Mar-17	\$295	8	2,360.00
Hong Kong	5	31-Mar-17	01-Apr-17	\$295	1	295.00
Meal allowance not payable 01/04/17						
						\$ 2,655.00

Incidentals

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
China	5	23-Mar-17	30-Mar-17	\$60	8	480.00
Hong Kong	5	31-Mar-17	01-Apr-17	\$60	2	120.00
						\$ 600.00

Expenditure

Details	Currency	Amount	Conversion Rate			Aust Amount
Meal charged at Four Seasons 26/03/17						-29.30
Rounding Adjustment						-29.30

Total Expenditure & Allowances: 3,225.70

Balance to pay to Traveller: 2,628.62
Balance owing by Traveller:

Funds Returned (Selling Rate)

Currency	Amount	Conversion Rate				Aust Amount
CNY	0	0.00				0.00
HKD	0	0.00				0.00
	0	0.00				0.00
	0	0.00				0.00
	0	0.00				0.00
						0.00

Exchange Rate Variance: 0.00

Account Charging

I/O	527006	Transport		PF	
I/O	527007	Accommodation		PF	
80057572	527008	Incidentals Allowances		PZ	600.00
80057572	527005	Meal Allowances		PZ	2,655.00
I/O	527007	Meals		PF	
I/O	527007	Other/MB/MIS		PF	
I/O	527003	Spouse			
4200	122000	Cash advance			-597.08
4205281	530260	Exchange Rate Variance		PF	0.00
Total AP Claim:					2,657.92
Total AR Invoice:					

Trip 664 China & Hong Kong Hon Kate Jones MP

Released under RTI - DPC

Cash Acquittance Overseas Travel - MINISTER

Traveller:	Hon Kate Jones MP			
Destinations:	China & Hong Kong			
Trip No	Trip 664			Total days
Dates of Travel:	From	23-Mar-17	To	01-Apr-17
		Depart 14:40		Arrive 10:35am
				10

Funds Ordered

Currency	Amount	Conversion Rate				Aust Amount
CNY	2270	4.7419				478.71
HKD	650	5.4912				118.37
						597.08

Funds Returned (Buying Rate)

Currency	Amount	Conversion Rate				Aust Amount
CNY	0	4.7419				0.00
HKD	0	5.4912				0.00
						0.00

Funds to Account for: 597.08

Reasonable Amount by Cost					
Groups as per Tax Ruling TD2016/13					
Group	Meals	Incidentals	Group	Meals	Incidentals
1	AUD\$95	AUD\$30	4	AUD\$215	AUD\$50
2	AUD\$140	AUD\$40	5	AUD\$295	AUD\$60
3	AUD\$185	AUD\$45	6	AUD\$340	AUD\$60

Meal Allowances

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
China	5	23-Mar-17	30-Mar-17	\$295	8	2,360.00
Hong Kong	5	31-Mar-17	01-Apr-17	\$295	1	295.00
Meal allowance not payable 01/04/17						
						\$ 2,655.00

Incidentals

Country	Cost Group	Date From	Date To	Daily rate \$Aud	No. of days	Total Allowance Payable \$AUD
China	5	23-Mar-17	30-Mar-17	\$60	8	480.00
Hong Kong	5	31-Mar-17	01-Apr-17	\$60	2	120.00
						\$ 600.00

Expenditure

Details	Currency	Amount	Conversion Rate		Aust Amount
Rounding Adjustment					0.00

Total Expenditure & Allowances: 3,255.00

Balance to pay to Traveller: 2,657.92
Balance owing by Traveller:



FOUR SEASONS

HOTEL
SHANGHAI

Ms. Kate Jennifer Jones
Australia

Room No. : 3106
Arrival : 03/25/17
Departure : 03/28/17
Page No. : 1 of 1
Folio No. : 806004
Conf. No. : 34408333
Cashier No. : 70
User ID : TYCHE.ZHOU
03/28/17

INVOICE

A/R Number :
Group Code :
Company Name : Australian Embassy / Consulate

Date	Text	Reference	Charges RMB	Credits RMB
03/25/17	Room Charge		1,282.60	
03/26/17	*Lobby Lounge Afternoon Tea Room# 3106 : CHECK# 308758		149.50	
03/26/17	Room Charge		1,282.60	
03/27/17	Room Charge		1,282.60	
03/28/17	Master Card			3,997.30
Total			3,997.30	3,997.30

Balance 0.00 RMB

Guest Signature _____

It Card # [Redacted]
Expiry : [Redacted]
Method : Manual
Amount : 3997.3

Accom 3847-80 735-61
ML 149-50 28-58
3997-30 764-19
+ Transaction fee 0.72
(2.5%)
To be reimbursed to MSG \$29-30

www.fourseasons.com

Department of the Premier and Cabinet

Document Number: _____

19/48940

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Minister for Health and Ambulance Services

Financial Year: 2016 / 2017

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon Cameron Dick MP Minister for Health, Minister for Ambulance Services 6069805 *Direct to account*	Travel allowance for food and incidentals for Regional trip to Mackay, Bowen, Collinsville, Airlie Beach and Proserpine 03- 05 April 2017	\$ 170.50
APPROVAL TOTAL: (GST inclusive)		\$ 170.50

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.

pay \$197.75
Han Street
20/4/17

APPROVED: Signature [Signature]
Name: Hon. Cameron Dick MP Date: 13 April 2017

PREPARED BY: Name [Redacted] Date: 07/04/2017
Phone 3035 6124

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: 18/4/17 21/4/17

• Claims for Travel - See Overleaf

Please print on yellow paper

In manner of 10/4/17 to continue error in miscellaneous of total allowance. in 2014/17
Additional email to [redacted] requesting additional info for QAS House accommodation cost 2014/17

MINISTERIAL SERVICES
13 APR 2017
RECEIVED

Released under RTI - DPC

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see 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: 03/04/2017 17:10

Return Date & Time: 05/04/2017 16:55

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
03/04/17	Mackay	0.00	0.00	0.00	27.25 ✓	27.25
04/04/17	Collinsville	34.00 ✓	0.00	0.00	27.25 ✓	61.25
05/04/17	Brisbane	34.00 ✓	48.00 ✓	0.00	27.25 ✓	82.00 109.25
TOTAL						170.50 197.75

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: 13 April 2017

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



Itinerary for
DICK/CAMERON HON

Booking Number: B5001847
PNR Reference: IHJQYB
Consultant: Thimitra Psaltis
Booked By: [REDACTED]
Departure Date: 03 Apr 17
Debtor: Ministerial Services Branch
Department: HEALTH-2015 (HEALTH-2015)
Cost Centre: 4205033 (MSB - HEALTH-2015)
Return Date: 05 Apr 17

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details
Monday 03 Apr 17	Flight	<p>Airline: VIRGIN AUSTRALIA Departure Date: Mon 03 Apr 17 at 17:10 Arrival Date: Mon 03 Apr 17 at 18:45 Aircraft: Boeing 737-800 (winglets) Class: D - Business Class Stops: Non-Stop Airline Reference: NDFDVO Status: Confirmed</p> <p>Details: BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) MACKAY, AUSTRALIA (TERMINAL -), Dept Time 03-04-2017 17:10, Arrival Time 03-04-2017 18:45 - Travelling time: 1 hr 35 mins - Meal Service: Meals</p> <p>Seats: 01A - DICK/CAMERON HON</p>

Monday 03 Apr 17	Hotel	<p>Hotel Name: QJEST MACKAY SERVICED APARTMENT Check-In Date: Mon 03 Apr 17 Check-Out Date: Tue 04 Apr 17 Hotel Address: 38 MACALISTER STREET MACKAY QLD, 4740, Australia P-07 4842 1805 F-61 7 4829 3599</p> <p>Room Type: 1 BEDROOM APARTMENT. Rooms: 1 Booking Reference: 1473806 Status: Confirmed Payment Method: Charge Back room and Car parking Local Rate: AUD172.95 Per Night Rate: AUD172.95 Per Night Duration: 1 (Nights)</p>
---------------------	-------	--

526001 / 4205031 PA \$197.75 Ref: MAC03-05/04/17
 aka mackay / 03-05/04/17 Dick Health Assignment: 13/4/17
 Collinsville

Wednesday Flight
05 Apr 17

Airline: VIRGIN AUSTRALIA
Departure Date: Wed 05 Apr 17 at 15:25
Arrival Date: Wed 05 Apr 17 at 16:55 ✓
Aircraft: Boeing 737-800 (winglets)
Class: D - Business Class
Stops: Non-Stop
Airline Reference: NDFDVO
Status: Confirmed

Flight VA1118
 Proserpine - Whitsunday Coast
 BRISBANE, AUSTRALIA

Details: Proserpine - Whitsunday Coast (TERMINAL -) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 05-04-2017 15:25, Arrival Time 05-04-2017 16:55 - Travelling time: 1 hr 30 mins - Meal Service: Meals

Seats: 01A - DICK/CAMERON HON

Frequent Flyer Numbers

DICK/CAMERON HON FF QF 1363646
 FF VA 5950000630

Ticket Numbers

TKT VA 1331812486 - DICK/CAMERON HON - ADULT - BNE-MKY//PPP-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Domestic (B)	14.00	0.00	1.40	15.40
Ticket	VA - D - Business Class 1331812486 - 31 Mar 17 - ADULT 03 Apr 17 BRISBANE- MACKAY// Proserpine - Whitsunday Coast- BRISBANE	840.08	57.41	89.75	987.24
Due		854.08	57.41	91.15	1002.64

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 1473806 MACKAY Date: 03 Apr 17/04 Apr 17	157.23	0.00	15.72	172.95
Total Booking Cost Inc Pay Direct				106.87	1175.59

Final Ticket Date: 31 Mar 17

Released Under RTI

Tax Invoice

To **Dick, Cameron**
 Company Ministerial Services Branch
 Booking ID 1473806

Invoice Date 05 April 2017
 Invoice No. 31147380601
 eInvoice No. 7380601

BOOKING DETAILS			
Traveller Name	Dick, Cameron	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	HEALTH-2015 / HEALTH-2015	Custom Data Field	
Cost Centre Code / Name	4205033 / MSB - HEALTH-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 03/04/2017	Average Rate (inc. GST)	AUD 172.95
Departure Date	Tuesday 04/04/2017	Total Room Cost (inc GST)	AUD 172.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	1 Bedroom Apartment	Merchant Fee (inc. GST)	AUD 5.33
Special Handling Note		GST	AUD 16.21
Other Note		TOTAL	AUD 178.28

HOTEL DETAILS	
Hotel	Quest Mackay
Address	38 Macalister Street Mackay QLD 4740
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.

