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; Accommation 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



Jasmin Hines

Finance Manager / Accountant

Office of the Commonwealth Games

Department of Innovation, Tourism Industry Development

and the Commonwealth Garnes

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

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10,054.52 Minister 16,590.00 Ministerial Staff 26,644.52 Total



10,054.52



				Costs per												_	_		No	of	
10 10 10	Ministerial Office	Hotel	Room	night	1-Apr	2-Apr	2-Apr 3-Apr	4-Apr S-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr 11-Apr	•	12-Apr 13-Apr	<u> </u>	14-Apr	15-Apr nights	ghts Total	als
Harbour	Innovation	SeaWorld Nara	1brm	\$ 395.00																14 \$	5,530.00
	***************************************															The second second second		100000000000000000000000000000000000000	10000 March 10000 M	1/1	00.003.3
thew Jutsum	Innovation	SeaWorld Nara	1.brm	\$ 395.00	06															14 ×	5,550.00
n Placter	Innovation	SeaWorld Nara	1brm	\$ 395.00																14 \$	5,530.00
, , , , , , , , , , , , , , , , , , , ,																					

Premier 10,054.52
Ministerial Services 19,355.00

Total 29,409.52

Total amount to be invoiced

RTID386.pdf - Page Number: 7 of 336

	Michelle Wellington	Liz Sullivan	Jeff Sullivan	Peter Nibbs	Brett Murphy	Susan McGrady	David Lee	lan Hutcheon	David Dwyer	Shane Doherty	Geoff Breusch	David Barbagallo	Name
	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Premiers	Ministerial Office Hotel
	SeaWorld Nara 1brm	SeaWorld Nara 15rm	Seaworld Nara 1brin	SeaWorld Nara Ibrm	SeaWorld Nera 1brm	SeaWorld Nara 1brm	orld Nara						
	brm \$395.00		<u>⊸</u> 4	orm \$395.00	brm \$395.00	brm \$395.00	brm \$395.00	brm \$395.00	brm \$395.00	brm \$395.00	brm \$395.00	Н	Costs per Room night
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Total amount to be invoiced								<u> </u>					10-Apr 11-Apr
to be invo													Apr 12-Apr
E.													pr 13-Apr
													14-Apr
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·	u V	-	_		5 \$			5 5		1			No. of nights Totals
19,355.00	1,185.00	790.00	3,555.00	790.00	1,975.00	395.00	3,160.00	1,975:00	1,185.00	1,975.00	1,975.00	395.00	

RTID386.pdf - Page Number: 8 of 336

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



Government

Queensland

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:

Julie Wise

Sent:

Tuesday, 12 June 2018 10:37 AM

To:

'Cheryl Packer'

Subject:

FW: Accommodation Costs, Commonwealth Games - Ministerial Services - Minister

Innovation

Attachments:

Accommation 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

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



Government

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

P 07 3003 9074

1 William Street, Brisbane QLD 4000 Queensland PO Box 15185, City East, QLD 4002 Government

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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; Accommation 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

Queensland Government

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

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- Treasurer: \$798.00
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Thank you

Regards

RTID386.pdf - Page Number: 13 of 336



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

Queensland Government

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

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2

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



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

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@dit.d.qld.gov.au>

Subject: Accommodation Costs, Commonwealth Games - Ministerial Services - Premier, Treasurer, Minister

Innovation

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Thank you

Regards

. .

RTID386.pdf - Page Number: 15 of 336



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

Queensland Government

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

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Document Number:

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+ Accounting DocumentTemplate Version 5.1 (Updated June 2016 and based on NS36 release)

Vendor/Cust TradingPar CorrespondenceType Assignment Train to Helensvale CG2018 04/04/18 Palaszczuk Prems Train to Helensvale CG2018 04/04/18 Palaszczuk Prems LinettemRefKey2 Processed By: Signature: Name: Date: 164.01 HeaderText 7 7 2 2 2 2 The state of the s DocType 80067289 Approved By: Phone: 300 39074 CompCode 1042 GL Account iditional rows must be copied and inserted above this ro Purpose of Journal: Tfr various charges to the correct codes

