

Julie Wise

From: OCG Finance <OCGFinance@ditid.qld.gov.au>
Sent: Tuesday, 12 June 2018 5:38 AM
To: Julie Wise
Cc: MCCOSH Stuart
Subject: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister Innovation
Attachments: Accommodation Costs_CommGames_Ministerial_Treasury_20180612.xlsx; Accommodation Costs_CommGames_Ministerial_Innovation_20180612.xlsx; Accommodation Costs_CommGames_Ministerial_Premiers_20180612.xlsx

Good morning Julie

Further to my telephone call regarding the recovery of costs incurred for organising accommodation for Ministerial Services during the Commonwealth Games, as requested please find attached 3 separate excel workbooks detailing costs as follows:

- Premier and Ministerial Staff: \$29,409.52
- Treasurer: \$798.00
- Minister Innovation and Ministerial Staff: \$26,644.52

Please confirm by reply email that it is in order for invoices to be issued for payment.

Thank you

Regards

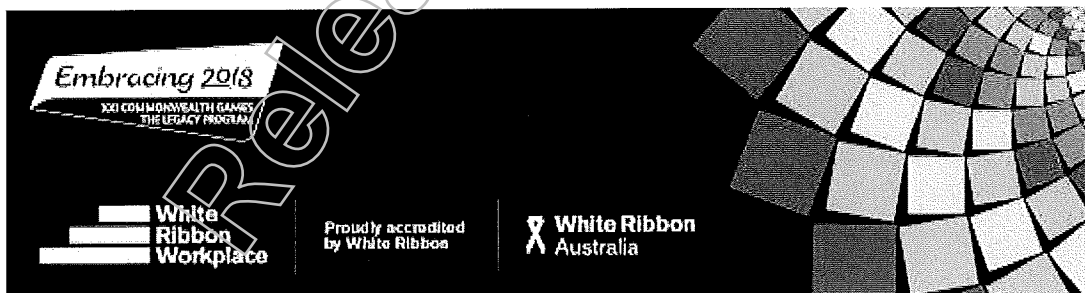


**Queensland
Government**

Jasmin Hines
Finance Manager / Accountant
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development
and the Commonwealth Games

P: 07 3333 5351 E: Jasmin.Hines@ditid.qld.gov.au W: www.ditid.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002

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Minister	10,054.52
Ministerial Staff	16,590.00
	<hr/>
Total	<u>26,644.52</u>

Released under RTI - DPC

Released under RTI - DPC

Name	Ministerial Office	Hotel	Room	Costs per night	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	No. of nights	Totals
Minister Jones	Innovation	Sheraton Mirage	1brm	\$ 718.18																14	\$ 10,054.52

Total amount to be invoiced \$ 10,054.52

Name	Ministerial Office	Hotel	Room	Costs per night	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	No. of nights	Totals
Jack Harbour	Innovation	SeaWorld Nara	1brm	\$ 395.00																14	\$ 5,530.00
Matthew Jutsun	Innovation	SeaWorld Nara	1brm	\$ 395.00																14	\$ 5,530.00
Glen Plaster	Innovation	SeaWorld Nara	1brm	\$ 395.00																14	\$ 5,530.00

Total amount to be invoiced \$ 16,590.00

Released under RTI - DPC

Premier	10,054.52
Ministerial Services	<u>19,355.00</u>
Total	<u><u>29,409.52</u></u>

Released under RTI - DPC

Released under RTI - DPC

Name	Ministerial Office	Hotel	Room	Costs per night	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	No. of nights	Totals
Premier of Queensland	Premiers	Sheraton Mirage	1brm	\$ 718.18																14	\$ 10,054.52

Total amount to be invoiced \$ 10,054.52

Julie Wise

From: Julie Wise
Sent: Tuesday, 12 June 2018 10:35 AM
To: 'Veronica Tomic'
Subject: FW: Accommodation Costs, Commonwealth Games - Ministerial Services - Treasurer
Attachments: Accommodation Costs_CommGames_Ministerial_Treasury_20180612.xlsx

Can you please check this and advise if it is correct. I will then organise for an invoice to be issued so that we can pay for this accommodation.

Thanks

Julie



Queensland
Government

Julie Wise

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

Julie Wise

From: Julie Wise
Sent: Tuesday, 12 June 2018 10:37 AM
To: 'Cheryl Packer'
Subject: FW: Accommodation Costs, Commonwealth Games - Ministerial Services - Minister Innovation
Attachments: Accommodation Costs_CommGames_Ministerial_Innovation_20180612.xlsx

Cheryl,

Can you please have this checked and let me know if it is correct.

I will then organise an invoice to get it paid for.

Julie



Queensland
Government

Julie Wise

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

Julie Wise

From: Cheryl Packer <Cheryl.Packer@ministerial.qld.gov.au>
Sent: Tuesday, 12 June 2018 11:29 AM
To: Julie Wise
Subject: RE: Accommodation Costs, Commonwealth Games - Ministerial Services - Minister Innovation

Hi Julie

All correct - thanks



Cheryl Packer
EA/Office Manager
Office of the Hon. Kate Jones MP
Minister for Innovation and Tourism Industry Development and
Minister for the Commonwealth Games
1 William Street Brisbane
P 07 3719 7530

From: Julie Wise <Julie.Wise@premiers.qld.gov.au>
Sent: Tuesday, 12 June 2018 10:37 AM
To: Cheryl Packer <Cheryl.Packer@ministerial.qld.gov.au>
Subject: FW: Accommodation Costs, Commonwealth Games - Ministerial Services - Minister Innovation

Cheryl,

Can you please have this checked and let me know if it is correct.

I will then organise an invoice to get it paid for.

Julie



Julie Wise
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
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PO Box 15185, City East, QLD 4002

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Julie Wise

From: Julie Wise
Sent: Tuesday, 12 June 2018 10:33 AM
To: 'Troy Mitchell'
Subject: FW: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister Innovation
Attachments: Accommodation Costs_CommGames_Ministerial_Treasury_20180612.xlsx;
Accommodation Costs_CommGames_Ministerial_Innovation_20180612.xlsx;
Accommodation Costs_CommGames_Ministerial_Premiers_20180612.xlsx



Julie Wise
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: OCG Finance [mailto:OCGFinance@ditid.qld.gov.au]
Sent: Tuesday, 12 June 2018 5:38 AM
To: Julie Wise <Julie.Wise@premiers.qld.gov.au>
Cc: MCCOSH Stuart <Stuart.McCosh@ditid.qld.gov.au>
Subject: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister Innovation

Good morning Julie

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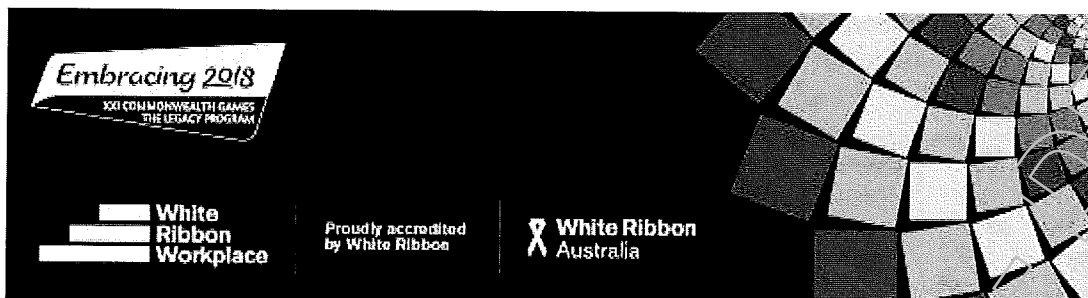


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Julie Wise

From: Julie Wise
Sent: Tuesday, 12 June 2018 4:07 PM
To: 'OCG Finance'
Subject: RE: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister Innovation

I have been advised the following regarding these charges:

- Premier and Ministerial Staff – still being checked
- Treasurer - This was cancelled 24 hours prior to the booking.
- Minister Innovation and Ministerial Staff – OK to be invoiced.

Regards

Julie



Julie Wise
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: OCG Finance [mailto:OCGFinance@ditid.qld.gov.au]
Sent: Tuesday, 12 June 2018 5:38 AM
To: Julie Wise <Julie.Wise@premiers.qld.gov.au>
Cc: MCCOSH Stuart <Stuart.McCosh@ditid.qld.gov.au>
Subject: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister Innovation

Good morning Julie

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Document Number: 100018273

Purpose of Journal:
Tr various charges to the correct codes

Prepared By: [Signature] Name: [Redacted] Position: Finance Officer
 Date: 15/18 Phone: 300 39074

Approved By: [Signature] Name: [Redacted] Position: Finance Officer
 Date: 15/18 Phone: [Redacted]

Total DR	154.01
Total CR	154.01
Total Variance	

Seq	CompCode	DocDate	PostDate	DocType	InternalOrder	WBS Element	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey/2	Correspondence Type	TradingPartner
GL	Account	CostCentre	ProfitCentre	SA			AUD	Adj coding	Amount	Dr/Cr	ItemText	Assignment	Vendor/Cust
1	1042	30.04.2018	30.04.2018	SA				Various		10		S.73 Not Relevant	
1	527007	4206002	4200	80087289			FF						OWNS999
1	530002	4206002	4200				FF						OWNS999
1	530007	4206004	4200				PZ						OWNS999
1	530022	4206004	4200				PN						OWNS999
1	530022	4206004	4200				PN						OWNS999
1	525012	4206001	4200				PS						OWNS999
1	136004								8.38	DR	Train to Helensvale CG2018 04/04/18 Palaszczuk Prems		OWNS999
1									5.33	CR	Train to Helensvale CG2018 04/04/18 Palaszczuk Prems		OWNS999

Additional rows must be copied and inserted above this row
 [Management\Accounting\GL Upload\2017-2018\Journals\Adj Coding Apr18 - Various.xisl] Template

Document Number: _____

Purpose of Journal:
Tfr various charges to the correct codes

Prepared By: _____
 Name: Julia Wise
 Signature: _____
 Position: Finance Officer
 Date: _____ Phone: 300 39074

Approved By: _____
 Name: Fariha Hasim
 Signature: _____
 Position: Financial Accountant
 Date: _____ Phone: 300 39070

Total DR	164.01
Total CR	164.01
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	InternalOrder	WBS Element	Ref	HeaderText	PostingPeriod	LineItemRefKey/2	Correspondence Type	TradingPartner
1	1042	30.04.2018	30.04.2018	SA			Adj coding	Various	10		Assignment	OWN999
1	527007	4206002	4200	80057289			PF	50.64	DR			OWN999
1	530002	4206002	4200				PF	49.40	CR			OWN999
1	530007	4206004					PZ	1.24	CR			OWN999
1	530007	4206004					PN	49.99	DR			OWN999
1	530022	4206004					PZ	55.00	DR			OWN999
1	530022	4206004					PN	49.99	CR			OWN999
1	530022	4206004					PN	55.00	CR			OWN999
1	525012	4206001					PG	8.26	DR			OWN999
1	136004		4200					3.39	CR			OWN999

6.73 Not Relevant

Train to Helensvale CG2018 04/04/18 Palaszczuk Prems
 Train to Helensvale CG2018 04/04/18 Palaszczuk Prems

Amended - see attached.

Department of the Premier and Cabinet

Document Number: _____

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: _____ Premiers _____

Financial Year: 2017/2018 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Journal From GL 136004	GoCard train travel Roma St to Helensvale for Commonwealth Games 03/04/18 <i>ANASTASIA PALASZCZUK M.</i>	8.38
APPROVAL TOTAL: (GST inclusive)		\$ 8.38

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) DAVID BARBARANO, COS Date: _____PREPARED BY: Name (please print) Sonia Anderson Date: 10/4/18Phone 300 39071**MINISTERIAL SERVICES OFFICER:**

I certify that:

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

Signature: _____

Date: _____

- Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

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

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

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

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
TOTAL						

MINISTERIAL SERVICES
 20 APR 2018
 RECEIVED

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

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

Signature: _____ Date: _____

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



go card history

Search your go card history

Search from or between and

Travel history from 03/04/2018 to 10/04/2018

The following table displays travel related transactions only for the go card. Amounts include GST and may take up to 24 hours to appear.

go card: 0160037902972999 Card holder: DPC MSB Billing name: - Balance: \$1.62
 TransLink Division, Department of Transport and Main Roads ABN: 39 407 690 291 Savings: \$0.00

Date/time	From	Time	To	Fare	Credit	Balance
04 Apr 2018						
02:08 PM	Roma Street	03:23 PM	Helensvale	\$ 1.38		\$ 1.62
03 Apr 2018						
10:10 AM	Top up (3rd Mineral House News)				\$ 10.00	\$ 10.00

Tray - have done
 the go cards
 from last week.
 The fare was
 used, value of
 the others were
 - Maddy.

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



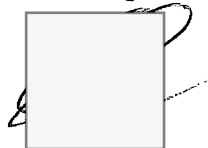
Date

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:

- 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 

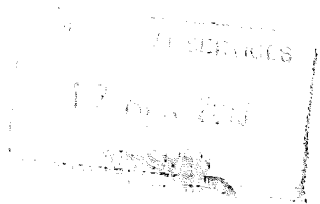
Date 12/04/18

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



13/04/18

Released under RTI-DPC



Department of the Premier and Cabinet

Document Number:

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

Signature

Date

12/04/2018

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12/04/2018

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Officer - I certify that:

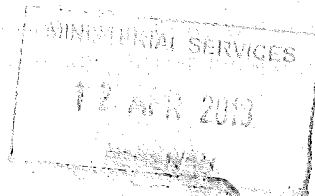
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- Arithmetically correct;
- Not previously paid;
- Invoices/documentation attached; and
- Expenditure is recorded against the correct account codes.

Signature

Date

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

Released under RTI - DPC



Tax Invoice

To Taylor, Brock
Company Ministerial Services Branch
Booking ID 1791689

Invoice Date 18 April 2018
Invoice No. 31179168901
Invoice No. 9168901

BOOKING DETAILS			
Traveller Name	Taylor, Brock	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
Country	Australia

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

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 this receipt can be used as confirmation of travel for that travel claim

CHRIS POWELL, MANAGER
 (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 - 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 P7 \$920.25
 ✓ 14 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.
 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.

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 SC

* 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.

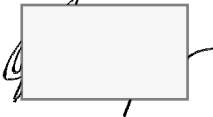
Signature



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



Department of the Premier and Cabinet

Document Number:

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 SC

* 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



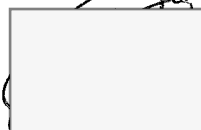
Date

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:

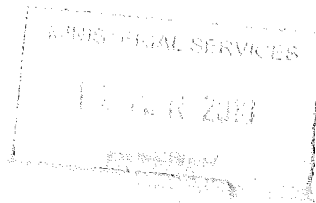
- Approved by a competent authority;
- Verification of goods and services rendered;
- Price or rate of charge correct;
- Discounts/allowances correct
- Arithmetically correct;
- Not previously paid;
- Invoices/documentation attached; and
- Expenditure is recorded against the correct account codes.

Signature

Date

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

Released under RTI - DPC



Tax Invoice

To Brogan, Emily
Company Ministerial Services Branch
Booking ID 1791688

Invoice Date 18 April 2018
Invoice No. 31179168801
eInvoice No. 9168801

BOOKING DETAILS			
Traveller Name	Brogan, Emily	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentai Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
Country	Australia

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

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 will be processed with the above not computerised 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

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:
 - 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.

Department of the Premier and Cabinet

Document Number:

19/52596

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
11/04/2018 07:00	15/04/2018 22:00	Gold Coast (QLD)	4	\$616.45 \$597.10

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 17/4/2018

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 18/4

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

Signature

Date 24/4/18

BLDI Calc: B x 4, L x 5, D x 5, I x 5 Completed: Gai Duffy

26/4/18

I x 4 (Incidental for 11/04/18 already claimed)

24/04/18 - Advised Gai by phone

MINISTERIAL SERVICES
 18 APR 2018
 RECEIVED

Released under RTI/DPC

Tax Invoice

To **Taylor, Brock**
 Company Ministerial Services Branch
 Booking ID 1791689

Invoice Date 18 April 2018
 Invoice No. 31179168901
 eInvoice No. 9168901

BOOKING DETAILS			
Traveller Name	Taylor, Brock ✓	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018 ✓	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018 ✓	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentai Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215 ✓
Country	Australia

526001 / 4206072 PR \$ 597.10 ✓

** Gold Coast 11-15/04/18 Taylor Transport ✓

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 Transport and Main Roads
Financial Year 2017 - 2018
Name of Claimant / Payee Brock Taylor
Salary Level AOB

* 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

Bfast & incidental for 11/04/18 ALREADY CLAIMED 12/4/18

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.

Department of the Premier and Cabinet

Document Number: **19/52597**

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 SC

* 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
11/04/2018 07:00	15/04/2018 22:00	Gold Coast (QLD)	4	\$756.30 \$728.65 ✓

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 **17/4/18** ✓

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 **18/4/18** ✓

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

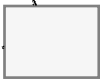
Rates contained in ATO Tax Determination for reasonable travel and overtime meal allowance expense amount (see Ministerial Intranet)

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

Signature



26/4/18

Date 24/4/18

BLDI Calc: B x 4, L x 5, D x 5, I x 5 / Completed: Gai Duffy

I x 4 (Incidental for 11/04/18 already claimed)

24/04/18 - Advised Gai by phone



Released under RTI DRG

Tax Invoice

To **Brogan, Emily**
 Company Ministerial Services Branch
 Booking ID 1791688

Invoice Date 18 April 2018
 Invoice No. 31179168801
 Invoice No. 9168801

BOOKING DETAILS			
Traveller Name	Brogan, Emily	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018 ✓	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentals Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215 ✓
Country	Australia

526001 / 4206072 PZ \$ 728.65 ✓

** Gold Coast 11 - 15/04/18 Brogan Transport ✓

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 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

Bfast & incidental for 11/04/18 ALREADY CLAIMED *12/4/18*

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.