5 April 2017

Wednesday

April 2017

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2017

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEDNESDAY

5

← From 1 Apr

To 8 Apr →

← From 3 Apr

To 18 Apr →

7 AM

8

9

10

11

12 PM

1

2

3

**DEPART PROSERPINE ON VIRGIN AUSTRALIA FLIGHT VA1118
FOR TRAVEL TO BRISBANE**
Cameron Dick

4

5

6

3 April 2017

Monday

April 2017

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2017

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

3

← From 1 Apr

To 8 Apr →

To 18 Apr →



7 AM

8

9

10

11

12 PM

1

2

3

4

5

DEPART BRISBANE ON VIRGIN AUSTRALIA FLIGHT VA617
FOR TRAVEL TO MACKAY
Cameron Dick

6

[REDACTED]

From: [REDACTED]@ministerial.qld.gov.au>
Sent: Friday, 21 April 2017 11:08 AM
To: [REDACTED]
Subject: RE: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Hi [REDACTED]

I'm fairly sure that there were no costs relating to the accommodation but I am waiting for confirmation from QAS.

Kind regards

[REDACTED]



**Queensland
Government**

[REDACTED]
Office Manager

Office of the Hon. Cameron Dick MP

Minister for Health and Minister for Ambulance Services

T 07 3035 6100 D [REDACTED] E [REDACTED]@ministerial.qld.gov.au
1 William Street, Brisbane QLD 4000 PO Box 48, Brisbane QLD 4001

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

Sent: Thursday, 20 April 2017 12:10 PM

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

Subject: RE: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Thanks [REDACTED]

Were there any charges/costs for the accommodation? If so, would you have a copy of an invoice.

Kind regards,



**Queensland
Government**

[REDACTED]
Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9073

1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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

Sent: Thursday, 20 April 2017 12:06 PM

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

Subject: RE: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Hi [REDACTED]

Yes that is correct, this wasn't arranged through CTM/Lido.

Thank you

[REDACTED]



Queensland Government

[Redacted]

Office Manager
Office of the Hon. Cameron Dick MP
Minister for Health and Minister for Ambulance Services

T 07 3035 6100 D [Redacted] E [Redacted]@ministerial.qld.gov.au
1 William Street, Brisbane QLD 4000 PO Box 48, Brisbane QLD 4001

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Thursday, 20 April 2017 12:04 PM
To: [Redacted]@ministerial.qld.gov.au>
Subject: RE: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Hi [Redacted],

I just another inquiry regarding this trip.

On the 4th, Hon. Cameron Dick MP and Emma McBryde stayed at QAS House in Collinsville.

Was this arrangement made with the relevant staff at the QAS Collinsville and therefore no hotel booking was made?

Many thanks and regards,



Queensland Government

[Redacted]

Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

From: [Redacted] [mailto:[Redacted]@ministerial.qld.gov.au]
Sent: Tuesday, 18 April 2017 2:16 PM
To: [Redacted]@premiers.qld.gov.au>
Subject: RE: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Good afternoon [Redacted]

Thank you for finding the miscalculation, yes please process the amended total.

Kind regards

[Redacted]



Queensland Government

[Redacted]

Office Manager
Office of the Hon. Cameron Dick MP
Minister for Health and Minister for Ambulance Services

T 07 3035 6100 D [Redacted] E [Redacted]@ministerial.qld.gov.au
1 William Street, Brisbane QLD 4000 PO Box 48, Brisbane QLD 4001

From: [Redacted] [mailto:[Redacted]@premiers.qld.gov.au]
Sent: Tuesday, 18 April 2017 2:12 PM
To: [Redacted]@ministerial.qld.gov.au>
Subject: Travel Allowance - Hon Cameron Dick MP 03-05/04/17

Good afternoon [REDACTED],

There was a miscalculation in the travel allowance expenditure voucher for Hon Cameron Dick MP – please see attached.

The amount to pay adds to \$197.75 instead of \$170.50. Could you please confirm via reply email that you are OK with this change.

Many thanks and regards,



Queensland
Government

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

P 07 3003 9073
1 William Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002

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Released under RTI - DRG

DOCUMENT NUMBER: 19/48887

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **STATE DEVELOPMENT**

Financial Year: **2016/2017**

Urgent payment required by: / /

Return Cheque to: EFT Phone:

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<p style="text-align: center;">AMEX 6007735 ✓</p> <p>STATEMENT DATE 24/03/2017 ✓</p> <p>REF: 591007 61008 /0317 ✓</p> <p>STATE DEVELOPMENT BTA ✓</p> <p>MARCH 2017</p>	<p>MARCH 2017 BTA</p>	
<p>APPROVAL TOTAL: (GST inclusive)</p>		<p>\$9023.36 ✓</p>

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

AS PER ATTACHED

Name (please print) _____ Date: _____

PREPARED BY:

Date **18/04/2017**

Phone 30039073

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: 18/04/17 18/04/17

Seq	CompCode	PostDate	DocDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
1	1042	20.04.2017	24.03.2017	KR	AUD	591007610080317	STATE DEVELOPMENT	10	SSA/PLCAD	Assignment
AP	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dt/Cr	ItemText	Vendor/Cust
1	526005	4205051	4200		9023.98	DR			~3760 591007 61008 BTA MAR 17 STATE DEVELOPMENT	6007735
1	526009	4205051			638.00	DR			AC Lynham/A 3-5/3/17 Rydges Geelong	
1	526009	4205051			19.65	DR			Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee	
1	526005	4205051			638.00	DR			AC Lynham/A 3-5/3/17 Rydges Geelong Pers/Exp	
1	526009	4205051			19.65	DR			Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee Pers/Exp	
1	526005	4205051			161.95	DR			AC Lynham/A 16-17/3/17 Quality HI Mildura	
1	526009	4205051			4.99	DR			Lynham/A 16-17/3/17 Quality HI Mildura Mer/Fee	
1	526005	4205052			161.95	DR			AC Zanatta/S 16-17/3/17 Quality HI Mildura Mer/Fee	
1	526009	4205051			4.99	DR			AC Lynham/A 14-15/3/17 The Jardine MI Thursday Is	
1	526005	4205051			247.95	DR			AC Ribud 14-15/3/17 The Jardine MI Thursday Is	
1	526009	4205051			7.64	DR			AC Ribud 14-15/3/17 The Jardine MI Thursday Is	
1	526005	4205052			166.95	DR			Woodland/P 13-14/3/17 Pacific HI Cairns	
1	526009	4205052			4.83	DR			Woodland/P 13-14/3/17 Pacific HI Cairns Mer/Fee	
1	526006	4205051			1044.58	DR			Lynham/A 16/03/17 BNE/MEL/MQL/MEL/BNE QF M	
1	526006	4205051			15.40	DR			Lynham/A 16/03/17 BNE/MEL/MQL/MEL/BNE QF M Dom/Fee	
1	526006	4205051			1677.94	DR			Zanatta/S 16/03/17 BNE/MEL-MEL/BNE QF D Upgr Ad/Cst	
1	526006	4205052			1044.58	DR			Zanatta/S 16/03/17 BNE/MEL/MQL/MEL/BNE QF M	
1	526009	4205052			15.40	DR			Zanatta/S 16/03/17 BNE/MEL/MQL/MEL/BNE QF M Dom/Fee	
1	526006	4205052			582.23	DR			Woodland/P 13/03/17 BNE/CNS/BNE VAVA YL	
1	526008	4205052			15.40	DR			Woodland/P 13/03/17 BNE/CNS/BNE VAVA YL Dom/Fee	
1	526008	4205052			359.93	DR			Lynham/A 13/03/17 CNS/BNE QF M	
1	526008	4205051			245.42	DR			Lynham/A 13/03/17 CNS/BNE QF M	
1	526008	4205051			15.40	DR			Lynham/A 13/03/17 BNE/CNS/BNE VAQF YL Dom/Fee	