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1 of 1

Template Owner is QSS, Journal Processing



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Vendor/Cust TradingPar CorrespondenceType Assignment R R R R R R R Processed By: Signature: Position: Name: Date: _ 49.40 49.99 49.99 49.89 55.00 2 2 2 2 2 300 390Z0 Currency WBS Element NFinancial management\Accounting\GL Upload\2017-2018\Journals\(Adj Coding Apr18 - Various.xis)Template DocType SA InternalOrder 80067289 Approved By: Name: 4206002 Phone: 300 39074 530002 530007 530007 530022 530022 530022 Purpose of Journal: Tfr various charges to the correct codes Position: Finance Officer Prepared By: MTI MTI E E E ฟูนี้mber: 18 of 336

Document Number:

...
Accounting DocumentTemplate Version 5.1 (Updated June 2016 and based on NS36 release)

Template Owner is QSS, Journal Processing

Department of the Premier and Cabinet

	Document Number:	
	MINISTERIAL OFFICES	
E	(PENDITURE APPROVAL	
linisterial Office:Premiers inancial Year: _2017/2018		required by: / /20
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Journal From GL 136004	GoCard train travel Roma St to Helensvale for Commonwealth Games 03/04/18	8.38
	ANNAGUMA PALASZEZVICM. APPROVAL TOTAL: (GST inclusive)	\$ 8.38
	(551 inclusive)	i e
 All supporting documentation is a Where applicable a valid Tax Inv. The purpose of any travel or enter detailed); and When guests are not assisting the APPROVED: Signature 	roice is attached; ertainment is related to official busi	are attached.
PREPARED BY: Name (please prin	nt)Sonia Anderson Date: ne300 39071	10/4/18
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/service rendered; * price or rate of charge correct; * discounts/allowances correct;	* invoices/requisitions a	ttached; and dagainst the correct codes.
Signature: Date:		

Claims for Travel - See Overleaf

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see Ministerial Intranet)
- 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
			\triangle	
		A	TOTAL	
			· · · · · · · · · · · · · · · · · · ·	
_	llowance claim:			

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
		M CO	INISTERIAL SI			
		(2)	70 711	2018		
	(2)					* 1:doc5444

TOTAL

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

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

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



go card history

Search your go card history

Search from select a period vor between 03/04/2018 and 10/04/2018 Cand

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: -

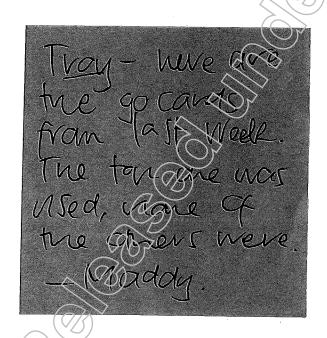
Balance: \$1.62

TransLink Division, Department of Transport and Main Roads

ABN: 39 407 690 291

Savings: \$0.00

, ,							and a commence of the second
Date/time	From	Time	То		Fare	Credit	Balance
04 Apr 2018	·						
02:08 PM	Roma Street	03:23 PM	Helensvale	$/\langle$	\$ 8.38	4	\$ 1.62
03 Apr 2018	and the second section of the section of the second section of the section of the second section of the second section of the sectio						
10:10 AM	Top up (3rd Mineral Ho	ouse News)				\$ 10.00	\$ 10.00



Department	of the	Premier	and	Cabinet
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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	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

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

14/04/2018/

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

Signature



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



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;
- I have not previously claimed any meal expenses or actual cost of meals for the above
- · The travel for the above mentioned period was for official purposes as defined in the Queensland Ministeria Handbook.

Signature



12/04/2018

I certify that;

- Expenditure is approved and is in accordance with the Queensland Ministerial Handbook;
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Date

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- · 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

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

Date



Tax Invoice

To Company Taylor, Brock

Booking ID

Ministerial Services Branch

1791689

Invoice Date

18 April 2018

Invoice No. elnvoice No. 31179168901 9168901

BOOKING DETAILS		and the state of the state of	
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		\triangle	

STAY DETAILS			
'Arrival Date	Wednesday 04/04/2018	Average Rate	AUD 150.00
Departure Date	Súnday 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.