Department of the Premier and Cabinet

Document Number:

19/52632

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM - EXPENDITURE APPROVAL

Ministerial Office

Minister for Housing and Public Works, Minister for Digital Technology and Minister for Sport

Financial Year

2017 - 2018

Name of Claimant / Payee

Sean Scanlon

Salary Level

003

* 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
14/04/2018 14:00	15/04/2018 16:00	Gold Coast (QLD)	1	\$148.05

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

[Signature Box]

Date

19/4/18

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

[Signature Box]

Date

19/4/18

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


Released under RTI - DPC

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

27/4/18

27/4/18

BLDI Calc: B x 1, L x 1, D x 1, I x 2 Completed: Sean Scanlon

Released under RTI - DPC

MINISTERIAL SERVICES
24 APR 2018
RECEIVED

Tax Invoice

To **de Brenni, Michael**
 Company **Ministerial Services Branch**
 Booking ID **1794117**

Invoice Date **16 April 2018**
 Invoice No. **31179411701**
 eInvoice No. **9411701**

BOOKING DETAILS			
Traveller Name	de Brenni, Michael	Booker Name	McMahon, Kelly
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	HOUSING-2017 / HOUSING-2017	Custom Data Field	
Cost Centre Code / Name	4206093 / HOUSING-2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Saturday 14/04/2018	Average Rate	AUD 579.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 579.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	* 2 Bedroom Apartment Premium	Merchant Fee	AUD 17.83
Special Handling Note		GST included in this invoice	AUD 54.26
Other Note	as per request	TOTAL	AUD 596.83

HOTEL DETAILS	
Hotel	Peppers Broadbeach
Address	Cnr Surf Parade and Elizabeth Avenue Broadbeach Gold Coast QLD 4218
Country	Australia

* Confirmed with Kelly - shared with Min/chauffeur. 27/4/18

326001/4206092 P2 \$148.05
 Gold Coast 14-15/4/18 Scanlon Housing

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



Itinerary for
DE BRENNI/MICHAEL HON

Booking Number: B6349692
PNR Reference: NPBWYO
Consultant: Qld Govt Online
Booked By: Kelly McMahon
Departure Date: 14 Apr 18
Debtor: Ministerial Services Branch
Department: HOUSING-2017 (HOUSING-2017)
Cost Centre: 4206093 (HOUSING-2017)
Return Date: 15 Apr 18

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.

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

Date	Service	Details	
Saturday 14 Apr 18	Hotel	Hotel Name:	PEPPERS BROADBEACH
		Check-In Date:	Sat 14 Apr 18
		Check-Out Date:	Sun 15 Apr 18
		Hotel Address:	CNR ELIZABETH AVE AND SURF PDE BROADBEACH QLD, 4218, Australia P-61 7 5635 1000 F-61 7 5635 1001
		Room Type:	2 BEDROOM APART
		Rooms:	1
		Booking Reference:	ONRQST1794117
		Status:	OnRequest/Waitlisted
		Payment Method:	Charge Back room and Car parking
		Local Rate:	AUD518.00 Per Night
		Rate:	AUD518.00 Per Night
		Duration:	1 (Nights)

Released Under FOI

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
	Due	0.00	0.00	0.00	0.00

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - ONRQST1794117 COOLANGATTA - GOLD COAST Date: 14 Apr 18/15 Apr 18	470.91	0.00	47.09	518.00
Total Booking Cost Inc Pay Direct				47.09	518.00

Final Ticket Date: 29 Mar 18

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

www.vendor
register
28/4/18

Department of the Premier and Cabinet

Document Number: 19/52670

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Laura McKee, Media Advisor	Interviews with public – Helensvale station Commonwealth Games	\$33.52
APPROVAL TOTAL: (GST inclusive)		\$33.52

I certify that:

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

APPROVED: Signature _____

[Redacted Signature]

OK [Signature]

Name (please print) – David Barbagallo, Chief of Staff Date: 16/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 16/04/2018

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: _____

[Redacted Signature]

Date: _____

27/4/18

28/4/18

Released under RTI - DPC

U.S. SERVICES
20 APR 2018
RECEIVED

Search from or between and

Travel history from 05/04/2018 to 12/04/2018

The following table displays travel related transactions **only** for the go card. Amounts include GST and may take up to 24 hours to appear.

go card: **Card holder:** Laura McKee **Billing name:** Laura McKee **Balance:** \$102.12
 TransLink Division, Department of Transport and Main Roads **ABN:** 39 407 690 291 **Savings:** \$3.24

Date/Time	From	To	Time	Fare	Credit	Balance
12 Apr 2018						
06:55 AM	Nundah	Central	07:20 AM	\$ 1.63		\$ 22.12
07:22 AM	Top up (Central)				\$ 80.00	\$ 102.12
11 Apr 2018						
06:51 AM	Nundah	Central	07:16 AM	\$ 3.25		\$ 27.00
05:27 PM	Central	Morningside	05:54 PM	\$ 3.25		\$ 23.75
06:46 PM	Morningside	Nundah	07:29 PM	\$ 0.00		\$ 23.75
10 Apr 2018						
06:53 AM	Nundah	Central	07:16 AM	\$ 3.25		\$ 33.50
06:06 PM	Central	Nundah	06:34 PM	\$ 3.25		\$ 30.25
09 Apr 2018						
06:55 AM	Nundah	Central	07:17 AM	\$ 3.25		\$ 16.76
10:16 AM	Top up (South Bank)				\$ 40.00	\$ 56.76
10:17 AM	South Bank	Nerang	11:46 AM	\$ 8.38		\$ 48.38
01:24 PM	Nerang	South Bank	02:38 PM	\$ 8.38		\$ 40.00
05:08 PM	Central	Nundah	06:32 PM	\$ 3.25		\$ 36.75
06 Apr 2018						
06:58 AM	Nundah	Central	07:17 AM	\$ 1.63		\$ 20.01
05 Apr 2018						
06:57 AM	Nundah	Central	07:16 AM	\$ 3.25		\$ 41.65
10:27 AM	South Bank	Helensvale	11:31 AM	\$ 8.38		\$ 33.27
01:15 PM	Helensvale	Central	02:32 PM	\$ 8.38		\$ 24.89
02:34 PM	Ann Street - Stop 8 (Central)	Cancel Touch On	02:35 PM	\$ 0.00		\$ 24.89
06:02 PM	Central	Nundah	06:32 PM	\$ 3.25		\$ 21.64

525012/4206002 PR #33-52
 ** Trains BNE/ac/BNE 50 9/4/18 McKee Premiers

Department of the Premier and Cabinet

Document Number: 19/52678

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Geoff Breusch, Principal Media Advisor	Allowances Claim Commonwealth Games - G/Coast Sun 8 April - Tue 10 April 2018	\$341.95
APPROVAL TOTAL: (GST inclusive)		\$341.95 ✓

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

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: 2/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Sun 8 April 2018 5:00am

Return Date & Time: Tue 10 April 12:30pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
08/04/2018	Gold Coast	Not Claimed	\$41.70	\$58.35	\$27.65	\$127.70
09/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15
10/04/2018	Gold Coast	\$29.45	Not Claimed	Not Claimed	\$27.65	\$57.10
TOTAL						\$341.95

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: 20/4/18

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

Troy Mitchell

From: Geoff Breusch
Sent: Monday, 16 April 2018 1:41 PM
To: Troy Mitchell
Subject: GC 2018 Travel

1)
Monday 2 April Leave Brisbane 11.00am
Overnight Sea World Nara

Tuesday 3 April Arrive Brisbane 3.30pm
NO MEALS PROVIDED

2)
Sunday 8 April Leave Brisbane 5.00am
Overnight Sea World Nara

Monday 9 April
Overnight Sea World Nara

Tuesday 10 April Arrive Brisbane 12.30pm
NO MEALS PROVIDED

3)
Saturday 14 April Leave Brisbane 3.00pm
Overnight Sea World Nara

Sunday 15 April
Overnight Sea World Nara

Monday 16 April arrive Brisbane 1.00pm
NO MEALS PROVIDED



**Queensland
Government**

Geoff Breusch
Principal Media Advisor
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade

P 07 3719 7024 M [redacted]
1 William Street Brisbane QLD 4000 GPO Box 149 Brisbane QLD 4001

526001/4206002 P2 \$341-95
+x Gold Coast ~~14-16~~/04/18 Breusch Premiers
08-10

CHURCH
8D.

OCG

MICHAELS

INTERVIEW

27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

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Department of the Premier and Cabinet

Document Number: 19/52679

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Geoff Breusch, Principal Media Advisor	Allowances Claim Commonwealth Games - G/Coast Sat 14 April - Mon 16 April 2018	\$341.95
APPROVAL TOTAL: (GST inclusive)		\$341.95 ✓

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;

- * arithmetically correct;
- * not previously paid;

- * price or rate of charge correct;
- * discounts/allowances correct;

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

Signature: _____

Date: 2/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

ERIAL SERVICES
30 APR 2018
RECEIVED

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: Sat 14 April 2018 3:00pm

Return Date & Time: Mon 16 April 1:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
14/04/2018	Gold Coast	Not Claimed	Not Claimed	\$58.35	\$27.65	\$86.00
15/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15
16/04/2018	Gold Coast	\$29.45	\$41.70	Not Claimed	\$27.65	\$98.80 57-10
TOTAL						\$341.95 300-25 ✓

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: 30/4/18

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

Troy Mitchell

From: Geoff Breusch
Sent: Monday, 16 April 2018 1:41 PM
To: Troy Mitchell
Subject: GC 2018 Travel

1)
Monday 2 April Leave Brisbane 11.00am
Overnight Sea World Nara

Tuesday 3 April Arrive Brisbane 3.30pm
NO MEALS PROVIDED

2)
Sunday 8 April Leave Brisbane 5.00am
Overnight Sea World Nara

Monday 9 April
Overnight Sea World Nara

Tuesday 10 April Arrive Brisbane 12.30pm
NO MEALS PROVIDED

3)
Saturday 14 April Leave Brisbane 3.00pm
Overnight Sea World Nara

Sunday 15 April
Overnight Sea World Nara

Monday 16 April arrive Brisbane 1.00pm
NO MEALS PROVIDED



Queensland
Government

Geoff Breusch

Principal Media Advisor

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7024 M [REDACTED]

1 William Street Brisbane QLD 4000 GPO Box 149 Brisbane QLD 4001

526001/4206002 P2 \$300-25
✓ xx Gold Coast 14-16/04/18 Breusch Premiers

CAER B1
ED.

OCC

MICHAEL

WELLS

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

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Department of the Premier and Cabinet

Document Number: 19/52682

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Peter Nibbs, Director, Policy	Allowances Claim Commonwealth Games - G/Coast Wed 4 April - Fri 6 April 2018	\$300.25
APPROVAL TOTAL: (GST inclusive)		\$300.25

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 02/05/183/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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 4 April 2018 2:00pm

Return Date & Time: Fri 6 April 2018 8:30am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
04/04/2018	Gold Coast	Not Claimed	Not Claimed	\$58.35	\$27.65	\$86.00
05/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15
06/04/2018	Gold Coast	\$29.45	Not Claimed	Not Claimed	\$27.65	\$57.10
TOTAL						\$300.25

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: 26/4/18

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

Troy Mitchell

From: Peter Nibbs
Sent: Monday, 16 April 2018 1:48 PM
To: Troy Mitchell
Subject: RE: Comm Games

Troy...

I stayed two nights: Wed, April 4, and Thursday, April 5.

We departed Brisbane about 2pm and arrived back in Brisbane about 8.30am.

Peter

From: Troy Mitchell
Sent: Monday, 16 April 2018 1:46 PM
To: @Premiers Office <PremiersOffice@min.internal>
Subject: Comm Games

Hi all, If you stayed overnight on Gold Coast supporting the Premier during the Comm. Games can you please let me know dates and departure from and arrival back in Brisbane times and I can arrange allowance forms.

Thanks



Queensland
Government

Troy Mitchell
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7019 M [REDACTED]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001/4206002 PZ \$300.25

**GOLD COAST 04-06/04/18 NIBBS PREMIERS

CHECK BY
FD.

OCG

MICHELLE

WELINGTON¹

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52683

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Jeff Sullivan, Chauffuer	Allowances Claim Commonwealth Games - G/Coast Mon 2 April - Fri 6 April 2018	\$503.70
APPROVAL TOTAL: (GST inclusive)		\$503.70 ✓

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.

APPROVED: Signature _____

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 02/05/18 // 3/5/18

- Claims for Travel - See Overleaf

Please print on yellow paper

2 forms
ATTACHED.

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Mon 2 April 2018 1:30pm

Return Date & Time: ~~Mon 2~~ ^{FR 6} April 2018 10:00am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	Not Claimed	Not Claimed	\$51.85 ✓	\$19.35 ✓	\$71.20 ✓
03/04/2018	Gold Coast	\$27.05 ✓	\$30.45 ✓	\$51.85 ✓	\$19.35 ✓	\$128.70 ✓
04/04/2018	Gold Coast	\$27.05 ✓	\$30.45 ✓	\$51.85 ✓	\$19.35 ✓	\$128.70 ✓
05/04/2018	Gold Coast	\$27.05 ✓	\$30.45 ✓	\$51.85 ✓	\$19.35 ✓	\$128.70 ✓
06/04/2018	Gold Coast	\$27.05 ✓	NA	NA	\$19.35 ✓	\$46.40 ✓
TOTAL						\$503.70 ✓

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: _____

30/04/2018

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

Troy Mitchell

From: Jeffrey Sullivan
Sent: Monday, 16 April 2018 3:41 PM
To: Troy Mitchell
Subject: Comm Games TA Allowance

Troy

As follows:

Mon 2nd April Depart Brisbane 1330hrs to GC. ✓
Stayed: Mon, Tues, Wed, Thurs and came home Friday 6th for night at home (Powerhouse events Friday night and Saturday morning)

Saturday 7th 1515 Depart Brisbane to GC. ✓
Stayed Sat, Sun, Mon, Tues, Wed, Thurs and returned to Brisbane Friday 13th at 1200 and went home Friday arvo, at and Sun.

Monday 16th depart Brisbane 0500 to GC for Premier pick up and events and return to office at 1200.

Kind Regards



**Queensland
Government**

Jeff Sullivan
Chauffeur
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade

P 37197037 M [redacted]
1 William Street Brisbane Qld 4000
PO Box 15185 City East QLD 4002

526001 / 4206002 PZ \$503.70
** GOLD COAST 02 - 06/04/18 SULLIVAN PREMIERS

check by
FD.

OCG

& MICHELLE

when¹ written

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan ✓

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan ✓

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan ✓

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan ✓

Friday 6/4

No one stayed overnight ✓

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52684

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Jeff Sullivan, Chauffuer	Allowances Claim Commonwealth Games - G/Coast Sat 7 April - Fri 13 April 2018	\$761.10
APPROVAL TOTAL: (GST inclusive)		\$761.10 ✓

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 02/05/18 13/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Sat 7 April 2018 3:15pm

Return Date & Time: Fri 13 April 2018 12:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
07/04/2018	Gold Coast	Not Claimed	Not Claimed	\$51.85	\$19.35	\$71.20
08/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
09/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
10/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
11/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
12/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
13/04/2018	Gold Coast	\$27.05	Not Claimed	Not Claimed	\$19.35	\$46.40
TOTAL						\$761.10

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: _____

30/04/2018

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

Troy Mitchell

From: Jeffrey Sullivan
Sent: Monday, 16 April 2018 3:41 PM
To: Troy Mitchell
Subject: Comm Games TA Allowance

Troy

As follows:

Mon 2nd April Depart Brisbane 1330hrs to GC. ✓

Stayed: Mon, Tues, Wed, Thurs and came home Friday 6th for night at home (Powerhouse events Friday night and Saturday morning)

Saturday 7th 1515 Depart Brisbane to GC. ✓

Stayed Sat, Sun, Mon, Tues, Wed, Thurs and returned to Brisbane Friday 13th at 1200 and went home Friday arvo, Sat and Sun.

Monday 16th depart Brisbane 0500 to GC for Premier pick up and events and return to office at 1200.

Kind Regards



Queensland
Government

Jeff Sullivan

Chauffeur

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

P 37197037 M

1 William Street Brisbane QLD 4000

PO Box 15185 City East QLD 4002

526001/4206002 PE \$761.10 /

** GOLD COAST 07-13/04/18 SULLIVAN PREMIERS

CHECK BY
ED.

OCG

&
MURPHY

when
27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

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David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

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Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan ✓

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan ✓

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan ✓

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan ✓

Wednesday 11/4

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Shane Doherty
Ian Hutcheon
Jeff Sullivan ✓
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan ✓
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52685

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Dave Dwyer, Relief Chauffeur	Allowances Claim Commonwealth Games - G/Coast Fri 13 April - Mon 16 April 2018	\$432.50
APPROVAL TOTAL: (GST inclusive)		\$432.50 ✓

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 02/05/18 03/5/18

- Claims for Travel - See Overleaf

Please print on yellow paper

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Fri 13 April 2018 4:45am

Return Date & Time: Mon 16 April 2018 10:30am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
13/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
14/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
15/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
16/04/2018	Gold Coast	\$27.05	Not Claimed	Not Claimed	\$19.35	\$46.40
TOTAL						\$432.50

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: 30/4/18

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

DAVE DWYER T/A

DEPART BRISBANE FRIDAY 13/4/18 0445 AM

— GOLD COAST —

ARRIVAL BRISBANE MONDAY 16/4/18 1030 AM

526001/4206002 PZ \$432.50

* GOLD COAST 13-16/04/18 DWYER PREMIERS

check by
FD.

OCG

& MICHENS

interview¹

27/04/2012

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

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Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52693

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Michelle Wellington, Principal Media Advisor (6146273)	Allowances Claim Commonwealth Games - G/Coast Wed 11 April - Thur 12 April 2018	\$243.15
APPROVAL TOTAL: (GST inclusive)		\$243.15

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 _____

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

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: 03/5/18 3/5/18

- Claims for Travel - See Overleaf

Released Under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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 11 April 2018 10:30am

Return Date & Time: Thu 12 April 2018 8:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
04/04/2018	Gold Coast	Not Claimed	Not Claimed	\$58.35	\$27.65	\$86.00
05/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15
TOTAL						\$243.15

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: 27.4.18

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

Michelle O'N travel Arr
- Wednesday 4th ~~10:30pm~~
dept 7pm Thurs
- Wednesday 11th arr 10:30am ✓
dept 6:30pm ✓
Thurs 12th ✓
A

Released under RTI - DPC

526001/4206002 P2 # 243-15 ✓
* * Gold Coast 11-12/04/18 Wellington Premiers ✓

CAEM BA
BD.