Checked

 19/4/17
 Under RTI - DPC
 20/04/17

**3760 591007 61008 BTA MAR 17 STATE DEVELOPMENT		4200	9,023.36 CR
AC Lynham/A 3-5/3/17 Rydges Geelong ✓	526005 ✓	4205051 ✓	PG ✓ 638.00-DR ✓
Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee ✓	526009 ✓	4205051 ✓	PG ✓ 19.65-DR ✓
AC Lynham/A 3-5/3/17 Rydges Geelong Pers/Exp ✓	526005 ✓	4205051 ✓	PG ✓ 638.00-DR ✓
Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee Pers/Exp ✓	526009 ✓	4205051 ✓	PG ✓ 19.65-DR ✓
AC Lynham/A 16-17/3/17 Quality Htl Mildura ✓	526005 ✓	4205051 ✓	PG ✓ 161.95-DR ✓
Lynham/A 16-17/3/17 Quality Htl Mildura Mer/Fee ✓	526009 ✓	4205051 ✓	PG ✓ 4.99-DR ✓
AC Zanatta/S 16-17/3/17 Quality Htl Mildura ✓	526005 ✓	4205052 ✓	PG ✓ 161.95-DR ✓
Zanatta/S 16-17/3/17 Quality Htl Mildura Mer/Fee ✓	526009 ✓	4205052 ✓	PG ✓ 4.99-DR ✓
AC Lynham/A 14-15/3/17 The Jardine Mtl Thursday Is ✓	526005 ✓	4205051 ✓	PG ✓ 247.95-DR ✓
→Lynham/A 14-15/3/17 The Jardine Mtl TIS J6 Mer/Fee ✓	526009 ✓	4205051 ✓	PG ✓ 7.64-DR ✓
AC Ribu/D 14-15/3/17 The Jardine Mtl Thursday Is ✓	526005 ✓	4205052 ✓	PG ✓ 247.95-DR ✓
Ribu/D 14-15/3/17 The Jardine Mtl TIS Mer/Fee ✓	526009 ✓	4205052 ✓	PG ✓ 7.64-DR ✓
AC Woodland/P 13-14/3/17 Pacific Htl Cairns ✓	526005 ✓	4205052 ✓	PG ✓ 156.95-DR ✓
Woodland/P 13-14/3/17 Pacific Htl Cairns Mer/Fee ✓	526009 ✓	4205052 ✓	PG ✓ 4.83-DR ✓
→Lynham/A 16/03/17 BNE/MEL/MQL/MEL/BNE QM ✓	526006 ✓	4205051 ✓	PG ✓ 1044.58-DR ✓
→Lynham/A 16/03/17 BNE/MEL/MQL/MEL/BNE QM Dom/Fee ✓	526009 ✓	4205051 ✓	PG ✓ 15.40-DR ✓
Lynham/A 16/03/17 BNE/MEL-MEL/BNE QF D Upgr Add/Cst ✓	526006 ✓	4205051 ✓	PG ✓ 1677.94-DR ✓
→Zanatta/S 16/03/17 BNE/MEL/MQL/MEL/BNE QM ✓	526006 ✓	4205052 ✓	PG ✓ 1044.58-DR ✓
→Zanatta/S 16/03/17 BNE/MEL/MQL/MEL/BNE QM Dom/Fee ✓	526009 ✓	4205052 ✓	PG ✓ 15.40-DR ✓
Zanatta/S 16/03/17 BN/MEL-MEL/BN QF D Upgr Add/Cst ✓	526006 ✓	4205052 ✓	PG ✓ 1677.94-DR ✓
Woodland/P 13/03/17 BNE/CNS/BNE VAVA YL ✓	526008 ✓	4205052 ✓	PG ✓ 589.23-DR ✓
Woodland/P 13/03/17 BNE/CNS/BNE VAVA YL Dom/Fee ✓	526009 ✓	4205052 ✓	PG ✓ 15.40-DR ✓
Lynham/A 13/03/17 BNE/CNS VA Y ✓	526008 ✓	4205051 ✓	PG ✓ 359.93-DR ✓
Lynham/A 13/03/17 CNS/BNE QF M ✓	526008 ✓	4205051 ✓	PG ✓ 245.42-DR ✓
Lynham/A 13/03/17 BNE/CNS/BNE VAQF YM Dom/Fee ✓	526009 ✓	4205051 ✓	PG ✓ 15.40-DR ✓
**** TOTAL ****			9,023.36 ✓

Prepared by:

[Redacted]

18/04/17

Checked in excel.

18/04/17

[Redacted]

Released Under RTI - DPC

Amex Business Travel Account

Account Name:	STATE DEVELOPMENT
Account Number:	[REDACTED]

Statement Date:	24-Mar-2017
Total Amount Due:	\$9,023.36

THIS ACCOUNT MUST BE
RETURNED TO MSB
BY
14/04/2017
TO AVOID LATE FEES

EXPENDITURE OF \$ *9,023.36* IS
APPROVED IT IS IN ACCORDANCE WITH
THE APPROVED MINISTERIAL
GUIDELINES
[Signature]
.....*10/11/17*
Minister

I certify that:

- all transactions appearing on the BTA are for official purposes only, other than those identified as private to be reimbursed to Ministerial Services;
- all transactions are supported by merchant accounts/ invoices;
- charges are correct;
- all credit refunds have been identified; and
- expenditure has been incurred in accordance with the guidelines contained in the Queensland Ministerial Handbook.

Checking Officer: *[Signature]* *10/11/17*
Signature & Date

MINISTERIAL SERVICES
18 JUN 67

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American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER & CABINET
PO BOX 15185
CITY EAST
QUEENSLAND
[Redacted] @PREMIERS.QLD
4002

Account Name: BTA-STATE DEVELOPMENT-2015
Travel Office: CORP TRVL MGMT-52005000895
American Express ABN: 92 108 952 085
Your ABN: 65959415158

Account Number: [Redacted]
Travel Office Phone No.: [Redacted]
Statement Date: 24 Mar 2017

Released under RTI - DPC



American Express Business Travel Account Statement

7x hotel bills attached

Account Number: 3760-591007-61008
Travel Office Phone No.:
Statement Date: 24 Mar 2017

Account Name: BTA-STATE DEVELOPMENT-2015
Travel Office: CORP TRVL MGMT-52005000895

New Debits

Stmnt Ref	Supplier Name - ABN/	Inv. Date/	Job No./	TR/	Amount (\$)	Total
Invoice No.	Comment 1	Dep. Date	Comment	CR	Tax (\$)	Amount (\$)
0208401	THE LIDO GR* 42006852991 IN 03/03/17, OUT 05/03/17	21/03/2017 03/03/2017	Kristy/Osborne	STATE DEVELOPMENT-2*	597.86 59.79	657.65
	LYNHAM/ANTHONY ACCOM			4205053		

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

Continued on Next Page...



**American Express
Business Travel Account Statement**

Released under RTI - DPC



**American Express
Business Travel Account Statement**

Released under RTI - DPC



**American Express
Business Travel Account Statement**



Released under RTI - DPC



American Express Business Travel Account Statement

Account Name: BTA-STATE DEVELOPMENT-2015
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [Redacted]
Travel Office Phone No.: [Redacted]
Statement Date: 24 Mar 2017

Payment Instructions

You may choose to pay your statement using the following means:

Electronic Funds Transfer *

American Express Bank details:

- Bank Name: Westpac Banking Corp.
- Bank Address: 341 George Street, Sydney, NSW, Australia
- Account Name: American Express Australia Ltd.
- BSB No.: 032-000
- Account No.: 372409

Direct Debit is available to insure you never miss a payment. Please contact the BTA team on the number below to set up

*Remittance advice to include date of payment; BTA number(s); amount of the payment

Cheque Payment *

- Please address your cheque to "American Express Australia Ltd."
- Send the cheque to:

American Express
GPO Box 3928
Sydney, NSW 2001

*Please include BTA number(s) 3760-591007-61008 with the cheque (eg: attach a list or write on the reverse side of the cheque) to ensure your account is properly credited.

Transactions Made in Foreign Currencies

All foreign currency Charges have been converted into Australian dollars on the date we processed the Charge. Non-U.S. dollar Charges have been converted through U.S. dollars, by converting the Charge amount into U.S. dollars and then by converting that U.S. dollar amount into Australian dollars. U.S. dollar Charges have been converted directly into Australian dollars. As agreed, unless a specific rate was required by law, the American Express treasury system has used conversion rates based on interbank rates (selected from customary industry sources) from the business day prior to the processing date, increased by a single conversion commission of 3%. Any Charges converted by third parties prior to being submitted to us have been at rates selected by them.



American Express Business Travel Account Statement

Account Name: BTA-STATE DEVELOPMENT-2015
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 24 Mar 2017

Glossary / Term Definition

Term Definition: What You Should Know:

Account Balance Ageing	This page lists by month in summary any net overdue amounts carried over from previous months.
New Debits	This page lists all new charges and dispute rebillings.
Overdue Transactions	This page lists all overdue charges that are still unpaid. Payments received 3 days before the next statement cycle may not yet be processed to your account.
New Unallocated Payments/Credits	This page lists all new payments or credits on your account that we are not yet able to allocate to transactions before statement cycle cut. This may be that we have not yet received a complete Reconciliation Advice (of paid transactions) as you may have not paid certain transactions or there was insufficient time for us to allocate the payment to transactions.
Cleared Transactions	This page lists all charges of which payments or credits have been allocated to, as per your Reconciliation Advice.
Liquidated Damages (Late Payment Fee)	This page shows details of how we calculated the late payment fee, if applicable to your account.
Stmnt ref (Statement Reference)	This is a unique reference number attached to the transaction that you need to quote to American Express when you have a query on a charge and on payment reconciliations.
Invoice no	This is the invoice number as provided by your travel agent. Depending on your travel agent, this could also be the booking reference number given to you at the time of booking by your travel agent.
Job no	These are the fields where we capture your enhanced information such as cost centre, project code, approval ID, etc.
Comment (Comment 3)	The information is normally provided by your travel booker to the travel agent at the time of booking.
CR (Customer Reference)	When it is captured by your travel agent, the information will be shown in these fields.
TR (Trip Requisition)	
Tax (GST)	GST information provided on your Statement for individual transactions is supplied by the processing Merchant or the travel management company. Where no GST information has been included on the Statement for a particular charge, you should obtain a tax invoice or adjustment note to confirm the availability of input tax credits for the relevant acquisition or adjustment.

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Tax Invoice

To **Lynham, Anthony**
 Company Ministerial Services Branch
 Booking ID 1402084

Invoice Date 21 March 2017
 Invoice No. 31140208401
 eInvoice No. 0208401

BOOKING DETAILS			
Traveller Name	Lynham, Anthony	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Friday 03/03/2017	Average Rate (inc. GST)	AUD 319.00
Departure Date	Sunday 05/03/2017	Total Room Cost (inc GST)	AUD 638.00
# Nights	2	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard	Merchant Fee (inc. GST)	AUD 19.65
Special Handling Note		GST	AUD 59.79
Other Note	2 Rooms confirmed for Anthony Lynham, availability as per Genine	TOTAL	AUD 657.65

HOTEL DETAILS	
Hotel	Rydges Geelong
Address	Cnr Myers & Gheringhap Streets Geelong VIC 3220
Country	Australia

Released under the OIA

PLEASE NOTE - This invoice has been paid in full, no further payment required.



[Redacted]

From: [Redacted]
Sent: Friday, 3 March 2017 10:20 AM
To: [Redacted]
Cc: [Redacted]
Subject: FW: Accommodation booked for Minister Lynham 3 - 5 March

Hi [Redacted],

Please note that my advise to the office was that this should be cancelled and not charged back to the BTA.