Page 1

Powered by:



Hotel Booking Confirmation

То	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 dia 1300 368 145 and press 1 for CTM and 2 for Lido.

Can be used as conhumiting of WAVELLE CHECK POWELL, MANAGER

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

STAY DETAILS	· ·		
Arrival Date	Wed 04 Apr 18 - 1	APO Y 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	07,5532,4155
Star Rating	(4, ^v O)
Cancellation Policy	24 nours 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	

526001/4606072 PZ \$920-25 / *4 GOD COAST 04-11/04/18 TAYLOR TRANSPORT

Page 1

AAD

Pyl: (07) 30039069

The Lido Group

A: 128 Terry Street, Rozelle NSW 2039, Australia | PO Box 906, Rozelle NSW 2039, Australia

P: 1300 368 145 press 1 for CTM and 2 for Lido.

E: govt@lido.com.au



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

Signature



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



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

Signature

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

Date



Tax Invoice

To Company Brogan, Emily

Ministerial Services Branch

Booking ID 1791688 Invoice Date Invoice No.

18 April 2018 31179168801

elnvoice No.

9168801

BOOKING DETAILS	The state of the	Electric de la constant de la const La constant de la co	
Traveller Name	Brogan, Emily	Booker Name	Dufry, 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		\rightarrow	

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
) P	

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.

Page 1

Powered by:



Hotel Booking Confirmation

То	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.

les les processed will-the Bourno

BOOKING DETAILS				
Traveller Name	Brogan, Emily	Booker Name	Duffy, Gai CHRIS POWELL, MANAGE	
Accompanying Guest(s)	None _.	Booking Source	Serko API PH: (07) 30039069	
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		\searrow $ $	Line of the Company o
Arrival Date	Wed 04 Apr 18 - 11 Apr 1	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 V ()
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	7
Known Incidentals	, , , , , , , , , , , , , , , , , , , ,

526001/4206072 PZ \$ 1,127.70 AX GOUD CUAST 04-11/04/18 BROGAN THANS PORT

Page 1

The Lido Group

A: 128 Terry Street, Rozelle NSW 2039, Australia | PO Box 906, Rozelle NSW 2039, Australia

P: 1300 368 145 press 1 for CTM and 2 for Lido.

E: govt@lido.com.au



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).
- Dial 1300 368 145 and press 1 for CTM and 2 for Lido.
- 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.
- 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.
- 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.
- 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 oack to The Lido Group. All other charges are to be paid by the Guest upon check-out.
- 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.
- 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:

MINISTERIAL SERVICES

DOMESTIC TRAVEL	CLAIM - FX	PENDITURE	APPROVAL

Ministerial Office

Minister for Transport and Main Roads

Financial Year

2017 - 2018

Name of Claimant / Payee

Brock Taylor

Salary Level

^{*} 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	4	\$616.4 5
		(QLD)		\$ 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



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.

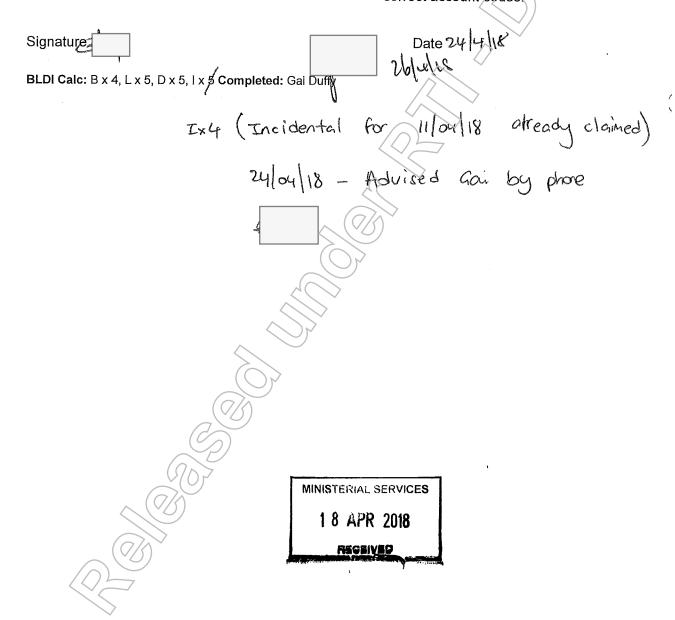
Rates contained in ATO Tax Determination for reasonable travel and overtime meal allowance expense amount (see Ministerial Intranet)

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;
- Expenditure is recorded against the correct account codes.