OCG

& MUMBLE

WELINGTON¹

27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
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Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

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Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52694

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Michelle Wellington, Principal Media Advisor (614 6273)	Allowances Claim Commonwealth Games -- G/Coast Wed 4 April – Thur 5 April 2018	\$243.15
APPROVAL TOTAL: (GST inclusive)		\$243.15

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

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature:

Date:

3/5/18

3/5/18

- Claims for Travel - See Overleaf

Please print on yellow paper

2x FORM 15

ATTACHED.

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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 4 April 2018 2:00pm

Return Date & Time: Thu 5 April 2018 8:30pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
04/04/2018	Gold Coast	Not Claimed	Not Claimed	\$58.35	\$27.65	\$86.00
05/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15
TOTAL						\$243.15

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: _____

27.4.18

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

CHEN BY
ED.

OCC

MICHAEL

WHELAN

27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington ✓
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

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Ian Hutcheon
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Michelle Wellington

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Ian Hutcheon

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David Dwyer

Saturday 14/4

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Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

S26001/4206002 P2 #243-15
* * Gold Coast 4-5/04/18 Wellington Premier

Released under RTI - DPC

Michelle O'N Travel
- Wednesday 4th @ 8:00pm
- Wednesday 11th arr 10:30am
deprt 7pm Thurs
deprt 6-30pm
Thurs 12th

Department of the Premier and Cabinet

Document Number: 19/52698

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ian Hutcheon, Senior Policy Advisor	Allowances Claim Commonwealth Games - G/Coast Sat 14 April - Mon 16 April 2018	\$246.30
APPROVAL TOTAL: (GST inclusive)		\$246.30 ✓

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.

APPROVED: Signature _____

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

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: 3/05/183/5/18

- Claims for Travel - See Overleaf

Released Under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Sat 14 April 2018 9:00am

Return Date & Time: Mon 16 April 2018 10:00am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
14/04/2018	Gold Coast	Not Claimed	Not Claimed	\$51.85	\$19.35	\$71.20
15/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
16/04/2018	Gold Coast	\$27.05	Not Claimed	Not Claimed	\$19.35	\$46.40
TOTAL						\$246.30

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " An expense has been incurred;
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- " 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: 26/4

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

Troy Mitchell

From: Ian Hutcheon
Sent: Wednesday, 18 April 2018 8:27 AM
To: Troy Mitchell
Subject: RE: Comm Games

Hi Troy

I was on the Gold Coast from the morning of 8 April to the morning of 10 April. ✓

Then lunch time 11 April to the evening of 13 April. ✓

Then lunch time 14 April to lunch time 16 April. ✓

I had taken leave on both 10 and 13 April however I ended up working on the 13th and will be reversing the leave application.

From: Troy Mitchell
Sent: Monday, 16 April 2018 1:46 PM
To: @Premiers Office <PremiersOffice@min.internal>
Subject: Comm Games

Hi all, If you stayed overnight on Gold Coast supporting the Premier during the Comm. Games can you please let me know dates and departure from and arrival back in Brisbane times and I can arrange allowance forms.

Thanks



Queensland
Government

Troy Mitchell
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7019 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001 / 4206002

Pz \$ 246.30

Gold Coast 14-16/04/18 Hutcheon Premiers

CHAM BA
ED.

OCG

MICHAEL

INTERVIEW

27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

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David Barbagallo
Shane Doherty
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Michelle Wellington
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Thursday 5/4

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Friday 6/4

No one stayed overnight

Saturday 7/4

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Elizabeth Sullivan
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Ian Hutcheon

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Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: _____

19/52699

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade**Financial Year:** 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ian Hutcheon, Senior Policy Advisor	Allowances Claim Commonwealth Games - G/Coast Wed 11 April - Fri 13 April 2018	\$328.60
APPROVAL TOTAL: (GST inclusive)		\$328.60 ✓

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) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 3/05/18

3/5/18

- Claims for Travel - See Overleaf

Released Under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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 11 April 2018 9:00am

Return Date & Time: Fri 13 April 2018 8:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
11/04/2018	Gold Coast	Not Claimed	Not Claimed	\$51.85	\$19.35	\$71.20
12/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
13/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
TOTAL						\$328.60

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: _____

Date: 26/4

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

Troy Mitchell

From: Ian Hutcheon
Sent: Wednesday, 18 April 2018 8:27 AM
To: Troy Mitchell
Subject: RE: Comm Games

Hi Troy

I was on the Gold Coast from the morning of 8 April to the morning of 10 April. ✓

Then lunch time 11 April to the evening of 13 April. ✓

Then lunch time 14 April to lunch time 16 April. ✓

I had taken leave on both 10 and 13 April however I ended up working on the 13th and will be reversing the leave application.

From: Troy Mitchell
Sent: Monday, 16 April 2018 1:46 PM
To: @Premiers Office <PremiersOffice@min.internal>
Subject: Comm Games

Hi all, If you stayed overnight on Gold Coast supporting the Premier during the Comm. Games can you please let me know dates and departure from and arrival back in Brisbane times and I can arrange allowance forms.

Thanks



Queensland
Government

Troy Mitchell
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7019 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001 / 4206002 PE \$ 328.60

** Gold coast 11-13/04/18 Hutcheon Premiers

CHECK BY
6D.

OCG

MICHAELS

1
MICHAELS

27/04/20

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
 Shane Doherty ✓
 Ian Hutcheon
 Jeff Sullivan
 Michelle Wellington

Thursday 12/4

Brett Murphy
 Elizabeth Sullivan
 Shane Doherty
 Jeff Sullivan ✓
 Ian Hutcheon

Friday 13/4

Brett Murphy
 Elizabeth Sullivan
 Shane Doherty ✓
 David Dwyer
 Ian Hutcheon → ended up working as per e-mail.

Saturday 14/4

Brett Murphy
 Geoff Breusch
 Ian Hutcheon
 David Dwyer

Sunday 15/4

Brett Murphy
 Geoff Breusch
 Ian Hutcheon
 David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52700

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ian Hutcheon, Senior Policy Advisor	Allowances Claim Commonwealth Games - G/Coast Sun 8 April - Tue 10 April 2018	\$276.75
APPROVAL TOTAL: (GST inclusive)		\$276.75 ✓

I certify that:

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

APPROVED: Signature _____

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

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: 3/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Sun 8 April 2018 9:00am ✓

Return Date & Time: Mon 10 April 2018 10:00am ✓

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
08/04/2018	Gold Coast	Not Claimed	\$30.45	\$51.85	\$19.35	\$101.65 ✓
09/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70 ✓
10/04/2018	Gold Coast	\$27.05	Not Claimed	Not Claimed	\$19.35	\$46.40 ✓
TOTAL						\$276.75 ✓

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: 26/4

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

Troy Mitchell

From: Ian Hutcheon
Sent: Wednesday, 18 April 2018 8:27 AM
To: Troy Mitchell
Subject: RE: Comm Games

Hi Troy

I was on the Gold Coast from the morning of 8 April to the morning of 10 April. ✓✓

Then lunch time 11 April to the evening of 13 April. ✓

Then lunch time 14 April to lunch time 16 April. ✓

I had taken leave on both 10 and 13 April however I ended up working on the 13th and will be reversing the leave application.

From: Troy Mitchell
Sent: Monday, 16 April 2018 1:46 PM
To: @Premiers Office <PremiersOffice@min.internal>
Subject: Comm Games

Hi all, If you stayed overnight on Gold Coast supporting the Premier during the Comm. Games can you please let me know dates and departure from and arrival back in Brisbane times and I can arrange allowance forms.

Thanks



Queensland
Government

Troy Mitchell
Executive Manager
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7019 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001 / 4206002

P2 \$ 276.75

* * Gold Coast 08-10/04/18 Hutcheon Premiers

CAEM B1
ED.

OCC

MICHELLE

WELLINGTON¹

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52702

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
David Lee, Policy Advisor	Allowances Claim Comm. Games Gold Coast 2-6 April 2018	\$564.60
APPROVAL TOTAL: (GST inclusive)		\$564.60

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) David Barbagallo, Chief of Staff

Date: 10/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 10/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 13/5/18

- Claims for Travel - See Overleaf

Released Under RTI - DPC

MINISTERIAL SERVICES
20 APR 2018
RECEIVED

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: Mon 2 April 2018 9:00am

Return Date & Time: Fri 6 April 2018 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	NA	\$30.45	\$51.85	\$19.35	\$101.65
03/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
04/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
05/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
06/04/2018	Gold Coast	\$27.05	\$30.45	NA	\$19.35	\$76.85
TOTAL						\$564.60

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: _____

Date: _____

17/04/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Thursday, 3 May 2018 2:28 PM
To: Julie Wise
Subject: FW: Dave - Travel Allowance

FYI.

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

From: David Lee
Sent: Tuesday, 10 April 2018 9:03 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Cc: Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>; David Barbagallo <David.Barbagallo@ministerial.qld.gov.au>
Subject: Dave - Travel Allowance

Hey Troy,

As discussed, putting these dates in writing before I forget them. Would really like them processed as I've been carrying the cost of out of pocket expenses since mid feb.

5-6 March - Gold Coast comm games advances.

21-22 March - Mackay Governing from advances

22-23 March - Gold Coast opening of the Darling

2-6 April - com games (left 6am Monday morning and returned 4pm Friday arvo for an event in Brisbane)

7-8 April - com games (left Brisbane at 2pm and returned the following day by 3pm)

9-11 April - com games (left Brisbane 5am and will return tomorrow at 8am)

I think this is everything hey can you do a reconcile for March. I think there is stuff missing.

Sorry to be a pain but money is getting tight when I travel as I lose money for out of pocket and expensive restaurants with the team

Dave

David Lee
Senior Advisor
Office of the Premier and Minister for Trade
Ph:

CHECK BY 6D. OCG & MICHELLE WELLINGTON¹
27/04/2018

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Released under RTI - DPC

526001/4206002 PZ \$560-60
** Gold Coast 2-6/04/18 Lee Premiers ✓

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52703

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
David Lee, Policy Advisor	Allowances Claim Comm. Games Gold Coast 7-8 April 2018	\$148.05
APPROVAL TOTAL: (GST inclusive)		\$148.05

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 _____

Name (please print) David Barbagallo, Chief of Staff

Date: 10/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 10/04/2018

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: 3/5/18

- Claims for Travel - See Overleaf

Please print on yellow paper

Released under RTI - DPC

MINISTERIAL SERVICES
20 APR 2018
RECEIVED

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: Sat 7 April 1:00pm

Return Date & Time: Sun 8 April 2:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
07/04/2018	Gold Coast	NA	NA	\$51.85	\$19.35	\$71.20
08/04/2018	Gold Coast	\$27.05	\$30.45	NA	\$19.35	\$76.85
TOTAL						\$148.05

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: _____

11/04/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Thursday, 3 May 2018 2:28 PM
To: Julie Wise
Subject: FW: Dave - Travel Allowance

FYI.

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

From: David Lee
Sent: Tuesday, 10 April 2018 9:03 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Cc: Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>; David Barbagallo <David.Barbagallo@ministerial.qld.gov.au>
Subject: Dave - Travel Allowance

Hey Troy,

As discussed, putting these dates in writing before I forget them. Would really like them processed as I've been carrying the cost of out of pocket expenses since mid feb.

5-6 March - Gold Coast comm games advances.

21-22 March - mackay Governing from advances

22-23 March - Gold Coast opening of the Darling

2-6 April - com games (left 6am Monday morning and returned 4pm Friday arvo for an event in Brisbane

7-8 April - com games (left Brisbane at 2pm and returned the following day by 3pm

9-11 April - com games (left Brisbane 5am and will return tomorrow at 8am)

I hunk this is everything hey can you do a reconcile for March. I hunk there is stuff missing.

Sorry to be a pain but money is getting tight when I travel as I lose money for out of pocket and expensive restaurants with the team

Dave

David Lee
Senior Advisor
Office of the Premier and Minister for Trade
Ph

CHECK BY
GD.

OCG

& MICHELLE

WELLINGTON¹

27/04/2018

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee — DIDN'T STAY THIS NIGHT.
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

526001/4206002 PZ \$148-05
* * Gold Coast 7-8/04/18 Lee Premiers

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52704

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
David Lee, Policy Advisor	Allowances Claim Comm. Games Gold Coast 9-10 April 2018	\$257.40
APPROVAL TOTAL: (GST inclusive)		\$257.40

I certify that:

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

APPROVED: Signature _____

Name (please print) David Barbagallo, Chief of Staff Date: 10/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 10/04/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 03/5/18 _____

- Claims for Travel - See Overleaf

Please print on yellow paper

Released under RTI - DPC

MINISTERIAL SERVICES
20 APR 2018
RECEIVED

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: Mon 9 April 5:00am

Return Date & Time: Tue 10 April 2018 10:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
09/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
10/04/2018	Gold Coast	\$27.05	\$30.45	\$51.85	\$19.35	\$128.70
TOTAL						\$257.40

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;
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- 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: 11/04/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Thursday, 3 May 2018 2:28 PM
To: Julie Wise
Subject: FW: Dave - Travel Allowance

FYI.

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

From: David Lee
Sent: Tuesday, 10 April 2018 9:03 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Cc: Denise Spinks <Denise.Spinks@ministerial.qld.gov.au>; David Barbagallo <David.Barbagallo@ministerial.qld.gov.au>
Subject: Dave - Travel Allowance

Hey Troy,

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5-6 March - Gold Coast comm games advances.

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22-23 March - Gold Coast opening of the Darling

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I hunk this is everything hey can you do a reconcile for March. I hunk there is stuff missing.

Sorry to be a pain but money is getting tight when I travel as I lose money for out of pocket and expensive restaurants with the team

Dave

David Lee
Senior Advisor
Office of the Premier and Minister for Trade
Ph:

LAUREN B1
GD.

OCV

& MICHELLE

WELLINGTON

27/04/2018

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

526001/4206002 P2 #257-40
** Gold Coast 9-10/4/18 Lee Premiers

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Miss Underwood requested 2/5/18

Department of the Premier and Cabinet

Document Number: 19/52705

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Liz Sullivan, Senior Policy Advisor (6158545)	Allowances Claim Commonwealth Games - G/Coast Thur 12 April - Sat 14 April 2018	\$170.80
APPROVAL TOTAL: (GST inclusive)		\$170.80

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) Denise Spinks, A/Chief of Staff Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 30/04/2018

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: 3/5/18 2/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Thu 12 April 2018 7:00am

Return Date & Time: Sat 14 April 2018 10:00am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
12/04/2018	Gold Coast	Not Claimed	\$30.45	\$51.85	\$19.35	\$101.65
13/04/2018	Gold Coast	Not Claimed	\$30.45	Not Claimed	\$19.35	\$49.80
14/04/2018	Gold Coast	Not Claimed	Not Claimed	Not Claimed	\$19.35	\$19.35
TOTAL						\$170.80

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: 16.4.18

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

Troy Mitchell

From: Elizabeth Sullivan
Sent: Monday, 16 April 2018 1:57 PM
To: Troy Mitchell
Subject: RE: Comm Games

Hi Troy

Departed Brisbane by car 7 am Thursday 12 April. OVERNIGHT

Friday 13 April OVERNIGHT (breakfast and dinner provided)

Saturday 14 April departed Gold Coast by car 0830 am (breakfast provided)

Regards

E

Elizabeth Sullivan

Senior Policy Advisor (Trade & Investment)

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for Trade



P 07 3719 7000 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

**Queensland
Government**

From: Troy Mitchell

Sent: Monday, 16 April 2018 1:46 PM

To: @Premiers Office <PremiersOffice@min.internal>

Subject: Comm Games

Hi all, If you stayed overnight on Gold Coast supporting the Premier during the Comm. Games can you please let me know dates and departure from and arrival back in Brisbane times and I can arrange allowance forms.

Thanks



Troy Mitchell

Executive Manager

Office of the Hon. Anastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7019 M [redacted]
1 William Street Brisbane QLD 4000
PO Box 15185 City East QLD 4002

**Queensland
Government**

526001/4206002 PZ \$170-80
** Gold Coast 12-14/04/18 Sullivan Premier.

CHECK BY
ED.

OCC

MICHELLE

WELINGTON¹

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52712

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Susan McGrady, Principal Policy Advisor (6112955)	Allowances Claim Gold Coast Event 22-23 March 2018	\$82.35
APPROVAL TOTAL: (GST inclusive)		\$82.35

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.