[Redacted]

From: [Redacted]@ministerial.qld.gov.au>
Date: Friday, 3 March 2017 at 8:44 am
To: [Redacted]@premiers.qld.gov.au>
Subject: Accommodation booked for Minister Lynham 3 - 5 March

Hi [Redacted],

Per our recent conversation regarding changing an accommodation booking for Minister Lynham for 3-5 March, this booking was mistakenly arranged via LIDO/CTM when it should have been booked directly via the hotel.

The accommodation booking is currently still booked via LIDO for Minister's arrival and stay this evening.

When Ministerial Services are charged for this accommodation, can it please be arranged for Minister Lynham to be able to personally reimburse the costs of this accommodation.

Thanks for your help,

[Redacted]



[Redacted]
Administration Officer
Office of the Hon. Dr Anthony Lynham MP
Minister for State Development and Natural Resources
P 07 3719 7375 E [Redacted]@ministerial.qld.gov.au
1 William Street, Brisbane QLD 4000
PO Box 15216 City East QLD 4002

Minister to reimburse cost of one room only. PLS phone [Redacted] Thanks As advised by [Redacted] 13/04/17, 1x room was [Redacted] & 1x official bus ch -

2x accommodation [Redacted] total of \$ 15 15.30 appeared on March BTA. Would you please advise us urgently of the details of the repayment?

Thank you

[Redacted]

Tax Invoice

To **Lynham, Anthony**
 Company **Ministerial Services Branch**
 Booking ID **1402085**

Invoice Date **14 March 2017**
 Invoice No. **31140208501**
 eInvoice No. **0208501**

BOOKING DETAILS			
Traveller Name	Lynham, Anthony	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Friday 03/03/2017	Average Rate (inc. GST)	AUD 319.00
Departure Date	Sunday 05/03/2017	Total Room Cost (inc GST)	AUD 638.00
# Nights	2	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total incidental Cost (inc GST)	AUD 0.00
Room Type	Standard	Merchant Fee (inc. GST)	AUD 19.65
Special Handling Note		GST	AUD 59.79
Other Note	2 Rooms confirmed for Anthony Lynham, availability as per Genie	TOTAL	AUD 657.65

HOTEL DETAILS	
Hotel	Rydges Geelong
Address	Cnr Myers & Gheringhap Streets Geelong VIC 3220
Country	Australia

1 room is personal expense as advised by [redacted] 13/04/17 - will be repaid by Minister. N.S.

PLEASE NOTE - This invoice has been paid in full, no further payment required.

**MINISTERIAL SERVICES BRANCH
DEBIT NOTE REQUEST**

DEBIT NOTE TO BE ISSUED TO:	Hon Anthony Lynham MP
ADDRESS:	Minister for State Development and Minister for Natural Resources and Mines 1 William Street Brisbane QLD 4000
SAP CUSTOMER (if known)	
CONTACT OFFICER:	[REDACTED]
PHONE:	371 97375
EMAIL:	

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 (only use if applicable)	Internal Order	WBS Element (only use if applicable)	Tax Code	Amount (GST incl)	CR/DR
AC Lynham/A 3-5/3/17 Rydges Geelong Pers/Exp	526005	4205051				PG	638.00	CR
Lynham/A 3-5/3/17 Rydges Geelong Mer/Fee Pers/Exp	526009	4205051				PG	19.65	CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
								CR
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								CR
								CR
								CR
								CR
								CR
								CR
								CR
TOTAL INVOICE INCL GST							657.65	
GST							59.79	
Total excl GST							597.86	
NOTES: (any specific terms or conditions, if has to be cleared with vendor payment indicate vendor number)								

Prepared by:

[REDACTED]

20/04/17

Checked:

[REDACTED]
20/04/17

Tax Invoice

To **Lynham, Anthony**
 Company Ministerial Services Branch
 Booking ID 1449069

Invoice Date 20 March 2017
 Invoice No. 31144906901
 eInvoice No. 4906901

BOOKING DETAILS			
Traveller Name	Lynham, Anthony	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 16/03/2017	Average Rate (inc. GST)	AUD 161.95
Departure Date	Friday 17/03/2017	Total Room Cost (inc GST)	AUD 161.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Quality Room	Merchant Fee (inc. GST)	AUD 4.99
Special Handling Note		GST	AUD 15.18
Other Note		TOTAL	AUD 166.94

HOTEL DETAILS	
Hotel	Quality Hotel Mildura Grand
Address	Seventh Street Mildura VIC 3500
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Zanatta, Simon**
 Company Ministerial Services Branch
 Booking ID 1449070

Invoice Date 20 March 2017
 Invoice No. 31144907001
 Invoice No. 4907001

BOOKING DETAILS			
Traveller Name	Zanatta, Simon	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 16/03/2017	Average Rate (inc. GST)	AUD 161.95
Departure Date	Friday 17/03/2017	Total Room Cost (inc GST)	AUD 161.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Quality Room	Merchant Fee (inc. GST)	AUD 4.99
Special Handling Note		GST	AUD 15.18
Other Note		TOTAL	AUD 166.94

HOTEL DETAILS	
Hotel	Quality Hotel Mildura Grand
Address	Seventh Street Mildura VIC 3500
Country	Australia

Released Under FOI

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Lynham, Anthony**
 Company Ministerial Services Branch
 Booking ID 1451220

Invoice Date 16 March 2017
 Invoice No. 31145122001
 Invoice No. 5122001

BOOKING DETAILS			
Traveller Name	Lynham, Anthony	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 14/03/2017	Average Rate (inc. GST)	AUD 247.95
Departure Date	Wednesday 15/03/2017	Total Room Cost (inc GST)	AUD 247.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Jardine Motel Courtyard View Room - 1 Pax	Merchant Fee (inc. GST)	AUD 7.64
Special Handling Note		GST	AUD 23.24
Other Note		TOTAL	AUD 255.59

HOTEL DETAILS	
Hotel	The Jardine Motel
Address	Victoria Parade Thursday Island QLD 4875
Country	Australia

Released under the Information Access Act

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To **Ribu, Dou**
 Company Ministerial Services Branch
 Booking ID 1451221

Invoice Date 16 March 2017
 Invoice No. 31145122101
 eInvoice No. 5122101

BOOKING DETAILS			
Traveller Name	Ribu, Dou	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Tuesday 14/03/2017	Average Rate (inc. GST)	AUD 247.95
Departure Date	Wednesday 15/03/2017	Total Room Cost (inc GST)	AUD 247.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Jardine Motel Courtyard View Room - 1 Pax	Merchant Fee (inc. GST)	AUD 7.64
Special Handling Note		GST	AUD 23.24
Other Note		TOTAL	AUD 255.59

HOTEL DETAILS	
Hotel	The Jardine Motel
Address	Victoria Parade Thursday Island QLD 4875
Country	Australia

PLEASE NOTE - This invoice has been paid in full, no further payment required.

Tax Invoice

To Woodland, Paul
Company Ministerial Services Branch
Booking ID 1451845

Invoice Date 16 March 2017
Invoice No. 31145184501
eInvoice No. 5184501

BOOKING DETAILS			
Traveller Name	Woodland, Paul	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	STATE DEVELOPMENT-2015 / STATE DEVELOPMENT-2015	Custom Data Field	
Cost Centre Code / Name	4205053 / MSB - STATE DEVELOPMENT-2015	Payment Instruction	CBC - Charge Back Room and Parking
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 13/03/2017	Average Rate (inc. GST)	AUD 156.95
Departure Date	Tuesday 14/03/2017	Total Room Cost (inc GST)	AUD 156.95
# Nights	1	Special Handling Fee (inc GST)	AUD 0.00
# Rooms	1	Total Incidental Cost (inc GST)	AUD 0.00
Room Type	Standard	Merchant Fee (inc. GST)	AUD 4.83
Special Handling Note		GST	AUD 14.71
Other Note	Sent QT	TOTAL	AUD 161.78

HOTEL DETAILS	
Hotel	Pacific Hotel Cairns
Address	43 The Esplanade Cairns QLD 4870
Country	Australia

Released under FOIA

PLEASE NOTE - This invoice has been paid in full, no further payment required.



corporate travel
management

ABN: 52 005 000 895

Monday 06 March 2017 12:52 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4907514
PNR Reference: JJESNS
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [REDACTED]

Tax Invoice - I.0006663203

Departure Date	16/03/2017	Return Date	17/03/2017	Consultant	James Choi
Issue Date	06/03/2017	Due Date	06/03/2017	Terms	Zero Days

Passengers	LYNHAM/ANTHONY HON
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Description	Fare	Tax	GST	Due
1 Service Fee Fee Type: Booking Fee Fee Description: Booking-Domestic (B) Paid by CC [REDACTED] State Development - 2015	\$14.00	\$0.00	\$1.40	\$15.40
2 Ticket QANTAS AIRWAYS Ticket Class: M - Economy FLEX Itinerary: BRISBANE- MELBOURNE- MILDURA- MELBOURNE- BRISBANE Ticket No: 1331315606 Passenger: LYNHAM/ANTHONY HON Issue Date: 06-03-2017 Paid by CC [REDACTED] - 1044.58 - State Development - 2015	\$890.72	\$68.90	\$94.96	\$1044.58
Invoice Total	\$894.72	\$68.90	\$96.36	\$1059.98

Total(ex GST) \$963.62

GST \$96.36

Total Inc GST \$1059.98

Government Payment

This invoice has been paid in full and no further payment is required



Original booking

Tuesday 07 March 2017 11:32 - Brisbane, QLD

Itinerary for
LYNHAM/ANTHONY HON

Booking Number: B4907514
PNR Reference: JJESNS
Consultant: James Choi
Booked By: [Redacted]
Departure Date: 16 Mar 17
Debtor: Ministerial Services Branch
Department: STATE DEVELOPMENT-2015 (STATE DEVELOPMENT-20-4205053 (MSB - STATE DEVELOPMENT-2015)
Cost Centre: 4205053 (MSB - STATE DEVELOPMENT-2015)
Return Date: 17 Mar 17

