

Department of the Premier and Cabinet

Document Number:

19/52492

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM - EXPENDITURE APPROVAL

Ministerial Office Minister for Transport and Main Roads
Financial Year 2017 - 2018
Name of Claimant / Payee Emily Brogan
Salary Level SQ

* 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
04/04/2018 12:00	11/04/2018 07:00	Gold Coast (QLD)	7	\$1127.70

CERTIFICATION 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; and
- The travel for the above mentioned period was for official purposes as defined in the Queensland Ministerial Handbook.

Signature



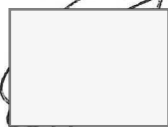
Date

12/4/18

I certify that:

- Expenditure is approved and is in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- The purpose of any travel or entertainment is related to official business; and
- When guests are not assisting the minister, details of cost recovery are attached.

Approval Signature



Date

12/4/18

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.

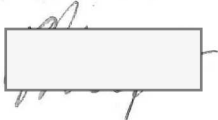
Signature



Date

12/04/18

BLDI Calc: B x 7, L x 7, D x 7, I x 8 Completed: Gai Duffy



13/04/18

Released under RTI-DPC

Hotel Booking Confirmation

To	Brogan, Emily
Company	QTravel
Subject	The Lido Group: Booking 1791688 - Brogan / Emily Ms - Wed 04 Apr 18

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Tuesday 27/03/2018 02:11 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.

*As the invoice has yet to be received
 the voucher has been processed with the bank's
 confirmation as supporting documentation*

BOOKING DETAILS			
Traveller Name	Brogan, Emily	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Lido Booking ID	1791688	Booking Date/Time	Tuesday 27/03/2018 02:11 PM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

12/4

CHRIS POWELL, MANAGER
 PH: (07) 30039069

STAY DETAILS			
Arrival Date	Wed 04 Apr 18 - 11 Apr 18	Average Rate (inc. GST)	AUD 150.00
Departure Date	Sat 14 Apr 18	Room Type	Studio Queen
# Nights	10	Merchant Fee (inc. GST)	AUD 46.20
# Rooms	1	GST	AUD 140.56
		TOTAL	AUD 1546.20

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
Country	Australia
Phone	07 5532 1155
Star Rating	4
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC - Chargeback - Room and carpark only. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

526001 / 420 6072 PZ \$ 1,127.70

*** GOLD COAST 04-11/04/18 BROGAN TRANSPORT

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:
- Serko Online – please contact Corporate Travel Management (CTM).
 - 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:

19/52491

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM - EXPENDITURE APPROVAL

Ministerial Office Minister for Transport and Main Roads
Financial Year 2017 - 2018
Name of Claimant / Payee Brock Taylor
Salary Level AO8

* 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
04/04/2018 12:00	11/04/2018 07:00	Gold Coast (QLD)	7	\$920.25

CERTIFICATION 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; and
- The travel for the above mentioned period was for official purposes as defined in the Queensland Ministerial Handbook.

Signature



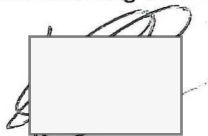
Date

12/04/2018

I certify that:

- Expenditure is approved and is in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- The purpose of any travel or entertainment is related to official business; and
- When guests are not assisting the minister, details of cost recovery are attached.

Approval Signature



Date

12/04/2018

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:

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- Discounts/allownaces correct
- Arithmetically correct;
- Not previously paid;
- Invoices/documentation attached; and
- Expenditure is recorded against the correct account codes.


Signature



Date

12/01/18

BLDI Calc: B x 7, L x 7, D x 7, I x 8 Completed: Gai Duffy



13/04/18

Released under RTI/OPIC

Hotel Booking Confirmation

To	Taylor, Brock
Company	QTravel
Subject	The Lido Group: Booking 1791689 - Taylor / Brock Mr - Wed 04 Apr 18

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Tuesday 27/03/2018 02:11 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.

Auth invoice is yet to be rec'd that likely can be used as confirmation of travel for this travel claim please

CHRIS POWELL, MANAGER
 PH (07) 30039069

BOOKING DETAILS			
Traveller Name	Taylor, Brock	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Lido Booking ID	1791689	Booking Date/Time	Tuesday 27/03/2018 02:11 PM
Hotel Confirmation #	inventory booking	Hotel Confirmed by	inventory booking

STAY DETAILS			
Arrival Date	Wed 04 Apr 18 <i>- 11 Apr 18</i>	Average Rate (inc. GST)	AUD 150.00
Departure Date	Sat 14 Apr 18	Room Type	Studio Queen
# Nights	10	Merchant Fee (inc. GST)	AUD 46.20
# Rooms	1	GST	AUD 140.56
		TOTAL	AUD 1546.20

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
Country	Australia
Phone	07 5532 1155
Star Rating	4
Cancellation Policy	24 hours prior to check-in
Chargeback to Lido	CBC - Chargeback - Room and carpark only. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	

526001 / 420 6072 PZ \$920.25

✓ 04 GOLD COAST 04 - 11/04/18 TAYLOR TRANSPORT

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.
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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-DPS