APPROVED: Signature _____

Name (please print) Denise Spinks, A/Chief of Staff

Date: 30/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 30/04/2018

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: 3/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
30 APR 2018
RECEIVED

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: Thur 22 March 2018 4:30pm Return Date & Time: Fri 23 March 2018 10:40am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
22/03/2018	Gold Coast	NA	NA	Not Claimed	\$27.65 ✓	\$27.65 ✓
23/03/2018	Gold Coast	\$27.05 29.45	Not Claimed	Not Claimed	\$27.65 ✓	\$54.70 57-10
TOTAL						\$82.35 \$84.75 ✓

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: 27/04/18 ✓

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

Tax Invoice

To **McGrady, Susan**
 Company Ministerial Services Branch
 Booking ID 1788199

Invoice Date 26 March 2018
 Invoice No. 31178819901
 eInvoice No. 8819901

BOOKING DETAILS			
Traveller Name	McGrady, Susan	Booker Name	Mitchell, Troy
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	PREMIER-2017 / PREMIER-2017	Custom Data Field	
Cost Centre Code / Name	4206003 / PREMIER-2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 22/03/2018	Average Rate	AUD 237.95
Departure Date	Friday 23/03/2018	Total Room Cost	AUD 237.95
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00
Room Type	Superior Room	Merchant Fee	AUD 7.33
Special Handling Note		GST included in this invoice	AUD 22.30
Other Note		TOTAL	AUD 245.28

HOTEL DETAILS	
Hotel	The Star Gold Coast
Address	Casino Drive Broadbeach Gold Coast QLD 4218
Country	Australia

Released Under FOI

526001/4206002 P2 ~~\$2135~~ ⁸⁴⁻⁷⁵ ✓
 ** Gold Coast 22-23/03/18 McGrady Premiers ✓

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



Hotel Booking Confirmation

To	McGrady, Susan
Company	QTravel
Subject	The Lido Group: Booking 1788199 - McGrady / Susan Ms - Thu 22 Mar 18

From	The Lido Group
Phone	1300 368 145 press 1 for CTM and 2 for Lido
Email	govt@lido.com.au
Date/Time	Thursday 22/03/2018 03:45 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	McGrady, Susan	Booker Name	Mitchell, Troy
Accompanying Guest(s)		Booking Source	The Lido Group
Lido Booking ID	1788199	Booking Date/Time	Thursday 22/03/2018 03:45 PM
Hotel Confirmation #	Naomi	Hotel Confirmed by	Naomi

STAY DETAILS			
Arrival Date	Thu 22 Mar 18	Average Rate (inc. GST)	AUD 237.95
Departure Date	Fri 23 Mar 18	Room Type	Superior Room
# Nights	1	Merchant Fee (inc. GST)	AUD 7.33
# Rooms	1	GST	AUD 22.30
		TOTAL	AUD 245.28

HOTEL DETAILS	
Hotel	The Star Gold Coast
Address	Casino Drive Broadbeach Gold Coast QLD 4218
Country	Australia
Phone	07 5592 8130
Star Rating	5
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	

Released under RTI - DPC

POSTAL SERVICES
- 4 MAY 2018
RECEIVED

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: Mon 2 April 2018 11:00am

Return Date & Time: Tues 3 April 2018 3:30pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	Not Claimed	\$41.70	\$58.35	\$27.65	\$127.70
03/04/2018	Gold Coast	\$29.45	\$41.70	Not Claimed	\$27.65	\$98.80
TOTAL						\$226.50

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: _____

30/4/18

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

Troy Mitchell

From: Geoff Breusch
Sent: Monday, 16 April 2018 1:41 PM
To: Troy Mitchell
Subject: GC 2018 Travel

✓ 1)
Monday 2 April Leave Brisbane 11.00am
Overnight Sea World Nara

Tuesday 3 April Arrive Brisbane 3.30pm
NO MEALS PROVIDED

✓ 2)
Sunday 8 April Leave Brisbane 5.00am
Overnight Sea World Nara

Monday 9 April
Overnight Sea World Nara

Tuesday 10 April Arrive Brisbane 12.30pm
NO MEALS PROVIDED

3)
Saturday 14 April Leave Brisbane 3.00pm
Overnight Sea World Nara

Sunday 15 April
Overnight Sea World Nara

Monday 16 April arrive Brisbane 1.00pm
NO MEALS PROVIDED



**Queensland
Government**

Geoff Breusch
Principal Media Advisor
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade

P 07 3719 7024 M [redacted]
1 William Street Brisbane QLD 4000 GPO Box 149 Brisbane QLD 4001

526001/4206002 P2 \$ 226-50 ✓
* Gold Coast 2-3/04/18 Breusch Premiers ✓

CHECK BY
ED.

OCG

MICHENS

INTERVIEW¹

27/04/2012

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

~~David Lee~~
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52720

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon. Anastacia Palaszczuk MP	Allowances Claim Commonwealth Games - G/Coast Mon 2 April - Fri 6 April 2018	\$344.80
APPROVAL TOTAL: (GST inclusive)		\$344.80

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) David Barbagallo, Chief of Staff Date: 17/04/2018PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 17/04/2018Phone 07 3719 7019**MINISTERIAL SERVICES OFFICER:**

I certify that:

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

Signature: _____

Date: 14/5/18 4/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
20 APR 2018
RECEIVED

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: Mon 2 April 2018 1:30pm

Return Date & Time: Fri 6 April 2018 8:30am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	N/A	N/A	\$68.85 ✓	\$27.65 ✓	\$96.50
03/04/2018	Gold Coast	Not Claimed	Not Claimed	Not Claimed	\$27.65 ✓	\$27.65
04/04/2018	Gold Coast	Not Claimed	Not Claimed	\$68.85 ✓	\$27.65 ✓	\$96.50
05/04/2018	Gold Coast	Not Claimed	Not Claimed	\$68.85 ✓	\$27.65 ✓	\$96.50
06/04/2018	Gold Coast	Not Claimed	Not Claimed	Not Claimed	\$27.65 ✓	\$27.65
TOTAL						\$344.80 ✓

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: _____

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

Troy Mitchell

Subject: TRAVEL TIME
Location: GOLD COAST - Sheraton Hotel

Start: Mon 2/04/2018 1:30 PM
End: Mon 2/04/2018 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Annastacia Palaszczuk

Required Attendees: External - Inala Electorate Office; Premier Security; Jeffrey Sullivan

Optional Attendees: Tristan Douglas; Jack Tran; David Lee

Categories: Travel

Released under RTI/DPC

526001/4206001 PZ #344-80
** Gold Coast 2-6/04/18 Palaszczuk Premis ✓

Troy Mitchell

Subject: Depart Gold Coast for 1 William Street

Start: Fri 6/04/2018 6:30 AM
End: Fri 6/04/2018 8:30 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Annastacia Palaszczuk
Required Attendees: External - Inala Electorate Office; Premier Security; Jeffrey Sullivan; @Premiers Media; David Dwyer
Optional Attendees: Tristan Douglas; Jack Tran; David Lee; Michelle Wellington; Keryn Manifold; Susan McGrady; Shane Doherty; Wendy Bourne; David Barbagallo; Maddy West; Donna O'Donoghue; Geoff Breusch

Categories: Travel

Released under RTI-DPC

Department of the Premier and Cabinet

Document Number: 19/52721

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Hon. Annastacia Palaszczuk MP	Allowances Claim Commonwealth Games – G/Coast Sat 7 April – Mon 16 April 2018	\$1083.20
APPROVAL TOTAL: (GST inclusive)		\$1083.20

I certify that:

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

APPROVED: Signature _____

Name (please print) David Barbagallo, Chief of Staff

Date: 17/04/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 17/04/2018

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: 4/5/18

- Claims for Travel - See Overleaf

Held awaiting invoices/drawing pages. pm.
4/5/18 Chris confirmed OK to pay on these pages 

Released under RTI - DPC

MINISTERIAL SERVICES
20 APR 2018
RECEIVED

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: Sat 7 April 2018 1:45pm

Return Date & Time: Mon 16 April 2018 11.45am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
07/04/2018	Gold Coast	N/A	N/A	Not Claimed	\$27.65 ✓	\$27.65 ✓
08/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
09/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
10/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	Not Claimed	\$27.65 ✓	\$76.85 ✓
11/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
12/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
13/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	Not Claimed	\$27.65 ✓	\$76.85 ✓
14/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
15/04/2018	Gold Coast	Not Claimed	\$49.20 ✓	\$68.85 ✓	\$27.65 ✓	\$145.70 ✓
16/04/2018	Gold Coast	Not Claimed	Not Claimed	Not Claimed	\$27.65 ✓	\$27.65 ✓
TOTAL						\$1083.20 ✓

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: _____

Date: 19. 4. 18 ✓

Troy Mitchell

Subject: Travel Time
Location: Main Beach
Start: Sat 7/04/2018 3:15 PM
End: Sat 7/04/2018 5:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Annastacia Palaszczuk
Required Attendees: Jeffrey Sullivan; Premier Security; External - Inala Electorate Office; David Lee; Maddy West; Jack Tran; Tristan Douglas; Denise Spinks
Categories: Travel

Released under RTI/DPC

526001/4206001 P2 \$1083-20
** Gold Coast 7-16/04/18 Palaszczuk Premis

Troy Mitchell

Subject: Travel to Brisbane
Location: Office

Start: Mon 16/04/2018 10:45 AM
End: Mon 16/04/2018 11:45 AM
Show Time As: Out of Office

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 7:00 AM to 7:15 AM effective 11/05/2015. (UTC+10:00)
Brisbane

Meeting Status: Meeting organizer

Organizer: Annastacia Palaszczuk
Required Attendees: Premier Security; External - Inala Electorate Office; Brett Murphy
Optional Attendees: David Lee; Jeffrey Sullivan; Jack Tran; Tristan Douglas; Maddy West

Categories: Travel

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52757

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade**Financial Year:** 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Susan McGrady, Principal Media Advisor (6112955)	Allowances Claim Commonwealth Games - G/Coast Mon 2 April - Tue 3 April 2018	\$226.50
APPROVAL TOTAL: (GST inclusive)		\$226.50 ✓

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) Denise Spinks, A/Chief of Staff

Date: 03/05/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 03/05/2018

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: 09/05/18 9/5/18

- Claims for Travel - See Overleaf

Please print on yellow paper

via 1009 advised to contact the firm of [redacted] in [redacted] of [redacted] [redacted]

for this [redacted]

09/05/78 - Susan in travel info received [redacted]

MINISTERIAL SERVICES
4 MAY 1978
[redacted]

Released under RTI - DPC

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: Thurs 2 April 2018 11:00am

Return Date & Time: Fri 3 April 2018 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	Not Claimed	\$41.70	\$58.35	\$27.65	\$127.70
03/04/2018	Gold Coast	\$29.45	\$41.70	Not Claimed	\$27.65	\$98.80
TOTAL						\$226.50

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: 3/05/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Wednesday, 9 May 2018 10:18 AM
To: Julie Wise
Subject: FW: Comm Games travel

As discussed. Thanks Troy

From: Susan McGrady
Sent: Wednesday, 9 May 2018 10:15 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Subject: Comm Games travel

Hi Troy

My Comm Games travel was as follows:

- Departed Brisbane 11:00am Monday 2 April – Returned to Brisbane 6:00pm Tuesday
- Departed Brisbane 11:00am Thursday 5 April – Returned to Brisbane 6:00pm Friday

Kind regards
Susan

Sent from my iPhone

526001 / 420002 P2 \$220.50 ✓
** GOLD COAST 02-03/04/18 MCGRADY MEMBERS ✓

Week 01 OCG & MICHELLE WHELAN¹
6D. 27/04/2018

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: _____

19/52758

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Susan McGrady, Principal Media Advisor (6112955)	Allowances Claim Commonwealth Games - G/Coast Thurs 5 April - Fri 6 April 2018	\$226.50
APPROVAL TOTAL: (GST inclusive)		\$226.50

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) Denise Spinks, A/Chief of Staff

Date: 03/05/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 03/05/2018

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: 09/05/18

- Claims for Travel - See Overleaf

04/05/18 June - Susan requested 1 copy for the schedule of Susan's meetings. JTPY will ~~provide~~
Susan and email it to us. [redacted]
09/05/18 - Susan M travel info received @

MINISTERIAL SERVICES
- 4 MAY 2018
RECEIVED

Released under RTI - DPC

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: Thurs 5 April 2018 11:00am Return Date & Time: Fri 6 April 2018 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
05/04/2018	Gold Coast	Not Claimed	\$41.70	\$58.35	\$27.65	\$127.70
06/04/2018	Gold Coast	\$29.45	\$41.70	Not Claimed	\$27.65	\$98.80
TOTAL						\$226.50

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: 3/05/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Wednesday, 9 May 2018 10:18 AM
To: Julie Wise
Subject: FW: Comm Games travel

As discussed. Thanks Troy

From: Susan McGrady
Sent: Wednesday, 9 May 2018 10:15 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Subject: Comm Games travel

Hi Troy

My Comm Games travel was as follows:

- Departed Brisbane 11:00am Monday 2 April – Returned to Brisbane 6:00pm Tuesday
- Departed Brisbane 11:00am Thursday 5 April – Returned to Brisbane 6:00pm Friday

Kind regards
Susan

Sent from my iPhone

✓
526001 / 4256002 PZ \$226.50 ✓

✓
**GWD COST 05-06/04/18 MCGRADY PREMIUMS ✓

Week 81 OCG
6D. & MILAGRO WHELAN¹
27/04/2008

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52772

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Shane Doherty, DCOS, Media 6158515	Allowances Claim Commonwealth Games – G/Coast Tues 10 April – Sat 14 April 2018	\$697.95
APPROVAL TOTAL: (GST inclusive)		\$697.95 ✓

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) Denise Spinks, A/Chief of Staff

Date: 03/05/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager

Date: 03/05/2018

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: _____

9/5/18

9/5/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
- 4 MAY 2018
RECEIVED

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: Tues 10 April 2018 11:00am

Return Date & Time: Sat 14 April 2018 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/04/2018 ✓	Gold Coast ✓	Not Claimed	\$41.70 ✓	\$58.35 ✓	\$27.65 ✓	\$127.70 ✓
11/04/2018 ✓	Gold Coast ✓	\$29.45	\$41.70 ✓	\$58.35	\$27.65	\$157.15 ✓
12/04/2018 ✓	Gold Coast ✓	\$29.45	\$41.70 ✓	\$58.35	\$27.65	\$157.15 ✓
13/04/2018 ✓	Gold Coast ✓	\$29.45	\$41.70 ✓	\$58.35	\$27.65	\$157.15 ✓
14/04/2018 ✓	Gold Coast ✓	\$29.45	\$41.70 ✓	NOT CLAIMED	\$27.65	\$98.80 ✓
TOTAL						\$697.95 ✓

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: 3/5/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Wednesday, 9 May 2018 10:04 AM
To: Julie Wise
Subject: FW: com games travel

Hi Julie, As discussed. Will have susan's to you shortly. Thanks Troy

From: Shane Doherty
Sent: Wednesday, 9 May 2018 10:03 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Subject: com games travel

My Comm Games travel was as follows

- Departed Brisbane 11:00am Tuesday 3 April - Returned to Brisbane 6:00pm Wednesday 4 April
- Departed Brisbane 11:00am Tuesday 10 April - Returned to Brisbane 6:00pm Saturday 14 April



Shane Doherty
Deputy Chief of Staff – Communications and Engagement
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7041 M [REDACTED]
1 William Street, Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001 / 4206002 PZ \$ 697.95

** Gold Coast 10-14/04/18 Doherty Premiers

CAEM B1 OCG & MICHAEL ¹ WHELAN
ED. 27/04/2008

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

David Lee
Jeff Sullivan

Sunday 8/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Monday 9/4

David Lee
Geoff Breusch
Ian Hutcheon
Jeff Sullivan

Tuesday 10/4

Brett Murphy ✓
Shane Doherty
Jeff Sullivan

Wednesday 11/4

Brett Murphy
Shane Doherty ✓
Ian Hutcheon
Jeff Sullivan
Michelle Wellington

Thursday 12/4

Brett Murphy
Elizabeth Sullivan ✓
Shane Doherty
Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan ✓
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52773

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Shane Doherty, DCOS, Media (6158515)	Allowances Claim Commonwealth Games – G/Coast Tues 3 April – Wed 4 April 2018	\$226.50
APPROVAL TOTAL: (GST inclusive)		\$226.50 ✓

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) Denise Spinks, A/Chief of Staff Date: 03/05/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 03/05/2018
 Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____
 Date: 3/5/18 03/5/18

• Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
- 4 MAY 2018
RECEIVED

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.
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- 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: Tues 3 April 2018 11:00am

Return Date & Time: Wed 4 April 2018 6:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
03/04/2018	Gold Coast	Not Claimed	\$41.70	\$58.35	\$27.65	\$127.70
04/04/2018	Gold Coast	\$29.45	\$41.70	Not Claimed	\$27.65	\$98.80
TOTAL						\$226.50

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
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- I have not previously claimed any meal expenses for the above period;
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Signature: _____

Date: 3/5/18

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

Julie Wise

From: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Sent: Wednesday, 9 May 2018 10:04 AM
To: Julie Wise
Subject: FW: com games travel

Hi Julie, As discussed. Will have susan's to you shortly. Thanks Troy

From: Shane Doherty
Sent: Wednesday, 9 May 2018 10:03 AM
To: Troy Mitchell <Troy.Mitchell@ministerial.qld.gov.au>
Subject: com games travel

My Comm Games travel was as follows

- Departed Brisbane 11:00am Tuesday 3 April - Returned to Brisbane 6:00pm Wednesday 4 April
- Departed Brisbane 11:00am Tuesday 10 April - Returned to Brisbane 6:00pm Saturday 14 April



Queensland
Government

Shane Doherty
Deputy Chief of Staff – Communications and Engagement
Office of the Hon. Anastacia Palaszczuk MP
Premier of Queensland and Minister for Trade
P 07 3719 7041 M [REDACTED]
1 William Street, Brisbane QLD 4000
PO Box 15185 City East QLD 4002

526001/4206002 PZ \$ 226.50

** Gold Coast 03-04/04/18 Doherty Premiers ✓

CHECK BY
ED.