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
 Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Thursday 16 Mar 17	Flight	Airline:	QANTAS AIRWAYS	Flight QF0619
		Departure Date:	Thu 16 Mar 17 at 11:55	BRISBANE, AUSTRALIA
		Arrival Date:	Thu 16 Mar 17 at 15:15	MELBOURNE, AUSTRALIA
		Aircraft:	Boeing 737-800 (winglets)	
		Class:	M - Economy FLEX	
		Stops:	Non-Stop	
		Airline Reference:	495CMR	
		Status:	Confirmed	
		Details:	BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 16-03-2017 11:55, Arrival Time 16-03-2017 15:15 - Travelling time: 2 hrs 20 mins - Meal Service: Lunch	
Thursday 16 Mar 17	Flight	Airline:	QANTAS AIRWAYS	Flight QF2084
		Departure Date:	Thu 16 Mar 17 at 15:55	MELBOURNE, AUSTRALIA
		Arrival Date:	Thu 16 Mar 17 at 17:05	MILDURA, AUSTRALIA
		Aircraft:	De Havilland Canada DHC-8-400 Dash 8Q	
		Class:	M - Economy FLEX	
		Stops:	Non-Stop	
		Airline Reference:	495CMR	
		Code Share:	SUNSTATE ON BEHALF OF EASTERN	
		Status:	Confirmed	
		Details:	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) MILDURA, AUSTRALIA (TERMINAL -), Dept Time 16-03-2017 15:55, Arrival Time 16-03-2017 17:05 - Travelling time: 1 hr 10 mins - Meal Service: Refreshment	

Released Under FOI

Thursday 16 Mar 17	Hotel	Hotel Name: Check-In Date: Check-Out Date: Hotel Address:	QUALITY HOTEL MILDURA GRAND Thu 16 Mar 17 Fri 17 Mar 17 SEVENTH STREET MILDURA VIC, 3500, Australia P-61 3 5023 0511 F-61 3 5022 1801
		Room Type: Rooms: Booking Reference: Status: Payment Method: Local Rate: Rate: Duration:	QUALITY ROOM 1 1449069 Confirmed Charge Back room and Car parking AUD161.95 Per Night AUD161.95 Per Night 1 (Nights)

Friday 17 Mar 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Fri 17 Mar 17 at 14:00 Fri 17 Mar 17 at 15:10 De Havilland Canada DHC-8-400 Dash 8Q M - Economy FLEX Non-Stop 495CMR SUNSTATE ON BEHALF OF EASTERN Confirmed	Flight QF2081 MILDURA, AUSTRALIA MELBOURNE, AUSTRALIA
		Details:	MILDURA, AUSTRALIA (TERMINAL -) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 17-03-2017 14:00, Arrival Time 17-03-2017 15:10 - Travelling time: 1 hr 10 mins - Meal Service: Refreshment	

Friday 17 Mar 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Status:	QANTAS AIRWAYS Fri 17 Mar 17 at 16:10 Fri 17 Mar 17 at 17:20 Boeing 737-800 (winglets) M - Economy FLEX Non-Stop 495CMR Confirmed	Flight QF0626 MELBOURNE, AUSTRALIA BRISBANE, AUSTRALIA
		Details:	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 17-03-2017 16:10, Arrival Time 17-03-2017 17:20 - Travelling time: 2 hrs 10 mins - Meal Service: Refreshment	

Frequent Flyer Numbers	
LYNHAM/ANTHONY HON	FF QF 3948000 FF VA 1022673314

Ticket Numbers	
TKT QF 1331315606 - LYNHAM/ANTHONY HON - ADULT - BNE-MEL-MQL-MEL-BNE	



corporate travel
management

ABN: 52 005 000 895

Tuesday 14 March 2017 08:17 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4907514
PNR Reference: JJESNS
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [Redacted]

Tax Invoice - I.0006699105

Departure Date	16/03/2017	Return Date	17/03/2017	Consultant	James Choi
Issue Date	14/03/2017	Due Date	14/03/2017	Terms	Zero Days

Passengers	LYNHAM/ANTHONY HON
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Description	Fare	Tax	GST	Due
1 Ticket QANTAS AIRWAYS Ticket Class: D - Business Class Itinerary: BRISBANE- MELBOURNE- MILDURA- MELBOURNE- BRISBANE Ticket No: 1331456544 Passenger: LYNHAM/ANTHONY HON Issue Date: 14-03-2017 Paid by CC 376059XXXXX1008 - 1677.94 - State Development - 2015	\$1525.40	\$0.00	\$152.54	\$1677.94

*16/03/17 BNE/MEL - MEL/BNE
AF QF 2 2 Upgrade Add/cost
see attached*

Invoice Total	\$1525.40	\$0.00	\$152.54	\$1677.94
		Total(ex GST)		\$1525.40
		GST		\$152.54
		Total Inc GST		\$1677.94

Government Payment

This invoice has been paid in full and no further payment is required

Released Under RTI



*Amended
booking*

Tuesday 14 March 2017 08:17 - Brisbane, QLD

Itinerary for
LYNHAM/ANTHONY HON

Booking Number: B4907514
PNR Reference: JJESNS
Consultant: James Choi
Booked By: [REDACTED]
Departure Date: 16 Mar 17
Debtor: Ministerial Services Branch
Department: STATE DEVELOPMENT-2015 (STATE DEVELOPMENT-20:
Cost Centre: 4205053 (MSB - STATE DEVELOPMENT-2015)
Return Date: 17 Mar 17

CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.
Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details		
Thursday 16 Mar 17	Flight	Airline: QANTAS AIRWAYS Departure Date: Thu 16 Mar 17 at 11:55 Arrival Date: Thu 16 Mar 17 at 15:15 Aircraft: Boeing 737-800 (winglets) Class: D - Business Class Stops: Non-Stop Airline Reference: 495CMR Status: Confirmed	Flight QF0619 BRISBANE, AUSTRALIA MELBOURNE, AUSTRALIA	
		Details: BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 16-03-2017 11:55, Arrival Time 16-03-2017 15:15 - Travelling time: 2 hrs 20 mins - Meal Service: Lunch		
Thursday 16 Mar 17	Flight	Airline: QANTAS AIRWAYS Departure Date: Thu 16 Mar 17 at 15:55 Arrival Date: Thu 16 Mar 17 at 17:05 Aircraft: De Havilland Canada DHC-8-400 Dash 8Q Class: M - Economy FLEX Stops: Non-Stop Airline Reference: 495CMR Code Share: SUNSTATE ON BEHALF OF EASTERN Status: Confirmed	Flight QF2084 MELBOURNE, AUSTRALIA MILDURA, AUSTRALIA	
		Details: MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) MILDURA, AUSTRALIA (TERMINAL -), Dept Time 16-03-2017 15:55, Arrival Time 16-03-2017 17:05 - Travelling time: 1 hr 10 mins - Meal Service: Refreshment		

Released Under
Official Information Act

Thursday 16 Mar 17	Hotel	Hotel Name: Check-In Date: Check-Out Date: Hotel Address:	QUALITY HOTEL MILDURA GRAND Thu 16 Mar 17 Fri 17 Mar 17 SEVENTH STREET MILDURA VIC, 3500, Australia P-61 3 5023 0511 F-61 3 5022 1801
		Room Type: Rooms: Booking Reference: Status: Payment Method: Local Rate: Rate: Duration:	QUALITY ROOM 1 1449069 Confirmed Charge Back room and Car parking AUD161.95 Per Night AUD161.95 Per Night 1 (Nights)

Friday 17 Mar 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status:	QANTAS AIRWAYS Fri 17 Mar 17 at 14:00 Fri 17 Mar 17 at 15:10 De Havilland Canada DHC-8-400 Dash 8Q M - Economy FLEX Non-Stop 495CMR SUNSTATE ON BEHALF OF EASTERN Confirmed	Flight QF2081 MILDURA, AUSTRALIA MELBOURNE, AUSTRALIA
		Details:	MILDURA, AUSTRALIA (TERMINAL -) MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1), Dept Time 17-03-2017 14:00, Arrival Time 17-03-2017 15:10 - Travelling time: 1 hr 10 mins - Meal Service: Refreshment	

Friday 17 Mar 17	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Status:	QANTAS AIRWAYS Fri 17 Mar 17 at 16:10 Fri 17 Mar 17 at 17:20 Boeing 737-800 (winglets) D - Business Class Non-Stop 495CMR Confirmed	Flight QF0626 MELBOURNE, AUSTRALIA BRISBANE, AUSTRALIA
		Details:	MELBOURNE, AUSTRALIA (TERMINAL - TERMINAL 1) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 17-03-2017 16:10, Arrival Time 17-03-2017 17:20 - Travelling time: 2 hrs 10 mins - Meal Service: Refreshment	

Frequent Flyer Numbers

LYNHAM/ANTHONY HON	FF QF 3948000 FF VA 1022673314
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Ticket Numbers

TKT QF 1331315606 - LYNHAM/ANTHONY HON - ADULT - BNE-MEL-MQL-MEL-BNE
TKT QF 1331456544 - LYNHAM/ANTHONY HON - ADULT - BNE-MEL-MQL-MEL-BNE



corporate travel
management

ABN: 52 005 000 895

Monday 06 March 2017 12:52 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4907520
PNR Reference: RCGJOJ
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [REDACTED]

Tax Invoice - I.0006663205

Departure Date	16/03/2017	Return Date	17/03/2017	Consultant	James Choi
Issue Date	06/03/2017	Due Date	06/03/2017	Terms	Zero Days

Passengers	ZANATTA/SIMON MR
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Description	Fare	Tax	GST	Due
1 Service Fee Fee Type: Booking Fee Fee Description: Booking-Domestic (B) Paid by cc [REDACTED] - State Development - 2015	\$14.00	\$0.00	\$1.40	\$15.40
2 Ticket QANTAS AIRWAYS Ticket Class: M - Economy FLEX Itinerary: BRISBANE- MELBOURNE- MILDURA- MELBOURNE- BRISBANE Ticket No: 1331315614 Passenger: ZANATTA/SIMON MR Issue Date: 06-03-2017 Paid by cc [REDACTED] - 1044.58 - State Development - 2015	\$880.72	\$68.90	\$94.96	\$1044.58
Invoice Total	\$894.72	\$68.90	\$96.36	\$1059.98
		Total(ex GST)		\$963.62
		GST		\$96.36
		Total Inc GST		\$1059.98

Government Payment

This invoice has been paid in full and no further payment is required



corporate travel
management

ABN: 52 005 000 895

Tuesday 14 March 2017 08:18 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4907520
PNR Reference: RCGJOJ
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [REDACTED]

Tax Invoice - I.0006699108

Departure Date	16/03/2017	Return Date	17/03/2017	Consultant	James Choi
Issue Date	14/03/2017	Due Date	14/03/2017	Terms	Zero Days

Passengers	ZANATTA/SIMON MR
-------------------	------------------

Description	Fare	Tax	GST	Due
1 Ticket QANTAS AIRWAYS Ticket Class: D - Business Class Itinerary: BRISBANE- MELBOURNE- MILDURA- MELBOURNE- BRISBANE Ticket No: 1331456547 Passenger: ZANATTA/SIMON MR Issue Date: 14-03-2017 Paid by CC [REDACTED] 1677.94 - State Development - 2015	\$1525.40	\$0.00	\$152.54	\$1677.94

*16/03/17 BNE/MEL - MEL/BNE
QFQF 2D Upgrade add com
(same as Minister's)*

Invoice Total	\$1525.40	\$0.00	\$152.54	\$1677.94
		Total(ex GST)		\$1525.40
		GST		\$152.54
		Total Inc GST		\$1677.94

Government Payment

This invoice has been paid in full and no further payment is required

Released under RTID362



corporate travel
management

ABN: 52 005 000 895

Wednesday 08 March 2017 15:17 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4919244
PNR Reference: QCJMKA
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [REDACTED]

Tax Invoice - I.0006677911

Departure Date	13/03/2017	Return Date	14/03/2017	Consultant	Laura Abbott
Issue Date	08/03/2017	Due Date	08/03/2017	Terms	Zero Days

Passengers	WOODLAND/PAUL MR
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Description	Fare	Tax	GST	Due
1 Service Fee Fee Type: Booking Fee Fee Description: Booking-Domestic (B) Paid by CC [REDACTED] - State Development - 2015	\$14.00	\$0.00	\$1.40	\$15.40
2 Ticket VIRGIN AUSTRALIA Ticket Class: Y - Freedom Economy Itinerary: BRISBANE- CAIRNS- BRISBANE Ticket No: 1331370300 Passenger: WOODLAND/PAUL MR Issue Date: 08-03-2017 Paid by CC [REDACTED] - 589.23 - State Development - 2015	\$483.94	\$51.72	\$53.57	\$589.23
Invoice Total	\$497.94	\$51.72	\$54.97	\$604.63
		Total(ex GST)		\$549.66
		GST		\$54.97
		Total Inc GST		\$604.63

Government Payment

This invoice has been paid in full and no further payment is required



corporate travel
management

ABN: 52 005 000 895

Wednesday 08 March 2017 15:16 - Brisbane, QLD

Ministerial Services Branch
4205053 (MSB - STATE DEVELOPMENT-2015)
Level 1
100 George Street
Brisbane
QLD, 4000, Australia

Booking Number: B4919245
PNR Reference: EPNVXE
Debtor Code: MSB
Department: STATE DEVELOPMENT-2015
Cost Centre: 4205053
Booked By: [REDACTED]

Tax Invoice - I.0006677897

Departure Date	13/03/2017	Return Date	13/03/2017	Consultant	Laura Abbott
Issue Date	08/03/2017	Due Date	08/03/2017	Terms	Zero Days

Passengers	LYNHAM/ANTHONY HON
-------------------	--------------------

Description	Fare	Tax	GST	Due
1 Service Fee Fee Type: Booking Fee Fee Description: Booking-Domestic (B) Paid by CC [REDACTED] - State Development - 2015	\$14.00	\$0.00	\$1.40	\$15.40
2 Ticket QANTAS AIRWAYS Ticket Class: M - Economy FLEX Itinerary: CAIRNS- BRISBANE Ticket No: 1331370299 Passenger: LYNHAM/ANTHONY HON Issue Date: 08-03-2017 Paid by CC [REDACTED] 245.42 - State Development - 2015	\$197.11	\$26.00	\$22.31	\$245.42
3 Ticket VIRGIN AUSTRALIA Ticket Class: Y - Freedom Economy Itinerary: BRISBANE- CAIRNS Ticket No: 1331370298 Passenger: LYNHAM/ANTHONY HON Issue Date: 08-03-2017 Paid by CC [REDACTED] 359.95 - State Development - 2015	\$301.35	\$25.86	\$32.72	\$359.93

Invoice Total	\$512.46	\$51.86	\$56.43	\$620.75
		Total(ex GST)		\$564.32
		GST		\$56.43
		Total Inc GST		\$620.75

Government Payment

This invoice has been paid in full and no further payment is required

Document Number: 19/48720

MINISTERIAL OFFICES & OPPOSITION OFFICE
EXPENDITURE APPROVAL

Office: Various

Financial Year: 2016/2017 Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Telstra	Mobile – 20 Mar 2017 224 2050 348	\$ 13,168.02
APPROVAL TOTAL: (GST inclusive)		\$ 13,168.02

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook and Queensland Opposition Handbook;
- All supporting documentation is attached; and
- Where applicable a valid Tax Invoice is attached.

APPROVED: Signature [Signature]

Name (please print) [Name] Date: 31/03/17

PREPARED BY: Name (please print) [Name] Date: 31/03/2017

Phone 300 39001

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: [Signature]

Date: 31/03/17

Telstra Corporation Limited
ABN 33 051 775 556

Tax Invoice - issued 20 Mar '17

IT'S HOW
WE CONNECT



Bill enquiries

1800 064378

Turn over for other enquiries

YOUR BILL

Account number

224 2050 348

0317

Bill Number

T 311



035/1

Total \$13,168.02
Pay by 08 Apr '17

To avoid a late fee please
pay by the due date

Account Activity

Previous balance	\$21,435.79	
We received	\$21,435.79cr	
Adjustments	\$0.00	
Balance	\$0.00	
New charges pay by 08 Apr '17	\$13,168.02	includes rounding of \$0.02cr
Total	\$13,168.02	
GST included in new charges		\$925.09

Please return this section with your payment



Total \$13,168.02
Pay by 08 Apr '17

MINISTERIAL 2012
C/- MINISTERIAL SERVICES
PO BOX 15185
CITY EAST QLD 4002

Account number
224 2050 348

Bill Number
T 311

Turn over for how to pay

*56 4 22420503480 311



2242050348
E1 5-1 L1

Summary of Charges

incl GST

Group Plan Charges

Shared Included Calls	455.07cr
TOTAL GROUP PLAN CHARGES (EFP Group Plan)	\$455.07cr

Account Plan charges

All-4-Biz II Plan 17500	07 Mar 16	
All-4-Biz II Plan 20000	07 Mar 16	
TOTAL ACCOUNT PLAN CHARGES		\$0.00

Call & Usage Charges

National Direct	to 19 Mar	1,097.03
Mobile Originated SMS	to 19 Mar	188.39
International Direct	to 19 Mar	7.39
International Direct - SMS	to 19 Mar	0.50
Calls made O/S (GST Free)	to 19 Mar	1,084.50
Data Usage Overseas (GST Free)	to 19 Mar	0.00
Calls made O/S -SMS (GST Free)	to 19 Mar	142.50
Calls received O/S (GST Free)	to 19 Mar	360.50
Call Diversion charges	to 19 Mar	76.09
Service calls	to 19 Mar	0.00
MobileNet MessageBank	to 19 Mar	90.16

Please read messages at end of bill

Enquiries

Billing or service enquiries

1800 064378

Fault reporting 24 hours

125 111

Moving

125 111

Internet

www.telstra.com

Having difficulty paying?

Call 125 111 to discuss options

How to Pay



To register for **Direct Debit** visit telstra.com.au/directdebit or call the bill enquiries number at the top of this bill

- ▶ **Automatic*** - Amount on your bill is deducted on the due date
- ▶ **Flexible Payments** - Pay any amount anytime before the due date



Online Payment with credit card* at telstra.com.au/paymybill or call **1300 369 666**

*A payment processing fee applies to credit & debit card payments, of 0.30% for VISA, Mastercard & American Express or 1.67% for Diners Club, plus applicable GST. Exemptions may apply.



Payment via internet or phone banking from your cheque or savings account
Biller Code: 7799 Ref: 224 2050 348
BPAY View - Registration No: 224 2050 348



Pay at any Post Office by cash, cheque or from your cheque or savings account



Mail this payment slip with your cheque made payable to Telstra, to GPO Box 9901, Melbourne VIC 3001



Present this payment slip at any Telstra Shop to pay by cash, cheque or credit card*

Late Fee: a late fee of up to \$15 may apply if you do not pay in full by the due date



Mobile Enhanced SMS	to 19 Mar	98.05
Mobile WAP/Internet Sessions	to 19 Mar	308.54
Operator Assist Calls	to 19 Mar	1.99
Total Group Service Incl Calls	to 19 Mar	785.08cr
TOTAL CALL & USAGE CHARGES		\$2,670.56

Service Charges

Total Service Access Fee	7,372.55
Other Service Charges	3,579.96
Total Service Charges	\$10,952.55

Equipment

Equipment Billing Account	20 Mar to 19 Apr	0.00
Equipment Billing Account	20 Mar to 19 Apr	0.00
Equipment Billing Account	20 Mar to 19 Apr	0.00

Other charges and credits

EFP 0c Flagfall	20 Mar to 19 Apr	0.00
EFP Base SMS 15c	20 Mar to 19 Apr	0.00
EFP Tier - Base NDD 7c/30s	20 Mar to 19 Apr	0.00
Bill rounding		\$0.02cr
Total New Charges (Including GST)		\$13,168.02