OCG

& MICHELLE

WELLINGTON

27/04/2011

Commonwealth Games - Overnight accommodation

Monday 2/4

David Lee
Susan McGrady
Geoff Breusch
Jeff Sullivan

Tuesday 3/4

David Lee
David Barbagallo
Shane Doherty ✓
Jeff Sullivan

Wednesday 4/4

David Lee
Michelle Wellington
Peter Nibbs
Jeff Sullivan

Thursday 5/4

David Lee
Susan McGrady
Peter Nibbs
Jeff Sullivan

Friday 6/4

No one stayed overnight

Saturday 7/4

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Sunday 8/4

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Geoff Breusch
Ian Hutcheon
Jeff Sullivan

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Geoff Breusch
Ian Hutcheon
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Jeff Sullivan

Wednesday 11/4

Brett Murphy
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Elizabeth Sullivan
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Jeff Sullivan
Ian Hutcheon

Friday 13/4

Brett Murphy
Elizabeth Sullivan
Shane Doherty
David Dwyer

Saturday 14/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Sunday 15/4

Brett Murphy
Geoff Breusch
Ian Hutcheon
David Dwyer

Released under RTI - DPC

DEPARTMENT OF THE PREMIER AND CABINET

DOCUMENT NUMBER: 17/52836

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **LOCAL GOVERNMENT**

Financial Year: 2017/18

Urgent payment required by: / /

Return Cheque to: EFT Phone: _____

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
AMEX 6007735 STATEMENT DATE 29.04.2018 ✓ REF: <input type="text"/> ✓ LOCAL GOVERNMENT 2017 BTA ✓ APRIL 2018	APRIL 2018 BTA	\$ 245.28
APPROVAL TOTAL: (GST inclusive)		\$ 245.28 ✓

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) REFER TO ATTACHED Date: _____

PREPARED BY: Name (please print) Jesus Beltran Date: 17/05/2018
 Phone #39075

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: 17/5/18 18/5/18

AP	HDR	4	1042	29.04.2018	18.05.2018	KR	AUD	59106081005/0418	LOCAL GOVERNMENT	11	SSA/PL/LOAD	Vendor/Cust
**	ITM	4	GL Account	CostCentre	ProfitCentre	InternsOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP	ITM	4	526005	4206151	4200				24528	CR	*3760 591060 81005 BTA Apr 18 LOCAL GOVT - 2017	17.05.2018
GL	ITM	4	526009	4206151				PG	237.95	DR	AC Hinchliffe/S 12-13/4/18 The Star Gold Coast	
GL	ITM	4						PG	7.33	DR	Hinchliffe/S 12-13/4/18 The Star Gold Coast Mer/Fee	

Released under RTI - DPC

018518

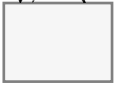
** [redacted] BTA Apr 18 LOCAL GOVT - 2017
AC Hinchliffe/S 12-13/4/18 The Star Gold Coast ✓
Hinchliffe/S 12-13/4/18 The Star Gold Coast Mer/Fee ✓
**** TOTAL ****

4200

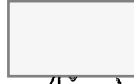
526005 ✓ 4206151 ✓
526009 ✓ 4206151 ✓

PG ✓ 245.28 CR ✓
PG ✓ 237.95 DR ✓
7.33 DR ✓
245.28 ✓

Prepared by:



17/5/18



18/5/18

Released under RTI - DPC

Amex Business Travel Account

Account Name:	LOCAL GOVERNMENT-2017	Statement Date:	29-Apr-2018
Account Number:		Total Amount Due:	\$245.28

THIS ACCOUNT MUST BE
RETURNED TO MSB BY
15/05/2018
TO AVOID LATE FEES

- I certify that:
- all transactions appearing on the BTA are for official purposes, 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
15 / 5 / 18

EXPENDITURE OF \$.....**245.28**..... IS APPROVED.
IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES.
.....
MINISTER OR CHIEF OF STAFF
15 / 5 / 18

Released under RTI - DPC

MINISTERIAL SERVICES
17 MAY 2018
RECEIVED



American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER AND CABINET
PO BOX 15185
CITY EAST
AUSTRALIA
4002

Account Name: LOCAL GOVERNMENT 2017
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: 29 Apr 2018

Account Summary

Previous Balance (\$)	New Payments (\$)	New Credits (\$)	New Debits (\$)	Total Balance Due (\$)
3,317.54	(3,317.54)	0.00	245.28	245.28

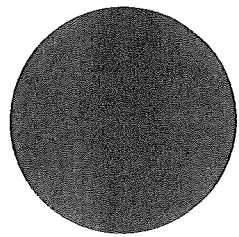
Spend by Top 5 Air Markets*

* Top 5 Air Markets are non-directional

Market	# Of Flights	Total Cost
1		
2		
3		
4		
5		

Spend by Top 5 Vendors**

** Net Activity greater than \$0.00 displayed



■ LIDO GROUP PTY LTD-ST

BTA Statement Contents

Account Balance Ageing.....	2
New Debits.....	3
Cleared Transactions.....	4
Reconciliation Advice.....	5

Thank you for using American Express. Please pay your account immediately. Please return your payment with remittance advice to: American Express Australia Ltd, GPO Box 3928, Sydney 2001 or bta.aust.payments@aexp.com
If you cannot pay your account in full, please contact us immediately on 1300 655 354 or email bta.client.services@aexp.com



American Express Business Travel Account Statement

Account Name: LOCAL GOVERNMENT 2017
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 29 Apr 2018

Account Balance Ageing

Total New Payments/Credits (Unallocated)	0.00
Total New Debits	245.28
Overdue Balance - Mar 2018	0.00
Overdue Balance - Feb 2018	0.00
Overdue Balance - Jan 2018	0.00
Overdue Balance - Dec 2017	0.00
Overdue Balance - Nov 2017	0.00
6 Months & More	0.00
TOTAL BALANCE DUE	\$ 245.28

Released Under RTI - DPC



American Express Business Travel Account Statement

Account Name: LOCAL GOVERNMENT 2017
Travel Office: CORP TRVL MGMT-52005000895

Account Number [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 29 Apr 2018

New Debits

Stmnt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
18107 00001 9669301	THE LIDO GR* 42006862991 IN 12/04/18, OUT 13/04/*	HINCHLIFFE/STIRLIN ACCOM	16/04/2018 12/04/2018	The Star Gol d Coast	Genevieve/Newton	LOCAL GOVERNMENT 20* 4206153	222.98 22.30	245.28
Total New Debits							222.98 22.30	245.28

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

Released under RTI - DPC



American Express Business Travel Account Statement

Account Name: LOCAL GOVERNMENT 2017
Travel Office: CORP TRVL MGMT-52005000895

Account Number:
Travel Office Phone No.:
Statement Date: 29 Apr 2018

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.

Ministerial Services

Office: LOCAL GOVERNMENT

Attention: Genevieve Newton

From: Jesus Beltran

Ph: 3003 9075

Subject: AMERICAN EXPRESS
BUSINESS TRAVEL ACCOUNT (BTA). Statement Date: 24th/29th April 2018

Date: 03 May 2018

Please find attached the BTA statement and approval sheet for the month ending 24/04/2018 or 29/04/2018. In relation to this statement the following action is required:

- Verify the BTA as per procedures outlined in the Queensland Ministerial Handbook Section 4.13.6;
- If you detect any incorrect charges on this Statement contact Ministerial Services immediately;
- Total the transactions to be paid and write the amount at *EXPENDITURE* \$..... on the approval sheet; and
- Have the Minister approve the payment by signing the front sheet of the account.

Please return the BTA to Ministerial Services by Tuesday the 15th May 2018.

- The officer responsible for checking the BTA is to complete a certification on the front of the BTA. The certification will be as follows:

I certify that:

- All transactions appearing on the BTA are for official purposes, 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.

This certification requires no additional work by the BTA checking officer, it merely formalises the process that is already carried out but will assist in satisfying audit requirements.

Note: In the absence of the Minister, the Director for Ministerial Services can approve payment of the BTA. Please attach a Complimentary slip requesting the Director to sign on behalf of the Minister and provide a reason why this could not be signed by the Minister, for example, Minister on leave. The BTA will be returned to the Ministerial Office for the Minister's signature after payment.

- The BTA Statement details should be checked for correctness. If travel details are not correct, please make a note on the BTA Statement. This will assist in processing the relevant travel details.
- Also, it is suggested that a member of your Office (eg. Chauffeur), hand delivers the completed BTA to Ministerial Services rather than using the internal mail system to ensure prompt delivery of the Statement.
- It is important that you indicate on the BTA Statement, if any of the travel flights listed were not flown. Also, to advise when you are re-booking travel using existing flight credits.

Reminder: Flight Credits held should be used at your earliest opportunity.

If you have any queries arising from the BTA, please don't hesitate to contact me on 3003 9075.

Jesus Beltran
Finance Officer
Ministerial Services

Tax Invoice

To **Hinchliffe, Stirling**
 Company **Ministerial Services Branch**
 Booking ID **1796693**

Invoice Date **16 April 2018**
 Invoice No. **31179669301**
 eInvoice No. **9669301**

BOOKING DETAILS			
Traveller Name	Hinchliffe, Stirling	Booker Name	Newton, Genevieve
Accompanying Guest(s)		Booking Source	The Lido Group
Division Code / Name	LOCAL GOVERNMENT 2017 / LOCAL GOVERNMENT 2017	Custom Data Field	
Cost Centre Code / Name	4206153 / LOCAL GOVERNMENT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Thursday 12/04/2018	Average Rate	AUD 237.95
Departure Date	Friday 13/04/2018	Total Room Cost	AUD 237.95
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidentals Cost	AUD 0.00
Room Type	Superior Deluxe Room	Merchant Fee	AUD 7.33
Special Handling Note		GST included in this invoice	AUD 22.30
Other Note		TOTAL	AUD 245.28

HOTEL DETAILS	
Hotel	The Star Gold Coast
Address	Casino Drive Broadbeach Gold Coast QLD 4218
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: 19/52844

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Cab charge	Cab charge 2018-04	\$1306.62
APPROVAL TOTAL: (GST inclusive)		\$1306.62

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

Troy Mitchell, Exec Manager
Name (please print) – ~~Hon. Anastacia Poljak MP~~ Date: 17/05/2018

PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 17/05/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature:

Date:

17/05/1818/5/18

CABCHARGE AUSTRALIA LIMITED

ABN 99 001 958 390
 52 -162 Riley Street, East Sydney NSW 2010
 P.O BOX 600, Paddington NSW 2021
 Telephone: 1800 652 229 or (02) 9332 9222
 statements@cabcharge.com.au • www.cabcharge.com.au



Tax Invoice Statement

MIN SVS-OFFICE OF PREMIER & MIN FOR
 TRADE
 ATTN JULIE WISE - MINISTERIAL SRVS
 PO BOX 15185
 CITY EAST QLD 4002

Account No. 01587931 **Invoice No.** 01587931P1804 ✓
This Period \$1,306.62 **Due Date** 21 May 18
No of Trips 30 **Date Issued** 23 Apr 18 ✓
Statement Period 2018 - 04
From 26 Mar 18 **To** 22 Apr 18

NSW and NT Government Levies

Please note that as of 1 Feb 18 the New South Wales and Northern Territory Governments have introduced a passenger service levy for booked and hailed services. The Levy for NSW is \$1.10 (inc. GST) whilst the NT Levy is \$1.00 (inc. GST) when applied to taxi, rideshare and hire car fares.

On your statement, the NSW and NT Government Levies are included in the "Taxi Fare inc GST".

SA Government Levy

The South Australian Government Levy of \$1.00 will continue to be displayed in the "Govt Levy" column as this does not attract GST.

For EFT payment please include your Invoice No. 01587931P1804 in the reference field.

Previous Period	
Previous Balance	1,554.50
Payment Received	(774.24)
Credit Adjustment	(0.00)
Debit Adjustment	0.00
Balance Brought Forward	\$780.26

This Period	
Taxi Fare (inc GST of \$112.10)	1,233.30
Govt Levy.	0.00
Service Fee	61.71
Account Keeping Fee	0.00
Overdue Payment Fee	11.61
This Period Total	\$1,306.62 ✓

Total Due \$2,086.88

Payment Options:

Direct Debit
 To set up a direct debit on your bank account or credit card please call us on 1800 652 229 or email statements@cabcharge.com.au

NEW BANK ACCOUNT DETAILS - Electronic Fund Transfer (EFT)
 Transfer to: Westpac, BSB: 032 006 Account No.: 611802
 Please include your Invoice No. in the reference field.
 Email: remittance@cabcharge.com.au

Credit Card
 To pay by VISA, MasterCard, AMEX or JCB, please visit www.cabcharge.com.au/onlinepayment



Remittance Advice

Account No. 01587931 **Invoice No.** 01587931P1804
Previous Period \$1,554.50 **This Period** \$1,306.62
Total Due \$2,086.88 **Due Date** 21 May 18

525912/4206002 PA \$1233-30 ✓
 525012/4206002 PF \$ 61-71 ✓
 525012/4206002 PF, \$ 11-61 Latel ✓
 \$1306-62 ✓

MIN SVS-OFFICE OF PREMIER & MIN FOR

eTICKET Transactions (Electronic)

Seq No.	Date	Time	Taxi Fare Inc GST	Govt Levy	Service Fee	TOTAL
s.73 Not Relevant						
113 ✓	03/04/18	11:38:12	\$14.70	-	\$0.74	\$15.44
OFFICE to THE SPIT - Taxi: 759 - RRN: 87107 - GOLD COAST CABS						GST inc in Total \$1.34
114 ✓	03/04/18	10:41:59	\$33.60	-	\$1.68	\$35.28
BROADBEACH to BROADBEACH - Taxi: 188 - ABN: 59801315740 - RRN: 38086 - GOLD COAST CABS						GST inc in Total \$3.05
115 ✓	05/04/18	11:13:23	\$27.50	-	\$1.38	\$28.88
THE SPIT to BROADBEACH - Taxi: 083 - RRN: 75557 - GOLD COAST CABS						GST inc in Total \$2.50
116 ✓	05/04/18	13:10:23	\$63.80	-	\$3.19	\$66.99
BROADBEACH to GAVEN - Taxi: 029 - RRN: 76903 - GOLD COAST CABS						GST inc in Total \$5.80
126 ✓	04/04/18	07:57:38	\$27.80	-	\$1.39	\$29.19
THE SPIT to BROADBEACH - Taxi: 518 - ABN: 64171566266 - RRN: 49732 - GOLD COAST CABS						GST inc in Total \$2.53
127 ✓	04/04/18	10:43:11	\$28.90	-	\$1.45	\$30.35
BROADBEACH to THE SPIT - Taxi: 230 - RRN: 41339 - GOLD COAST CABS						GST inc in Total \$2.63
128 ✓	04/04/18	22:18:45	\$9.50	-	\$0.48	\$9.98
THE SPIT to MAIN BEACH - Taxi: 172 - ABN: 64513494045 - RRN: 81111 - GOLD COAST CABS						GST inc in Total \$0.86
129 ✓	05/04/18	13:43:18	\$51.80	-	\$2.59	\$54.39
SUBURBS to SUBURBS - Taxi: 927 - RRN: 63781 - GOLD COAST CABS						GST inc in Total \$4.71
131 ✓	06/04/18	16:09:44	\$55.35	-	\$2.77	\$58.12
BRISBANE ARPT to ASHGROVE - Taxi: 1921 - ABN: 52457820526 - RRN: 76129 - BLACK & WHITE CABS BRISBANE						GST inc in Total \$5.03
132	05/04/18	06:34:13	\$55.70	-	\$2.79	\$58.49
ASHGROVE to BRISBANE ARPT - Taxi: 989 - ABN: 46389939518 - RRN: 118372 - EFTPOS YELLOW CABS QLD						GST inc in Total \$5.06
139 ✓	13/04/18	22:14:35	\$33.40	-	\$1.67	\$35.07
BROADBEACH to THE SPIT - Taxi: 121 - RRN: 83643 - GOLD COAST CABS						GST inc in Total \$3.04

APR

Sequence Number	Staff Member	Reason
s.73 Not Relevant		
113	David Barbagallo	Comm Games – Broadbeach to the Spit
114	David Barbagallo	Comm Games - Broadbeach to Broadbeach
115	Peter Nibbs	Comm Games – Spit to Broadbeach
116	Peter Nibbs	Comm Games - Broadbeach to Gaven
126	David Barbagallo	Comm Games – The Spit to Broadbeach
127	David Barbagallo	Comm Games – Broadbeach to the Spit
128	Peter Nibbs	Comm Games – The Spit to Broadbeach
129	Peter Nibbs	Comm Games – Carrara to Broadbeach
131	Mark Calleja	Bundaberg Premier's Event - Brisbane Airport to Ashgrove ✓
132	Mark Calleja	Bundaberg Premier's Event – Ashgrove to Brisbane Airport ✓
139	Liz Sullivan	Comm Games - Broadbeach to the Spit
Released Under FOI/DPC		
76	David Lee	Comm Games - Broadbeach to the Spit
78	David Lee	Comm Games - The Spit to Gaven
Released Under FOI/DPC		
93	Maddy West	Comm Games - Roma St to Office
94	Maddy West	Comm Games - Office to Roma St
Released Under FOI/DPC		

Department of the Premier and Cabinet

Document Number: 19/52860

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

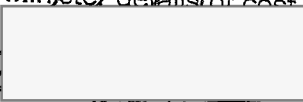
Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
HON KATE JONES MP	TRAVEL ALLOWANCE Comm GAMES 2 APRIL - 16 APRIL 18	\$548.70
APPROVAL TOTAL: (GST inclusive)		\$548.70 ✓

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.

APPROVED: Signature 

Name (please print) KATE JONES

Date: 9/5/18

PREPARED BY: Name (please print) CHERYL PACKER

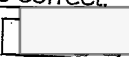
Date: 3/5/18

Phone x 97543

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: 

Date: 21/5/18

21/5/18

• Claims for Travel - See Overleaf

Please print on yellow paper

Total DR	2,241.85
Total CR	2,241.85
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
AP HDR 1	1042	09.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD		
GL Account	CostCentre	InternalOrder	ProfitCentre	WbsElement	TaxCode	Amount	Dr/Cr		ItemText	Assignment	Vendor/Cust
AP ITM 1	526001	4200	4200		PZ	548.70	CR		**Gold Coast 02-05/04/18 Jones Innovation	10.05.2018	6069212
GL ITM 1	526001	4206031	4200			548.70	DR		Gold Coast 02-05/04/18 Jones Innovation		
AP HDR 2	1042	09.05.2018	21.05.2018	KR	AUD	GOL08-09/04/18	Innovation	11	SSAUPLOAD		
GL Account	CostCentre	InternalOrder	ProfitCentre	WbsElement	TaxCode	Amount	Dr/Cr		ItemText	Assignment	Vendor/Cust
AP ITM 2	526001	4206031	4200		PZ	721.80	CR		**Gold Coast 06-09/04/18 Jones Innovation	10.05.2018	6069212
GL ITM 2	526001	4206031	4200			721.80	DR		Gold Coast 06-09/04/18 Jones Innovation		
AP HDR 3	1042	09.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD		
GL Account	CostCentre	InternalOrder	ProfitCentre	WbsElement	TaxCode	Amount	Dr/Cr		ItemText	Assignment	Vendor/Cust
AP ITM 3	526001	4206031	4200		PZ	617.55	CR		**Gold Coast 10-13/04/18 Jones Innovation	10.05.2018	6069212
GL ITM 3	526001	4206031	4200			617.55	DR		Gold Coast 10-13/04/18 Jones Innovation		
AP HDR 4	1042	09.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	Innovation	11	SSAUPLOAD		
GL Account	CostCentre	InternalOrder	ProfitCentre	WbsElement	TaxCode	Amount	Dr/Cr		ItemText	Assignment	Vendor/Cust
AP ITM 4	526001	4206031	4200		PZ	353.80	CR		**Gold Coast 14-16/04/18 Jones Innovation	21.05.2018	6069212
GL ITM 4	526001	4206031	4200			353.80	DR		Gold Coast 14-16/04/18 Jones Innovation		

Water RTI - DPC

Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

Hi Julie

Please find attached the document as provided to the Premier's Office regarding workforce accommodation. Please note the only other Ministerial staff that OCG coordinated accommodation for were those from Minister Jones' office – Matt Jutsum, Jack Harbour and Glenn Plaster – all checking in on 2 April and checking out on 16 April, staying at Sea World Nara.