Released under RTI - DPC

** AP	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	CorrespondenceType	Vendor/Cust
AP	HDR	1042	20.03.2017	31.03.2017	KR	AUD	2242050348/0317	VARIOUS	9	Assignment	6007847
AP	ITM	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	LineItemRefKey2
GL	ITM	529008	4203998				PG	13168.02	CR	Mobile charges to 19/03/17	Various
GL	ITM	529008	4205001				PG	241.08	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205001				PG	366	DR	Trip 663 - Mobile charges to 19/03/17	
GL	ITM	529008	4205001				PG	89.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205002				PG	421.75	DR	Trip 663 - Mobile charges to 19/03/17	
GL	ITM	529008	4205002				PG	2540.05	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205002				PG	2209.75	DR	Trip 663 - Mobile charges to 19/03/17	
GL	ITM	529008	4205031				PG	200.14	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205032				PG	498.34	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205052				PG	228.95	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205052				PG	349.05	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205061				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205062				PG	280.4	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205102				PG	193.15	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205131				PG	100.19	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205132				PG	119.98	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205172				PG	306.15	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205174				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205181				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205191				PG	89.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205192				PG	139.69	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205201				PG	645.62	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205202				PG	89.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205212				PG	196.18	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205221				PG	220.04	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205222				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205251				PG	339.96	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205252				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205262				PG	131.15	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205271				PG	505.28	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205272				PG	185.74	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205281				PG	£23.97	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205282				PG	302.98	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205291				PG	201.16	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205292				PG	93.17	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205301				PG	177.51	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205302				PG	70.04	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4205303				PG	233.64	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4208702				PG	59.99	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4208705				PG	353.45	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4208706				PG	90.12	DR	Mobile charges to 19/03/17	
GL	ITM	529008	4208706				PG	94.02	DR	Mobile charges to 19/03/17	

CONFIDENTIAL - DPC

Department of the Premier and Cabinet

Document Number: 19/48691

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Communities

Financial Year: 2016/17

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Petty cash – Communities Ministerial Office	Petty cash reimbursement for the March 2017 quarter	\$153.05 <i>\$ 115.50</i>
APPROVAL TOTAL: (GST inclusive)		\$153.05

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 \$115.50 (OK with [redacted] 28/03/17) N.S.

APPROVED: Signature [redacted]

Name (please print) [redacted] Date: **24.03.17**

PREPARED BY: Name (please print) [redacted] .. Date: **24.03.17**
Phone **07 3719 5709**

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: 28/03/17

• Claims for Travel - See Overleaf


Please print on yellow paper

Released under RTI - DPC

MINISTERIAL SERVICES
24 MAR 2017
RECEIVED

Total DR	115.50
Total CR	115.50
Total Variance	-

**	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	1	1042	24.03.2017	28.03.2017	KR	AUD	PCSH/COMM03:17	Communities	9	SSAUPLOAD	Assignment
**		GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Vendor/Cust
GL	ITM	550022	4205:11		PG			38.95	DR	Christmas cards 07/12/16 Communities	

Prepared by:  28/03/14

Released under RTI - DPC

19/48691

PETTY CASH VOUCHER			
Name	[Redacted]	Date	20.12.16
Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Christmas cards for Ministerial office <i>24/03/17 confirmed with [Redacted] - Christmas cards for Minister. N.S.</i>			\$38.97
I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.	I certify that the sum of \$ <u>38.95</u> is due and payable to me and I acknowledge receipt of that sum.		
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Particulars of Charge		[Redacted]	
<i>Shannon Fentiman</i> Hon Shannon Fentiman MP		[Redacted] 1am Street 28-3-17	

Refer to CPl's approval on voucher dated 18/01/17 N.S.

Att. [Redacted]

To [Redacted]

As discussed, please organise Minister's approval for the expenditure attached and return to us for filing. Thank you

Dane - Thanks ☺

With compliments [Redacted]



Queensland Government

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

A U S T R A L I A P O S T
CITY EAST POST SHOP 4000

GC BX VINTAGE FLORL x 3 \$ 38.97 *
TOTAL \$38.97

Payment Tendered Details ;
EFTPOS 38.97
* POST supplied, price includes GST.
GST on POST Taxable Supply : 3.54

ABN:28 864 970 579 TAX INVOICE

07/12/16 03/11940 SM3/c 433340 10:40

PROVIDE FEEDBACK ON TODAY'S VISIT AT
AUSPOST.COM.AU/MYVISIT

EFTPOS
(S) SAVINGS ACCOUNT
EFTPOS Tender 38.97
TOTAL EFTPOS 38.97
APPROVED 00
Proprietary Debit
RRN 034549104028
07/12/16 10:40:28 433340 03/034549 SM3

If you have purchased an item which
includes tracking, visit
www.auspost.com.au/track
View the Australia Post Terms and
Conditions online at www.auspost.com.au

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PETTY CASH VOUCHER

Name [REDACTED] Date 18.01.17

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Christmas cards for Minister/office			\$12.99
<p>24/03/17 con firm order with Mowice - Christmas cards for Minister. N.S.</p> <p>I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.</p> <p>I certify that the sum of \$ <u>\$13.00</u> is due and payable to me and I acknowledge receipt of that sum.</p>			
Particulars of Charge			

*Agreed to pay as
Bela was not present at
Ministerial kitchen*

[REDACTED] 27/9/17



DYMCKS BRISBANE

ABN 67 319 962 427
Shop G17, 177 Albert St
Cnr Elizabeth & Albert St
Ph: 07 3007 2800 Fx: 07 3211 3160
www.dymocks.com.au

Date 21/12/16 15:24
T111 2 Glenn Tr# 2417308

Code Qty Price Disc \$ Extn

9313943339016 1 12.99 12.99
CARD BOXED CA WHITE TREE
9781743534953 1 42.99 13.00 29.99
FOUR LEGENDARY KINGDOMS
9781760110499 1 32.99 10.00 22.99
SMALL GREAT THINGS

GST 6.00
Total Including GST 65.97
Total Savings 23.00

COMMONWEALTH BANK EFTPOS
DYMCKS BRISBANE
TERMINAL REFERENCE 34396701 210871

CUSTOMER COPY
CARD NO: [REDACTED]
EXPIRY DATE: 21 DEC 2016 15:24

SAVINGS \$65.97
PURCHASE \$65.97
TOTAL AUD \$65.97

Released Under RTI - DPO

PETTY CASH VOUCHER

Name Date 18.01.17

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
<p>Note cards for Minister's office (FOR MINISTER'S USE) OK TO PAY THIS TIME</p>			\$14.95
<p>I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.</p> <div style="background-color: #cccccc; width: 100%; height: 40px; margin-top: 10px;"></div>	<p>I certify that the sum of \$ <u>14.95</u> is due and payable to me and I acknowledge receipt of that sum.</p> <div style="background-color: #cccccc; width: 100%; height: 40px; margin-top: 10px;"></div>		
Particulars of Charge			



CARD AND CABOODLE
BRISBANE QLD

TERMINAL 26936200
REFERENCE 188581

CUSTOMER COPY

CARD NO:
EXPIRY DATE: VISA

CREDIT
PURCHASE \$14.95
TOTAL \$14.95

APPROVED 00
AUTH NO: BR0015
ATC:1460 TVR:0000000000
CSN:00 740D08C410BFEB54
18 JAN 2017 11:23

THANK YOU

CARD AND CABOODLE
QUEENSLAND PLAZA ST
PH 07 3229 3800
4 006 675 252

RETURN POLICY
CONDITIONS APPLY

17/01/2017 16:59
000222#363648 CLERK/01

CARD & WRITE SET \$14.95
SUBTOTAL \$14.95
TAXABLE \$14.95
GST \$1.36
NET 1 \$13.59

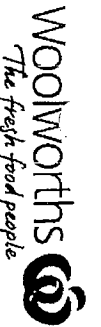
ITEMS 10
CR/CARD \$14.95

PETTY CASH VOUCHER

Name [REDACTED] Date 31.01.17

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Red roses to attend 'Red Rose DV rally' to represent the Minister			\$25.00
I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.		I certify that the sum of \$ <u>25.00</u> is due and payable to me and I acknowledge receipt of that sum.	
[REDACTED]		[REDACTED]	
Particulars of Charge			
[REDACTED]			

OK to pay



MacArthur : Ph: 3648 4357
 Store Manager : Paul
 WOOLWORTHS TAX INVOICE - ABN 88 000 014 675

*Produce
 1 SUBTOTAL \$25.00

WOOLWORTHS 2596
 MACARTHUR QLD
 MERCH ID: 611000604002596
 TERM ID: W2596084
 CARD: 4104 I
 BOQ VISA Debit CREDIT
 AID A0000000031010
 ARQC 5D79308B4C67AC0
 TYR 0000000000
 PURCHASE \$25.00
 TOTAL \$25.00
 APPROVED 00
 31/01/17 11:22 082534
 TOTAL \$25.00
 EFT \$25.00
 CHANGE \$0.00

* Taxable Items
 TOTAL includes GST \$2.27
 WOOLWORTHS REWARDS

You could have earned at least 25 points
 Save money on your shopping!
 Join Woolworths Rewards FREE
 at woolworthsrewards.com.au

Woolworths are extending trading hours.
 From December 1st, this store is now open from
 7am-9pm Monday to Saturday.

BMS EXCLUSIVE BEER OFFER - CHOOSE FROM THE BELOW
 GET HAHN SUPER DRY 24PK FOR \$39 OR 6PK FOR \$10

OR
 GET HAHN SUPER DRY 3.5% 24PK FOR \$36 OR 6PK FOR \$10
 Present Coupon at a BMS* Store. Expires 07-FEB-2017
 *Over 18's Only. No further discounts apply.