The Premier and Minister Jones were accommodated at the Games Family Hotel, Sheraton, Main Beach from 2 – 16 April.

Our Finance Team will be in touch with invoices related to this accommodation. Can you please advise if MSB would prefer to receive one invoice, or separate invoices for the Premier's office and the Minister's office?

Regards
mel

Melissa Thomas

Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



From: Julie Wise [mailto:Julie.Wise@premiers.qld.gov.au]
Sent: Tuesday, 15 May 2018 11:57 AM
To: THOMAS Melissa
Subject: Comm Games Accommodation

Melissa,

You recently sent Troy Mitchell a list of those staff in the Premier's office for whom accommodation was provided during the Commonwealth Games – by date.

Is it possible to get a list of the other Ministers (and staff) that were also provided with accommodation – also by date.

Regards



Queensland
Government

Julie Wise

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

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Released under RTI Act

Accommodation – Minister for the Commonwealth Games and workforce

An extensive daily program of functions and events has been proposed for the Minister for the Commonwealth Games from 2 – 15 April 2018. The overall program will include Queensland Government welcome functions, *Trade 2018* functions, hosting of ticketed sporting events, *Festival 2018* events, medal ceremony presentations, bilateral meetings and courtesy calls and media opportunities.

To facilitate attendance at multiple events on any given day, and to limit travel to and from the Gold Coast, the Office of the Commonwealth Games (OCG) has block booked a number of rooms for the Minister and her workforce from 2 – 15 April 2018.

The Minister for the Commonwealth Games is entitled to stay at the Games Family Hotel, Sheraton Grand Mirage Resort, Main Beach, due to her accreditation as Games Family. The Premier, Governor and other high-level dignitaries such as Heads of State, Heads of Government and other senior dignitaries will also be staying at the Games Family Hotel.

The Minister's workforce will receive workforce accreditation and are unable to be accommodated at the Games Family Hotel, however OCG has block booked a number of rooms at the nearby Sea World Nara Resort also at Main Beach (1.6km away). Accommodation has been booked to cover two advisors and one driver for each night.

The Queensland Police Service will confirm directly with the Minister's Office whether the Minister's personal security detail at Games time will be accommodated at the Games Family Hotel or at Sea World Nara. The Games Family hotel will be a secure location with a 24 hour security site team located at the Sheraton to have overview of all Games Family members staying there.

Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52861

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 120

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Hon KATE JONES MP	TRAVEL ALLOWANCE Comm CLAIMS 2 April - 16 April.	\$ 721.80
APPROVAL TOTAL: (GST inclusive)		\$ 721.80. ✓

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) KATE JONES

Date: 9/5/18

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

Phone x 97543.

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: 2/5/18

12/5/18

• Claims for Travel - See Overleaf

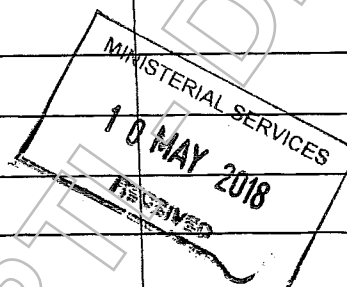
Please print on yellow paper

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				

**Domestic travel allowance claim:**
 Departure Date & Time: 02/04/18 8:00 Return Date & Time: 16/4/18 13:00

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
6/4/18	Gold Coast	34.75	49.20	68.85	27.65	180.45
7/4/18	✓ ✓	34.75	49.20	68.85	27.65	180.45
8/4/18	✓ ✓	34.75	49.20	68.85	27.65	180.45
9/4/18	✓ ✓	34.75	49.20	68.85	27.65	180.45
TOTAL						721.80 ✓

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: 9/5/18

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

Total DR	2,241.85
Total CR	2,241.85
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 1	1042	09.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD	
GL Account	526001	4206031	4200	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP ITM 1	526001	4206031	4200			PZ	548.70	DR	**Gold Coast 02-05/04/18 Jones Innovation	10.05.2018
GL ITM 1	526001	4206031	4200				548.70	DR	Gold Coast 02-05/04/18 Jones Innovation	
AP HDR 2	1042	09.05.2018	21.05.2018	KR	AUD	GOL06-09/04/18	Innovation	11	SSAUPLOAD	
GL Account	526001	4206031	4200	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP ITM 2	526001	4206031	4200			PZ	721.80	CR	**Gold Coast 06-09/04/18 Jones Innovation	10.05.2018
GL ITM 2	526001	4206031	4200				721.80	CR	Gold Coast 06-09/04/18 Jones Innovation	
AP HDR 3	1042	09.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD	
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Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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Melissa Thomas

Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



From: Julie Wise [mailto:Julie.Wise@premiers.qld.gov.au]
Sent: Tuesday, 15 May 2018 11:57 AM
To: THOMAS Melissa
Subject: Comm Games Accommodation

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Regards



Queensland
Government

Julie Wise

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

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Released under
the
Official Information
Act 2009

Department of the Premier and Cabinet

Document Number: 19/52862

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
HON KATE JONES MP	TRAVEL ALLOWANCE Comm GAMES 2 April - 16 April 18.	8617.55
APPROVAL TOTAL: (GST inclusive)		\$ 617.55 ✓

I certify that:

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

APPROVED: Signature [Redacted]

Name (please print) KATE JONES

Date: 9/5/18

PREPARED BY: Name (please print) Cheryl Parker

Date: _____

Phone x 97543

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: [Redacted]

Date: 21/5/18

21/5/18

• 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
 10 MAY 2018
 RECEIVED

Domestic travel allowance claim:

Departure Date & Time: 02/04/18 8:00 Return Date & Time: 16/04/18 13:00

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/4/18	CROCO COAST	 	49.20	68.85	27.65	145.70
11/4/18	✓ ✓	34.75	49.20	68.85	27.65	180.45
12/4/18	✓ ✓	 	49.20	68.85	27.65	145.70
13/4/18	✓ ✓	 	49.20	68.85	27.65	145.70
TOTAL						617.55 ✓

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: 7/5/18 ✓

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

Total DR	2,241.85
Total CR	2,241.85
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 1	1042	09.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD	
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Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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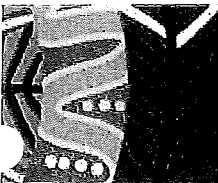
Melissa Thomas

Manager Ministerial Programs - Protocol
Office of the Commonwealth Games

Department of Innovation, Tourism Industry Development and the Commonwealth Games

P: 07 3338 9390 | M: | E: melissa.thomas@dtesb.qld.gov.au

Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



The Gold Coast 2018 Commonwealth Games is the first event of its kind to have a Reconciliation Action Plan. Find out more at www.embracing2018.com

#Embracing2018



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Queensland
Government

Julie Wise

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

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Released under PFI

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52863

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 120

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
KATE JONES MP.	TRAVEL ALLOWANCE Comm Carries 2 APRIL - 16 APRIL 18	\$ 353.80
APPROVAL TOTAL: (GST inclusive)		\$ 353.80 ✓

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 [Signature]
Name (please print) KATE JONES Date: 9/5/18

PREPARED BY: Name (please print) Cheryl Packer Date: 3/5/18
Phone x 97543

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: [Signature]
Date: 21/5/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	2,241.85
Total CR	2,241.85
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 1	1042	09.05.2018	21.05.2018	KR	AUD	GOL02-09/04/18	Innovation	11	SSAUPLOAD	
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Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
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Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



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Queensland
Government

Julie Wise

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

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1 William Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Released under RTI

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52864

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MATTHEW TUTSUM	TRAVEL ALLOWANCE Comm Commes 2 April - 16 April 18	8540 -25
APPROVAL TOTAL: (GST inclusive)		\$ 540-25 /

I certify that:

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

APPROVED: Signature [Signature]
Name (please print) KATE JONES Date: 4/5/18

PREPARED BY: Name (please print) Cheryl Parker Date: 26/4/18
Phone 297543

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: 17/5/18

• 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
10 MAY 2018
RECEIVED

Domestic travel allowance claim:

Departure Date & Time: 02/04/18 8:00 Return Date & Time: 16/04/18 1 :

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
2/4/18	GOLO COAST		41.70	58.35	27.65	127.70
3/4/18	✓	✓	41.70	58.35	27.65	127.70
4/4/18	✓	✓	29.45	41.70	58.35	157.15
5/4/18	✓	✓	41.70	58.35	27.65	127.70
TOTAL						540.25

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- An expense has been incurred;
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Signature: Date: 26-4-2018

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

Total DR	2,051.05
Total CR	2,051.05
Total Variance	-

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**	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	HDR	1	1042	04.05.2018	KR	AUD	GOL02-05/04/18	Innovation /	11	SSAUPLOAD	
GL	ITM	1	526001	4206032	InternalOrder	WbsElement	PZ	540.25	DR	**Gold Coast 02-05/04/18 Jutsum Innovation	Assignment
GL	ITM	1	526001	4206032	InternalOrder	WbsElement	PZ	540.25	DR	Gold Coast 02-05/04/18 Jutsum Innovation	10.05.2018
Vendor/Cust											6009211
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AP	HDR	2	1042	04.05.2018	KR	AUD	GOL06-09/04/18	Innovation	11	SSAUPLOAD	
GL	ITM	2	526001	4206032	InternalOrder	WbsElement	PZ	540.25	CR	**Gold Coast 06-09/04/18 Jutsum Innovation	Assignment
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Vendor/Cust											6009211
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AP	HDR	3	1042	04.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD	
GL	ITM	3	526001	4206032	InternalOrder	WbsElement	PZ	599.15	CR	**Gold Coast 10-13/04/18 Jutsum Innovation	Assignment
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Vendor/Cust											6009211

Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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Melissa Thomas

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Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



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Queensland
Government

Julie Wise

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

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Released under RTI

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Released under
the Freedom of
Information Act

Department of the Premier and Cabinet

Document Number: 19/52865

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MATTHEW TUTSUM	TRAVEL ALLOWANCE Comm GAMES 2 APRIL - 16 APRIL 18	\$540-25
APPROVAL TOTAL: (GST inclusive)		\$ 540-25 ✓

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)

KATE JONES

Date:

4/5/18

PREPARED BY: Name (please print)

CHERYL PACKER

Date:

26/4/18

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:

17/5/18

21/5/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	2,051.05
Total CR	2,051.05
Total Variance	-

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Attachments: Premier's office accommodation.docx

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Queensland
Government

Julie Wise

Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: _____

19/52866

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MATTHEW JATSUM	TRAVEL ALLOWANCE Comm Games 2 APRIL - 16 APRIL 18	8599.15
APPROVAL TOTAL: (GST inclusive)		\$ 599.15

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 _____

Name (please print) KATE JONES

Date: 4/5/18

PREPARED BY: Name (please print) Catey Procter

Date: 26/4/18

Phone 297543

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: 17/5/18

2/5/18

• 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

10 MAY 2018

RECEIVED

Domestic travel allowance claim:

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

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/4/18	Gold Coast	29.45	41.70	58.35	27.65	157.15
11/4/18	✓ ✓	29.45	41.70	58.35	27.65	157.15
12/4/18	✓ ✓	29.45	41.70	58.35	27.65	127.70
13/4/18	✓ ✓	29.45	41.70	58.35	27.65	157.15
TOTAL						8599.15

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: 26-4-2018

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

Total DR	2,051.05
Total CR	2,051.05
Total Variance	-

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Minister for the Commonwealth Games x 1 room

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Department of the Premier and Cabinet

Document Number: _____

19/52867

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MATTHEW JITSUM	TRAVEL ALLOWANCE Comm GAMES 2 APRIL - 16 APRIL 18	8371.40
APPROVAL TOTAL: (GST inclusive)		\$8371.40

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APPROVED: Signature _____

Name (please print) KATE JONES

Date: 4/5/18

PREPARED BY: Name (please print) _____

Cheryl Packer

Date: 26/4/18

Phone 297543

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- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 27/5/18

21/05/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	2,051.05
Total CR	2,051.05
Total Variance	-

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2	526001	4206032	4200			PZ	540.25	CR	**Gold Coast 06-09/04/18 Jutsum Innovation	10.05.2018	
AP ITM	GL ITM	DocDate	PostDate	DocType	Currency	Reference <td>HeaderText</td> <td>PostingPeriod</td> <td>LinItemRefKey2</td> <td>CorrespondenceType</td> <td></td>	HeaderText	PostingPeriod	LinItemRefKey2	CorrespondenceType	
2	1042	04.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD		
AP HDR	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment	6009211
3	526001	4206032	4200			PZ	599.15	CR	**Gold Coast 10-13/04/18 Jutsum Innovation	10.05.2018	
AP ITM	GL ITM	DocDate	PostDate	DocType	Currency	Reference <td>HeaderText</td> <td>PostingPeriod</td> <td>LinItemRefKey2</td> <td>CorrespondenceType</td> <td></td>	HeaderText	PostingPeriod	LinItemRefKey2	CorrespondenceType	
3	1042	04.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	Innovation	11	SSAUPLOAD		
AP HDR	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment	6009211
4	526001	4206032	4200			PZ	371.40	CR	**Gold Coast 14-16/04/18 Jutsum Innovation	21.05.2018	
AP ITM	GL ITM	DocDate	PostDate	DocType	Currency	Reference <td>HeaderText</td> <td>PostingPeriod</td> <td>LinItemRefKey2</td> <td>CorrespondenceType</td> <td></td>	HeaderText	PostingPeriod	LinItemRefKey2	CorrespondenceType	
4	526001	4206032	4200			PZ	371.40	DR	Gold Coast 14-16/04/18 Jutsum Innovation		

Supplier RTI - DPC

Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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Melissa Thomas

Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



From: Julie Wise [mailto:Julie.Wise@premiers.qld.gov.au]
Sent: Tuesday, 15 May 2018 11:57 AM
To: THOMAS Melissa
Subject: Comm Games Accommodation

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Regards



Julie Wise

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

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Released under RTI

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

17/5/18 - PAGE FOR 14-16/4/18 RETURNED TO CATERYL PACKER FOR CONNECTION PER OUR

PHONE DISCUSSIONS 

Released under RTI - DPC

Department of the Premier and Cabinet

Document Number: 19/52868

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Glenn Plaster	TRAVEL ALLOWANCE Comm. DATES 2 APRIL - 16 APRIL	\$433.65
APPROVAL TOTAL: (GST inclusive)		\$ 433.65 ✓

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 [Signature] ✓

Name (please print) KATE JONES MP Date: 4/5/18

PREPARED BY: Name (please print) Ceryle Packer Date: 19/4/18

Phone 2 97543

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: 21/5/18 21/05/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	1,631.80
Total CR	1,631.80
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
AP HDR 1	1042	04.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD	Assignment	6070104
GL ITM 1	GL Account	CostCentre	PostDate	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	10.05.2018	6070104
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Julie Wise

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Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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Queensland
Government

Julie Wise

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

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Released under PFI

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52869

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>GLENN PASTER</u>	<u>TRAVEL ALLOWANCE</u> <u>Comm GAMES</u> <u>2 APRIL - 16 APRIL 18.</u>	<u>8514-80</u>
APPROVAL TOTAL: (GST inclusive)		<u>\$ 514-80</u> ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
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APPROVED: Signature _____
Name (please print) KATE JONES MP Date: 4/5/18

PREPARED BY: Name (please print) CHERYL PACKER Date: 19/4/17
Phone X 97543

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
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- * not previously paid;
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Signature: _____
Date: 2/5/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	1,631.80
Total CR	1,631.80
Total Variance	-

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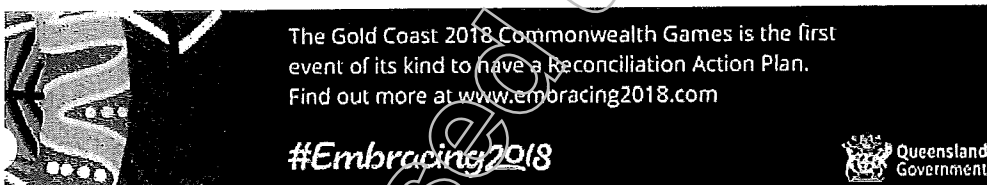
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Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Released under
Freedom of Information Act

Department of the Premier and Cabinet

Document Number: 19/52870

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Glenn Plaster	Travel Expenses Comm. Games 2 April - 16 April 18	\$433.65
APPROVAL TOTAL: (GST inclusive)		\$433.65 ✓

I certify that:

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- All supporting documentation is attached;
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APPROVED: Signature

Name (please print)

Kate Jones MP

Date:

4/5/18

PREPARED BY: Name (please print)

Cheryl Packer

Date:

19/4/18

Phone

X 97543

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I certify that:

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Signature:

Date:

21/5/18

21/5/18

• 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
10 MAY 2018
RECEIVED

Domestic travel allowance claim:

Departure Date & Time: 02/04/18 8:00am Return Date & Time: 16/4/18 13:00pm

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/4/18	GOLD COAST	 	30.45	51.85	19.35	101.65
11/4/18	✓ ✓	27.05	30.45	51.85	19.35	128.70
12/4/18	✓ ✓	 	30.45	51.85	19.35	101.65
13/4/18	✓ ✓	 	30.45	51.85	19.35	101.65
TOTAL						\$433.65 ✓

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: _____ Date: 19/4/2018

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

Total DR	1,631.80
Total CR	1,631.80
Total Variance	-

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GL ITM 2	526001	4206032	4200			PZ	514.80	DR	**Gold Coast 06-09/04/18 Plaster Innovation	10.05.2018
AP HDR 3	1042	04.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD	
AP ITM 3	GL Account			InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
GL ITM 3	526001	4206032	4200			PZ	433.65	DR	**Gold Coast 10-13/04/18 Plaster Innovation	10.05.2018
AP HDR 4	1042	04.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	Innovation	11	SSAUPLOAD	
AP ITM 4	GL Account			InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
GL ITM 4	526001	4206032	4200			PZ	249.70	DR	**Gold Coast 14-16/04/18 Plaster Innovation	21.05.2018

Plaster RTI - DPC

Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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mel

Melissa Thomas

Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002



From: Julie Wise [mailto:Julie.Wise@premiers.qld.gov.au]
Sent: Tuesday, 15 May 2018 11:57 AM
To: THOMAS Melissa
Subject: Comm Games Accommodation

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Regards



Julie Wise

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

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Released under RTI Act 2010

Accommodation – Minister for the Commonwealth Games and workforce

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52871

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>Glenn PASTER</u>	<u>TRAVEL ALLOWANCE</u> <u>Comm GAMES</u> <u>2 April - 16 April 18</u>	<u>\$ 249.70</u>
APPROVAL TOTAL: (GST inclusive)		<u>\$ 249.70</u> ✓

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

APPROVED: Signature [Signature]
 Name (please print) KATE JONES MP Date: 19/4/18

PREPARED BY: Name (please print) Cheryl Paeker Date: 19/4/18
 Phone x 97543

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: 21/5/18

• Claims for Travel - See Overleaf
 Please print on yellow paper

Total DR	1,631.80
Total CR	1,631.80
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
AP HDR 1	1042	04.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD		
GL ITM 1	526001	4206032	4200	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment	6070104
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Plaster RTI - DPC

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Attachments: Premier's office accommodation.docx

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Queensland
Government

Julie Wise

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

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PO Box 15185, City East, QLD 4002

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Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52872

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
JACK HARBOUR	TRAVEL ALLOWANCE Comm GAMES 2 APRIL - 16 APRIL	8599.15
APPROVAL TOTAL: (GST inclusive)		\$ 599.15

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 [Signature]
Name (please print) KATE JONES Date: 4/5/18

PREPARED BY: Name (please print) CHERYL PACKER Date: 3/5/18
Phone X 97543

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: 2/5/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	1,825.10
Total CR	1,825.10
Total Variance	-

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 1	1042	04.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD	
GL ITM 1	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
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AP HDR 4	1042	04.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	Innovation	11	SSAUPLOAD	
AP ITM 4	526001	4206032	4200			PZ	214.25	CR	**Gold Coast 14-16/04/18 Harbour Innovation	21.05.2018
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Julie Wise

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Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

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Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Department of the Premier and Cabinet

Document Number: 19/52873

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18 Urgent payment required by: 1 / 120

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
JACK HARBOUR	TRAVEL ALLOWANCE COMM GAMES. 2 APRIL - 16 APRIL.	\$412.55
APPROVAL TOTAL: (GST inclusive)		\$412.55

I certify that:

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- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
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APPROVED: Signature [Signature]
Name (please print) KATE JONES Date: 4/5/18

PREPARED BY: Name (please print) CHEYL PAKER Date: 3/5/18
Phone X97543

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: 21/5/18

• 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
 10 MAY 2018
 RECEIVED

Domestic travel allowance claim:

Departure Date & Time: 02/04/18 8:00 Return Date & Time: 16/4/18 13:00

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
6/4/18	Cold Coast	 	41.70	58.35	27.65	127.70
7/4/18	✓ ✓	 	 	 	 	
8/4/18	✓ ✓	 	41.70	58.35	27.65	127.70
9/4/18	✓ ✓	29.45	41.70	58.35	27.65	157.15
TOTAL						412.55

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: 4/5/18

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

Total DR	1,825.10
Total CR	1,825.10
Total Variance	-

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Manager Ministerial Programs - Protocol
Office of the Commonwealth Games
Department of Innovation, Tourism Industry Development and the Commonwealth Games
P: 07 3338 9390 | M: [REDACTED] | E: melissa.thomas@dtesb.qld.gov.au
Level 7 | 63 George Street | Brisbane QLD 4000 | PO Box 15168 | City East QLD 4002.



From: Julie Wise [mailto:Julie.Wise@premiers.qld.gov.au]
Sent: Tuesday, 15 May 2018 11:57 AM
To: THOMAS Melissa
Subject: Comm Games Accommodation

Melissa,

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Regards



Julie Wise

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

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Released under RTI

Accommodation –Minister for the Commonwealth Games and workforce

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Games Family Hotel - Sheraton Grand Mirage Resort - 2-15 April

Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Released under
the Freedom of Information Act

Department of the Premier and Cabinet

Document Number: _____

19/52874

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Jack Harbour	TRAVEL Allowance Comm GAMES. 2 APRIL - 16 APRIL.	8599.15
APPROVAL TOTAL: (GST inclusive)		\$ 599.15 ✓

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 _____

Name (please print) KATE JONES.

Date: 4/5/18

PREPARED BY: Name (please print) CAEYU Packer

Date: 3/5/18

Phone X 97543.

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: 21/5/18

21/5/18

• Claims for Travel - See Overleaf
Please print on yellow paper

Total DR	1,825.10
Total CR	1,825.10
Total Variance	-

**
**
**
**
**
**

Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 1	1042	04.05.2018	21.05.2018	KR	AUD	GOL02-05/04/18	Innovation	11	SSAUPLOAD	
**	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP ITM 1			4200			PZ	599.15	CR	**Gold Coast 02-05/04/18 Harbour Innovation	10.05.2018
GL ITM 1	526001	4206032					599.15	DR	Gold Coast 02-05/04/18 Harbour Innovation	
**	Seq	CompCode	DocDate	PostDate	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 2	1042	04.05.2018	21.05.2018	KR	AUD	GOL06-09/04/18	Innovation	11	SSAUPLOAD	
**	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP ITM 2			4200			PZ	412.55	CR	**Gold Coast 06-09/04/18 Harbour Innovation	10.05.2018
GL ITM 2	526001	4206032					412.55	DR	Gold Coast 06-09/04/18 Harbour Innovation	
**	Seq	CompCode	DocDate	PostDate	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP HDR 3	1042	04.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	Innovation	11	SSAUPLOAD	
**	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
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**	Seq	CompCode	DocDate	PostDate	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
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**	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment
AP ITM 4			4200			PZ	214.23	CR	**Gold Coast 14-16/04/18 Harbour Innovation	21.05.2018
GL ITM 4	526001	4206032					214.23	DR	Gold Coast 14-16/04/18 Harbour Innovation	

Julie Wise

From: THOMAS Melissa <Melissa.Thomas@ditid.qld.gov.au>
Sent: Wednesday, 16 May 2018 3:00 PM
To: Julie Wise
Cc: MCCOSH Stuart; MCCORMICK Lee; WARD Lisa
Subject: RE: Comm Games Accommodation
Attachments: Premier's office accommodation.docx

Hi Julie

Please find attached the document as provided to the Premier's Office regarding workforce accommodation. Please note the only other Ministerial staff that OCG coordinated accommodation for were those from Minister Jones' office – Matt Jutsum, Jack Harbour and Glenn Plaster – all checking in on 2 April and checking out on 16 April, staying at Sea World Nara.

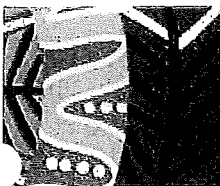
The Premier and Minister Jones were accommodated at the Games Family Hotel, Sheraton, Main Beach from 2 – 16 April.

Your Finance Team will be in touch with invoices related to this accommodation. Can you please advise if MSB would prefer to receive one invoice, or separate invoices for the Premier's office and the Minister's office?

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Department of Innovation, Tourism Industry Development and the Commonwealth Games
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The Gold Coast 2018 Commonwealth Games is the first event of its kind to have a Reconciliation Action Plan. Find out more at www.embracing2018.com

#Embracing2018



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Queensland
Government

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Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

Released under
the Freedom of Information Act

Department of the Premier and Cabinet

Document Number: 19/52875

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: INNOVATION

Financial Year: 17/18

Urgent payment required by: / / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
JACK HARBOUR	TRAVEL ALLOWANCE Comm Expenses. 2 April - 16 April.	\$214.20
APPROVAL TOTAL: (GST inclusive)		\$214.20

PAY \$214.25

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)

KATE JONES

Date:

4/5/18

PREPARED BY: Name (please print)

CHERYL PACKER

Date:

3/5/18

Phone

097543

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

Signature:

Date:

21/5/18

21/5/18

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Please print on yellow paper

Total DR	1,825.10
Total CR	1,825.10
Total Variance	-

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Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType	Vendor/Cust
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AP ITM 1	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Assignment	6158687
GL ITM 1	526001	4206032	4200			PZ	599.15	CR	**Gold Coast 02-05/04/18 Harbour Innovation	10.05.2018	
AP HDR 2	1042	04.05.2018	21.05.2018	KR	AUD	GOL06-09/04/18	Innovation	11	SSAUPLOAD		
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AP HDR 4	1042	04.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	Innovation	11	SSAUPLOAD		
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Queensland
Government

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Department of the Premier and Cabinet

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Minister for the Commonwealth Games x 1 room

Sea World Nara Resort - 2-15 April

Minister's workforce x 3 rooms (advisors and driver)

17/5/18 - PAGE FOR 04-16/4/18 RETURNED TO CHERYL PACKER FOR COMPLETED PER
OUR PHONE DISCUSSIONS

Released under RTI - DPC

DOCUMENT NUMBER: 19/52879

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **VARIOUS**

Financial Year: 2017/18

Urgent payment required by: / /

Return Cheque to: EFT

Phone: _____

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
AMEX 6007735	APRIL 2018 BTA	
STATEMENT DATE 24.04.2018 ✓		
REF: <input type="text"/> ✓	HOUSING	\$ 3,198.82
HOUSING 2015 BTA	PREMIERS	\$ 296.87
APRIL 2018		
APPROVAL TOTAL: (GST inclusive)		\$ 4,215.69 ✓

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) **AS PER ATTACHED** Date: _____

PREPARED BY: Name: **Andrea Djordjevic** Date: **16/05/18**
Phone: **#39073**

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: 16/05/18 21/05/18

24.04.2018

AP	HDR	4	1042	29.04.2018	21.05.2018	KR	AUD	59103731008/0418	VARIOUS	11	SSAUFLOAD	Assignment	Vendor/Cust
			GL Account	CostCentre	ProfitCentre	InternalOrder	VbsElement	TaxCode		Amount	ItemText	15.05.2018	6007735
AP	ITM	4	526005	4206003	4200								
GL	ITM	4	526009	4206003									
GL	ITM	4	526005	4206091						289.50	DR		
GL	ITM	4	526009	4206091						8.92	DR		
GL	ITM	4	526005	4206092						289.50	DR		
GL	ITM	4	526009	4206092						8.91	DR		
GL	ITM	4	526005	4206091									
GL	ITM	4	526009	4206091									
GL	ITM	4	526006	4206091									
GL	ITM	4	526009	4206091									
GL	ITM	4	526006	4206092									
GL	ITM	4	526009	4206092									
GL	ITM	4	526006	4206092									

Unlead

[Redacted]

21/5/18

2015/18

Released under RTI - DPC

** [Redacted] BTA Apr 18 HOUSING

4200

4,215.69 CR

s.73 Not Relevant

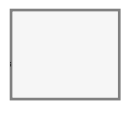
AC de Brenni/M 14-15/04/18 Peppers Broadbeach GC ✓	526005 4206091 ✓	PG ✓	289.50 DR ✓
de Brenni/M 14-15/04/18 Peppers Broadbeach GC MF ✓	526009 4206091 ✓	PG ✓	8.92 DR ✓
AC Scanlon/S 14-15/04/18 Peppers Broadbeach GC ✓	526005 4206092 ✓	PG ✓	289.50 DR ✓
Scanlon/S 14-15/04/18 Peppers Broadbeach GC MF ✓	526009 4206092 ✓	PG ✓	8.92 DR ✓

Amount
0



**** TOTAL ****

4,215.69



21/05/18

[Redacted]
21/5/18.

Released under RIA - DPC

* [redacted] BTA Apr 18 HOUSING 4200 4215-69 CR
s.73 Not Relevant

AC de Brenni/M 14-15/04/18 Peppers Broadbeach GC ✓ 526005/4206091 ✓ PG ✓ 579.00/DR ✓
de Brenni/M 14-15/04/18 Peppers Broadbeach GC M/F ✓ 526009/4206091 ✓ PG ✓ 17.83/DR ✓

[redacted]

**** TOTAL **** 4,215.69

SLT
7

[redacted]

16/05/18

Released under RTI - DPC

Amex Business Travel Account

Account Name: Housing 2015	
Account Number:	

Statement Date: 24-Apr-2018	
Total Amount Payable:	\$3,918.82

**THIS ACCOUNT MUST BE RETURNED TO MSB BY
15/05/2018
TO AVOID LATE FEES**

I certify that:

- all transactions appearing on the BTA are for official purposes, 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.

..... Kelly Minahan 11 / 5 118.
 CHECKING OFFICER

EXPENDITURE OF \$ 3,918.82 IS APPROVED.

IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES.

15 / 5 / 18
 MINISTER OR CHIEF OF STAFF

Released under RTI - DPC

MINISTERIAL SERVICES
15 MAY 2018
RECEIVED



American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER & CABINET
PO BOX 15185
CITY EAST QLD
NATALIA.SOLINTSEVA@PREMIERS.QLD
4002

Account Name: BTA-HOUSING
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 Apr 2018

Account Summary

Previous Balance (\$)	New Payments (\$)	New Credits (\$)	New Debits (\$)	Total Balance Due (\$)
(324.24)	0.00	0.00	-4,599.93	-4,215.69
				3,918.92

Spend by Top 5 Air Markets*

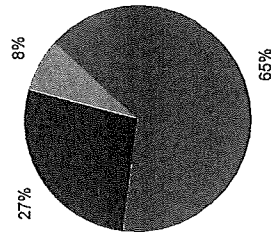
* Top 5 Air Markets are non-directional

Market	# Of Flights	Total Cost
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

Spend by Top 5 Vendors**

** Net Activity greater than \$0.00 displayed

- VIRGIN BLUE
- LIDO GROUP PTY LTD-ST
- CORPORATE TRAVEL MANAGEMENT -



Thank you for using American Express. Please pay your account immediately. Please return your payment with remittance advice to: American Express Australia Ltd, GPO Box 3928, Sydney 2001 or bta.aust.payments@aexp.com
If you cannot pay your account in full, please contact us immediately on 1300 655 354 or email bta.client.services@aexp.com

BTA Statement Contents

- Account Balance Ageing..... 2
- New Debits..... 3
- Overdue Transactions..... 4
- Reconciliation Advice..... 5



American Express Business Travel Account Statement

Account Name: BTA-HOUSING
Travel Office: CORP TRVL MGMT-52005000895

Account Number:
Travel Office Phone No.:
Statement Date: 24 Apr 2018

Account Balance Ageing

Total New Payments/Credits (Unallocated)	0.00
Total New Debits	4,539.93
Overdue Balance - Mar 2018	(324.24)
Overdue Balance - Feb 2018	0.00
Overdue Balance - Jan 2018	0.00
Overdue Balance - Dec 2017	0.00
Overdue Balance - Nov 2017	0.00
6 Months & More	0.00
TOTAL BALANCE DUE	\$ 4,215.69

Released Under RTI - DPC

American Express Business Travel Account Statement



Account Name: BTA-HOUSING
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 24 Apr 2018

Overdue Transactions (Mar 2018)

Stmnt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Overdue Transactions (Mar 2018)								

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



American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER & CABINET
PO BOX 15185
CITY EAST QLD
NATALJA.SOLINTSEVA@PREMIERS.QLD
4002

Account Name: BTA-HOUSING
Travel Office: CORP TRVL MGMT-52005000895
American Express ABN: 92 108 952 085
Your ABN: 65959415158

Account Number:
Travel Office Phone No.:
Statement Date: 24 Apr 2018

Reconciliation Advice

Statement Ref.	Invoice Number	Billed Amount (\$)	Amount Being Paid (X=Full)	Comments
18102 00002	8544386	15.40		
18107 00008	9411701	596.83		
18111 00011	9769101	10.01		
18111 00010	9769101	325.00		
18103 00006	8553918	697.40		
18102 00004	8544386	780.69		
18110 00009	8321975	324.24		
18102 00003	8544382	15.40		
18103 00007	8553915	697.40		
18102 00005	8544382	780.69		
18094 00001	8982301	296.87		
18058 00001	8321974	(324.24)		
Total Balance Due		\$ 4,215.69		

Cheque # / EFT Ref # _____ Payment Amount \$ _____

Date Paid _____ Pay in Full (Please tick here) _____

Send your Remittance Advice by Fax to no. 02 9271 1851 or Email to btaustpayments@aexp.com & copy bta.allocations@aexp.com

If your account is currently on direct debit payment, there is no further action required from you



American Express Business Travel Account Statement

Account Name: BTA-HOUSING
Travel Office: CORP TRVL MGMT-520050000895

Account Number:
Travel Office Phone No.:
Statement Date: 24 Apr 2018

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

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.

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) 3760-591037-31008 with the cheque (eg: attach a list or write on the reverse side of the cheque) to ensure your account is properly credited.



American Express Business Travel Account Statement

Account Name: BTA-HOUSING
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 24 Apr 2018

Glossary / Term Definition

RT ID	Term Definition
386.pdf	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.