Released under RTI - DFS

PETTY CASH VOUCHER

Name

[Redacted Name]

Date

17.02.17

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Travel from Parliament office to home after working late			\$16.17
<p>I certify that the above claim is properly due and payable and approve the relevant expenditure in accordance with the Queensland Ministerial Handbook.</p> <p>[Redacted Signature]</p>	<p>I certify that the sum of \$ <u>16.15</u> is due and payable to me and I acknowledge receipt of that sum.</p> <p>[Redacted Signature]</p>		
Particulars of Charge			

OK TO PAY

Released under RTI

From:
Sent:
To:
Subject:

[Redacted]
Friday, 17 February 2017 1:09 PM

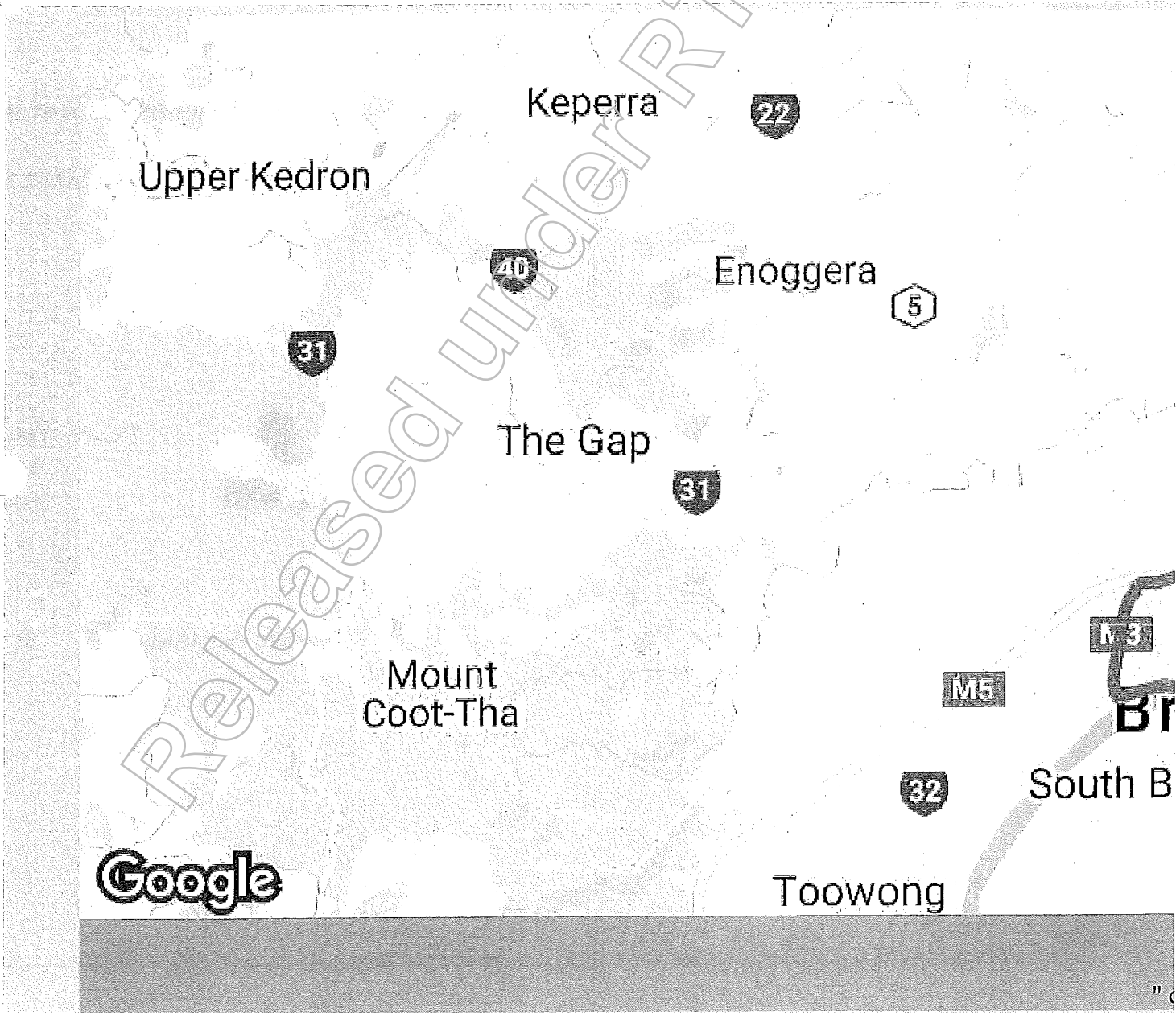
[Redacted]
Fwd: Your Wednesday evening trip with Uber

Sent from my iPhone


Begin forwarded message:

From: Uber Receipts <uber.australia@uber.com>
Date: 15 February 2017 at 7:19:40 pm AEST
To: [Redacted]
Subject: Your Wednesday evening trip with Uber

*Feb 17 7:19.17.
use
fare*



\$16.17

Thanks for choosing Uber, 

February 15, 2017 | uberX

07:04pm | 2A George St, Brisba

07:17pm | 



You rode
9.7
kilometers

Rate Your Driver



Released under RTI-OPIC

Your Fare



Base Fare

Distance

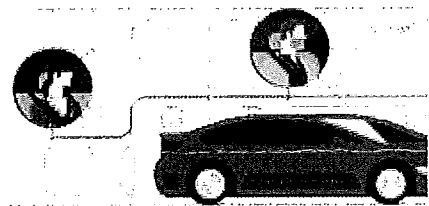
Time

Subtotal

CHARGED

 Personal **** 

[Visit the trip page](#) for more information, including invoices (v



UBER

Need help?

Tap Help in your app to **contact us** with questions

Leave something behind? **Track it down.**

Released under RTI - DPC

Petty Cash Reimbursement Register

Ministerial Office:

Communities

Date	Particulars	Amount	Accumulated expenses
20.12.2016	Christmas cards for 2016	\$ 38.95	\$ 38.95
18.01.2017	Seviettes and blu tak for office	\$ 7.45	\$ 46.40
18.01.2017	Christmas cards for 2016	\$ 13.00	\$ 59.40
18.01.2017	Note cards	\$ 14.95	\$ 74.35
31.01.2017	Red Roses for Red Rose DV Rally	\$25.00	\$ 99.35
17.02.17	Travel home after working late	\$16.15	\$ 115.50

Total for reimbursement:	\$ 115.50
Cash on hand:	\$ 384.50
Total Petty Cash Float:	\$ 500.00

Prepared by:

 Name

 Signature

Checked by:

 Name

 Signature

Released under RTI



Company Name : Ministerial Services

Account Details From 08/09/2017 to 08/09/2017 as of 25/10/2017

Date	Description	Debit	Credit	Balance
Acct No : 401310005664 DPC - Ministerial Service				
Currency : AUD				
08/09/2017	Opening Balance			7,929,588.53
08/09/2017	[Redacted]			
08/09/2017	Direct Credit JACKIE TRAD		239.50	
08/09/2017	[Redacted]			
08/09/2017	Closing Balance			7,811,990.83
Totals: 3 (Transactions) 2 Debits 1 Credits			239.50	7,811,990.83

Released under RTI/DPC

Transaction\Balance details contained in this report should not be relied upon for audit or reconciliation purposes. For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

Amex Business Travel Account

Statement Date:	24-Aug-2017
Amount Due:	\$4,513.46


Account Name:	DEPUTY PREMIER
Account Number:	3750 591017 91004

THIS ACCOUNT MUST BE
RETURNED TO MSB
BY 13/09/17
TO AVOID LATE FEES

EXPENDITURE OF \$ 4,513.46 IS
APPROVED IT IS IN ACCORDANCE WITH
THE APPROVED MINISTERIAL
GUIDELINES
..... 8/9/17
Deputy Premier/Chief of Staff

I certify that:

- all transactions appearing on the BTA are for official purposes only, other than those identified as private to be reimbursed to Ministerial Services;
- all transactions are supported by merchant accounts/ invoices;
- charges are correct;
- all credit refunds have been identified; and
- expenditure has been incurred in accordance with the guidelines contained in the Queensland Ministerial Handbook.

Checking Officer:  7/9/17
Signature & Date

Tax Invoice

To Trad, Jacklyn
 Company Ministerial Services Branch
 Booking ID 1580837

Invoice Date 08 August 2017
 Invoice No. 31158083701
 Invoice No. 8083701

BOOKING DETAILS			
Traveller Name	Trad, Jacklyn	Booker Name	
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	DEPUTY PREMIER-2015 / DEPUTY PREMIER-2015	Custom Data Field	
Cost Centre Code / Name	4205143 / DEPUTY PREMIER-2015	Payment Instruction	CBI - Chg Back Rm and Incidentals
Reason For Travel			

STAY DETAILS			
Arrival Date	Monday 31/07/2017	Average Rate	AUD 276.95
Departure Date	Thursday 03/08/2017	Total Room Cost	AUD 830.85
# Nights	3	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentals Cost	AUD 239.50 <i>Personal Expense</i>
Room Type	Mirage King Room	Merchant Fee	AUD 32.97
Special Handling Note		GST included in this invoice	AUD 100.30 <i>Repaid See attch</i>
Other Note		TOTAL	AUD 1103.32

HOTEL DETAILS	
Hotel	Sheraton Grand Mirage Resort Gold Coast
Address	Sea World Drive Main Beach Gold Coast QLD 42
Country	Australia

INCIDENTAL DETAILS		
Item	TOTAL	Description
Dinner Beverage	AUD 70.00	
Beverage	AUD 8.50	
Breakfast Food	AUD 48.50	
Breakfast Beverage	AUD 8.50	
Breakfast Food	AUD 34.50	
Breakfast Food	AUD 8.50	
Breakfast Food	AUD 37.50	
Breakfast Food	AUD 15.00	
Breakfast Food	AUD 8.50	

Personal expense - to be repaid (confirmed) with [redacted] 02/09/17

*Preceded 02/09/17
 Personal expense for Jackie Trad to be repaid - confirmed with [redacted]*

PLEASE NOTE - This invoice has been pa

*Additional charges confirmed
 from [redacted] - [redacted] 02/09/17*

Doc. Type : ZR (Bank reconciliation) Normal document
 Doc. Number 60007206 Company Code 1042 Fiscal Year 2018
 Doc. Date 08.09.2017 Posting date 08.09.2017 Period 03
 Calculate Tax
 Ref.Doc. CBA A001 17701
 Doc. Currency AUD
 Doc. Hdr Text 0009939400001

Item	CoCd	Pk	Account	Account short text	Tx	Amount	Cost Ctr	Order	Profit Ctr	Segment	Text	WBS element
1	1042	40	101100	Main Bank Admin		239.50			4200		JACKIE TRAD	
2	1042	50	101104	UnclearedOther Admin		239.50-				ADMIN	JACKIE TRAD	

Released under RTI - DPC