Amex Business Travel Account

Account Name:	PREMIERS
Account Number:	
Account Name:	MIN CORP - PREMIERS
Account Number:	
Account Name:	POLICE - PREMIERS
Account Number:	
Account Name:	HOUSING- PREMIERS
Account Number:	

THIS ACCOUNT MUST BE
RETURNED TO MSB BY
15/05/18

TO AVOID LATE FEES

Statement Date:	24-Apr-2018
Total Amount Due:	\$9,256.83
Statement Date:	24-Apr-2018
Total Amount Due:	\$3,040.12
Statement Date:	24-Apr-2018
Total Amount Due:	\$1,070.54
Statement Date:	24-Apr-2018
Total Amount Due:	\$296.87

Total Amount Payable: **\$13,664.36**

I certify that:

- all transactions appearing on the BTA are for official purposes, 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

..... 16 05, 2018
 CHECKING OFFICER

EXPENDITURE OF \$..... IS APPROVED.
 IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES

..... or CHIEF OF STAFF

Released under RTI - DPC

MINISTERIAL SERVICES
17 MAY 2018
RECEIVED

Tax Invoice

To **de Brenni, Michael**
 Company Ministerial Services Branch
 Booking ID 1794117

Invoice Date 16 April 2018
 Invoice No. 31179411701
 eInvoice No. 9411701

BOOKING DETAILS			
Traveller Name	de Brenni, Michael	Booker Name	McMahon, Kelly
Accompanying Guest(s)	None	Booking Source	The Lido Group
Division Code / Name	HOUSING-2017 / HOUSING-2017	Custom Data Field	
Cost Centre Code / Name	4206093 / HOUSING-2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Saturday 14/04/2018	Average Rate	AUD 579.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 579.00
# Nights	1	Special Handling Fee	AUD 0.00
# Rooms	1	Total incidental Cost	AUD 0.00
Room Type	* 2 Bedroom Apartment Premium	Merchant Fee	AUD 17.83
Special Handling Note		GST included in this invoice	AUD 54.26
Other Note	as per request	TOTAL	AUD 596.83

HOTEL DETAILS	
Hotel	Peppers Broadbeach
Address	Cnr Surf Parade and Elizabeth Avenue Broadbeach Gold Coast QLD 4218
Country	Australia

** Split MIN/DRIVER. - S. Scanlon*

Released under the
 Information Access Act 2008

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

DEPARTMENT OF THE PREMIER AND CABINET

DOCUMENT NUMBER: 17/52892

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **TRANSPORT** ✓

Financial Year: 2017/18 ✓

Urgent payment required by: / /

Return Cheque to: EFT

Phone: _____

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
AMEX 6007735 ✓ STATEMENT DATE 29.04.2018 ✓ REF: <input type="text"/> ✓ TRANSPORT 2017 BTA ✓ APRIL 2018 ✓	APRIL 2018 BTA ✓	\$ 9,293.33 ✓
APPROVAL TOTAL: (GST inclusive)		\$ 9,293.33

I certify that:

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

APPROVED: Signature

AS PER ATTACHED

Name (please print) _____ Date: _____

PREPARED BY: Name (please print) Jesus Beltran Date: 17/05/2018

Phone #39075

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: 17/5/18 22/5/18

5.73 Not Relevant

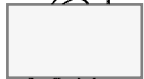
AC Brogan/E 4-15/4/18 Mantra at Sharks Gold Coast ✓	526005	4206072 ✓	PG	1650.00 DR
Brogan/E 4-15/4/18 Mantra at Sharks Gold Coast M/F ✓	526009	4206072 ✓	PG	50.82 DR
AC Taylor/B 4-15/4/18 Mantra at Sharks Gold Coast ✓	526005	4206072 ✓	PG	1650.00 DR
Taylor/B 4-15/4/18 Mantra at Sharks Gold Coast M/F ✓	526009	4206072 ✓	PG	50.82 DR



**** TOTAL ****

9,293.33 ✓

Amended



22/4/18



approved!

Released under RTI - DPC

Amex Business Travel Account

Account Name:	TRANSPORT-2017	Statement Date:	29-Apr-2018
Account Number:		Total Amount Payable:	\$9,293.33

THIS ACCOUNT MUST BE
RETURNED TO MSB BY
16/05/2018
TO AVOID LATE FEES

I certify that:

- all transactions appearing on the BTA are for official purposes, 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

16/5/18

EXPENDITURE OF \$9,293.33..... IS APPROVED.

IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES.

.....
MINISTER

17/5/18

Released under RTI - DPC

MINISTERIAL SERVICES
17 MAY 2018
RECEIVED



American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER AND CABINET
PO BOX 15185
CITY EAST
AUSTRALIA
4002

Account Name: TRANSPORT 2017
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: 29 Apr 2018

Account Summary

Previous Balance (\$)	2,414.30	New Payments (\$)	(2,414.30)	New Credits (\$)	0.00	New Debits (\$)	9,293.33	Total Balance Due (\$)	9,293.33
-----------------------	----------	-------------------	------------	------------------	------	-----------------	----------	------------------------	----------

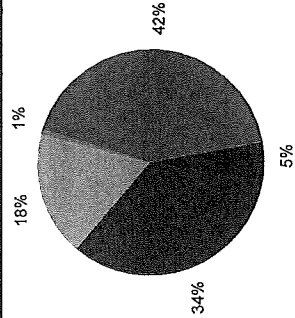
Spend by Top 5 Air Markets*

* Top 5 Air Markets are non-directional

Market	# Of Flights	Total Cost
1 BRISBANE <-> TOWNSVILLE	6	1,238.64
2 BRISBANE <-> DARWIN	4	4,487.60
3		
4		
5		

Spend by Top 5 Vendors**

** Net Activity greater than \$0.00 displayed



- LIDO GROUP PTY LTD-ST
- QANTAS AIRWAYS LTD.
- VIRGIN BLUE
- JETSTAR AIRWAYS PTY LTD
- CORPORATE TRAVEL MANAGEMENT -

BTA Statement Contents

- Account Balance Ageing..... 2
- New Debits..... 3
- Cleared Transactions..... 5
- Reconciliation Advice..... 6

Thank you for using American Express. Please pay your account immediately. Please return your payment with remittance advice to: American Express Australia Ltd, GPO Box 3928, Sydney 2001 or bta.aust.payments@aexp.com
If you cannot pay your account in full, please contact us immediately on 1300 655 354 or email bta.client.services@aexp.com



American Express Business Travel Account Statement

Account Name: TRANSPORT 2017
Travel Office: CORP TRVL MGMT-52005000895

Account Number [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 29 Apr 2018

Account Balance Ageing

Total New Payments/Credits (Unallocated)	0.00
Total New Debits	9,293.33
Overdue Balance - Mar 2018	0.00
Overdue Balance - Feb 2018	0.00
Overdue Balance - Jan 2018	0.00
Overdue Balance - Dec 2017	0.00
Overdue Balance - Nov 2017	0.00
6 Months & More	0.00
TOTAL BALANCE DUE	\$ 9,293.33

Released Under RTI - DPC

American Express Business Travel Account Statement

Account Name: TRANSPORT 2017
Travel Office Phone No.: 52005000895
Statement Date: 29 Apr 2018

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 29 Apr 2018

New Debits

Invoice No.	Supplier Name - ABN/ Comment 1	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
18109 00012	THE LIDO GR* 42006852991	BROGAN/EMILY	18/04/2018	Mantra at Sh	Gai/Duffy		1,546.20	1,700.82
9168801	IN 04/04/18, OUT 15/04/*	ACCOM	04/04/2018	ark-s-Gol	4206073		154.62	
18107 00010	CORPORATE T* 52005000895	GEIGER/DOMINIC MR	13/04/2018	ange-Special	Gai Duffy		10.00	11.00
8571837		SERVICE FEE	13/04/2018	Request *	4206073		1.00	
18107 00009	CORPORATE T* 52005000895	GEIGER/DOMINIC MR	13/04/2018	oking-Dom-On	Gai Duffy		8.50	9.35
8571651		SERVICE FEE	13/04/2018	line (A) *	4206073		0.85	
18104 00005								
8571837								
18104 00003								
8571651								
18089 00001	THE LIDO GR* 42006852991	TAYLOR/BROCK	29/03/2018	Grand Hotel	Gai/Duffy		130.25	143.28
8556801	IN 27/03/18, OUT 28/03/*	ACCOM	27/03/2018	and Apar	4206073		13.03	
18109 00013	THE LIDO GR* 42006852991	TAYLOR/BROCK	18/04/2018	Mantra at Sh	Gai/Duffy		1,546.20	1,700.82
9168801	IN 04/04/18, OUT 15/04/*	ACCOM	04/04/2018	ark-s-Gol	4206073		154.62	
18114 00022								
1007501								

Released Under RTI - DRC

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

Continued on Next Page...



American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER AND CABINET
PO BOX 15185
CITY EAST
AUSTRALIA
4002

Account Name: TRANSPORT 2017
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: 29 Apr 2018

Reconciliation Advice

Statement Ref.	Invoice Number	Billed Amount (\$)	Amount Being Paid (X= Full)	Comments
18109 00012	9168801	1,700.82		
18107 00010	8571837	11.00		
18107 00009	8571651	9.35		
18089 00001	8956801	143.28		
18109 00013	9168901	1,700.82		

RTID38

Page: 327 of 336

Continued on Next Page...



American Express Business Travel Account Statement

Account Name: TRANSPORT 2017
Travel Office: CORP TRVL MGMT-52005000895

Account Number:
Travel Office Phone No.:
Statement Date: 29 Apr 2018

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.

Tax Invoice

To Brogan, Emily
Company Ministerial Services Branch
Booking ID 1791688

Invoice Date 18 April 2018
Invoice No. 31179168801
Invoice No. 9168801

BOOKING DETAILS			
Traveller Name	Brogan, Emily	Booker Name	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
Country	Australia

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

Tax Invoice

To Taylor, Brock
Company Ministerial Services Branch
Booking ID 1791689

Invoice Date 18 April 2018
Invoice No. 31179168901
Invoice No. 9168901

BOOKING DETAILS			
Traveller Name	Taylor, Brock	Booker Name :	Duffy, Gai
Accompanying Guest(s)	None	Booking Source	Serko API
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field	
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	CBC - Chargeback - Room and carpark only
Reason For Travel			

STAY DETAILS			
Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Sunday 15/04/2018	Total Room Cost	AUD 1650.00
# Nights	11	Special Handling Fee	AUD 0.00
# Rooms	1	Total Incidental Cost	AUD 0.00
Room Type	Studio Queen	Merchant Fee	AUD 50.82
Special Handling Note		GST included in this invoice	AUD 154.62
Other Note	As per booker via phone. Check-in 04 Apr 2018 Change check-out from 14 Apr 2018 to 15 Apr 2018	TOTAL	AUD 1700.82

HOTEL DETAILS	
Hotel	Mantra at Sharks
Address	Corner Olsen & Musgrave Avenues Southport Gold Coast QLD 4215
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: 19/53026

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ministerial Services Branch	Petty Cash reimbursement May 2018	\$378.35
APPROVAL TOTAL: (GST inclusive)		\$378.35

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.

APPROVED: Signature _____

Name (please print)

David Barbagallo, Chief of Staff

Date: 11/05/2018

PREPARED BY:

Troy Mitchell, Executive Manager

Date: 11/05/2018

Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER:

I certify that:

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

Signature: _____

Date: _____

11/6/18

6/1/06/18

- Claims for Travel - See Overleaf

Released under RTI - DPC

MINISTRIAL SERVICES
17 MAY 2018
SECRET

Bois and man Guinnat 21/5/18

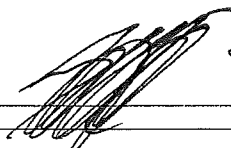

Total DR	356.90
Total CR	356.90
Total Variance	-

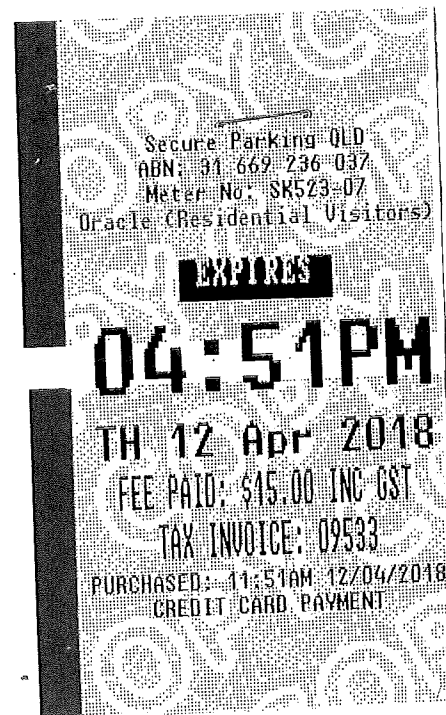
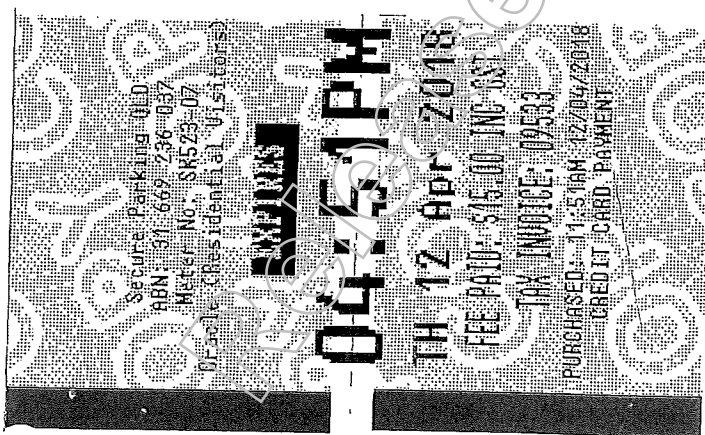
**	HDR	Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText	PostingPeriod	LineItemRefKey2	CorrespondenceType
AP	ITM	1	1042	11.05.2018	31.05.2018	KR	AUD	PCSH/PREM/0518	Premiers	11	SSAUPLOAD	Assignment
**	ITM	1	GL Account	CostCentre	ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount	Dr/Cr	ItemText	Vendor/Cust
AP	ITM	1		4200	4200				356.90	CR	**Petty Cash 06/03-09/05/18 Premiers	6018704
GL	ITM	1	525012	4206002				PG				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	525012	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	530011	4206001				PG				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	525012	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	530011	4206001				PG	15.00	DR	Parking Gold Coast 12/04/18 Hutchison Premiers	
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	525016	4206002				PG				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	530011	4206001				PF				
GL	ITM	1	525016	4206002				PG	25.60	DR	Parking Gold Coast 14/04/18 Wellington Premiers	
GL	ITM	1	525012	4206002				PG				
GL	ITM	1	530011	4203998				PG	16.40	DR	Taxi Gold Coast 11/04/18 Wellington Premiers	
GL	ITM	1	530011	4206001				PF				

s.73 Not Relevant

Amended
21/6/18

21/6/18

PETTY CASH VOUCHER			
Name <u>IAN HOLLAND</u>		Date <u>12/04/2018</u>	
Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
COMM. GAMERS PARKING			\$15.00
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>15.00</u> is due and payable to me and I acknowledge receipt of that sum.	
			
Particulars of Charge			



BCEC

MW

ABN 40 055 184 322

RSL APM 3 04/03/18 08:55
Receipt 045014

Short-term parking tkt
3 - No. 034111
04/03/18 06:12
04/03/18 08:55
Period 0d4h0'
(GST) \$20.00

Gross total \$20.00

Payment
MID ****49872
TERM ****7068
08:55
04/03/18
TRAN 022999
CARD7698
AID A0000000031010
PAN SEQ B96180E180D7D7AC
ARQC 056480
AUTH CODE \$20.00
AMOUNT \$20.00
TOTAL

No Cardholder
verification
(00) APPROVED

Net total \$18.18
GST 10% \$1.82

All amounts in AUD.
Deliv. date=Receipt date

** TAX INVOICE **

Pacific Fair
Phone No. (1300) 55 11 31
ABN No. 87 160 943 911

Receipt/Unit No : 4918/0617

Date/Time : 14/04/18 15:14:50

Last Ticket APS \$25.00 (Inc of GST)

Entry Time 14/04/2018 15:14

Payment Time 14/04/2018 15:14

Length of Stay: (Last Ticket)

Surcharge CL \$0.62 (Inc of GST)

Total Amount \$25.62 (Inc of GST)

GST 10.00 % \$2.33

Credit Visa \$25.62 (Inc of GST)

ID ****49872

TERM ****0955

15:14

011189

.....7698

Credit

CONTACTLESS

PURCHASE

*****034010-02

51E52E9799099598

035048

PETTY CASH VOUCHER

Name MICHAEL WELLINGTON Date 14/04/2018

Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
Comm. GAMES			\$25.60
parking.			\$20.00

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 \$ 45.60 is due and payable to me and I acknowledge receipt of that sum.

Particulars of Charge

BCEC

MW

ABN 40 055 184 322

RSL APM 3 04/03/18 08:55
Receipt 045014

Short-term parking tkt
3 - No. 034111
04/03/18 06:12
04/03/18 08:55
Period 0d4h0'
(GST) \$20.00

Gross total \$20.00

Payment
MID ****49872
TERM ****7068
08:55
04/03/18
TRAN 022999
CARD7698
AID A0000000031010
PAN SEQ B96180E180D7D7AC
ARQC 056480
AUTH CODE \$20.00
AMOUNT \$20.00
TOTAL

No Cardholder
verification
(00) APPROVED

Net total \$18.18
GST 10% \$1.82

All amounts in AUD.
Deliv. date=Receipt date

PETTY CASH VOUCHER			
Name	<u>MICHELLE WELLSINGTON</u>	Date	<u>19/04/2018</u>
Particulars of Claim	GST Exclusive \$	GST \$	GST Inclusive \$
COMMONWEALTH GAMES TAXI CHEVRON ISLAND TO THE SPIT, GOLD COAST.			\$16.40
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>16.40</u> is due and payable to me and I acknowledge receipt of that sum.		
Particulars of Charge			

CABCHARGE TAX INVOICE

REGENT TAXIS 131008
TAXI 909 QLD AU
MERCHANT ID: 21238389
TERMINAL ID: V41020
CLIENT ID: 4579
DRIVER DA: 118050712
DRIVER ABN: 93714732881

PICK UP: CHEVRON ISLAND
DEST: THE SPIT

TARIFF:

01 SINGLE DAY

RECEIVED IN CASH

FARE \$16.40
OTHER \$0.00
EXTRAS \$0.00
TOTAL FARE \$16.40
INC. GST

*** CUSTOMER RECEIPT ***
I
11/04/18 16:09

CABCHARGE TAX INVOICE

REGENT TAXIS 131008
TAXI 909 QLD AU
MERCHANT ID: 21238389
TERMINAL ID: V41020
CLIENT ID: 4579
DRIVER DA: 118050712
DRIVER ABN: 93714732881

PICK UP: CHEVRON ISLAND
DEST: THE SPIT

TARIFF:
01 SINGLE DAY

RECEIVED IN CASH

FARE \$16.40
OTHER \$0.00
EXTRAS \$0.00

TOTAL FARE \$16.40
INC. GST

*** CUSTOMER RECEIPT ***
I
11/04/18 16:09