Tax Invoice

To

Taylor, Brock

Company **Booking ID** Ministerial Services Branch

1791689

Invoice Date

18 April 2018

Invoice No.

31179168901

elnvoice No.

9168901

BOOKING DETAILS	the second secon	The second of the second of the second	
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			er (1884) – Markette de Personale (1884)
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

526001 | 4206072 Pz \$ 597.10 / ** Gold Coast 11-15/04/18 Taylor Transport

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

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 & Return Date & Destination Nights Allowance
Time Claimed

04/04/2018 12:00 11/04/2018 07:00 Gold Coast 7 \$920,25

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND MEAL ALLOWANCE

Bfast a Incidental for 11/04/18 ALREADY CLAUNTED

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

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 [7/04/70[8

12/04/2018

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

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	4	\$750.30
		. ((3)-12)		\$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 whees signed by the person claiming the allowance.

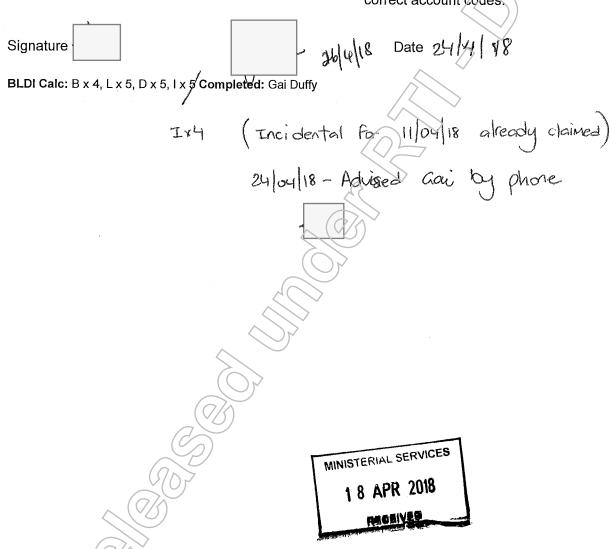
Rates contained in ATO Tax Determination for reasonable travel and overtime meal allowance expense amount (see Ministerial Intranet)

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;
- Expenditure is recorded against the correct account codes.





Tax Invoice

То

Brogan, Emily

Company Booking ID Ministerial Services Branch

1791688

Invoice Date

18 April 2018

Invoice No.

31179168801

9168801 elnvoice No.

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		\wedge	

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

11-15/04/18 Brogan Transport

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

Page 1

Powered by:

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

SO

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

Departure Date & Return Date & Destination Nights Allowance Claimed

04/04/2018 12:00 11/04/2018 07:00 Gold Coast 7 \$1127.70

Bfast & Incidental for 11/04/18 ALREADY CRAINED

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

907

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

12/4/8

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

Document Number:

19/52632

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM - EXPENDITURE APPROVAL

Min	icto	Jal (Office
เทเก	ISTEL	181 (лисе

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

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

Date 19/4/18

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

· Price or rate of charge correct;

Discounts/allownaces correct

Signature BLDI Calc: B x 1, L x 1, D x 1, I x 2 Completed: Sean Scanlon Not previously paid;

· Invoices/documentation attached; and

Expenditure is recorded against the correct account codes.

MINISTERIAL SERVICES



Tax Invoice

Τö

de Brenni, Michael

Company **Booking ID** Ministerial Services Branch

1794117

Invoice Date

16 April 2018

Invoice No.

31179411701

elnvoice	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		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		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 /

with Kelly - shared with Min/chanft

326001/4206092 PZ \$148-05 Gold Coast 14-15/4/18 Scanlon Housing

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

Page 1

Powered by:



Thursday 29 March 2018 12:47 - Brisbane, QLD

Booking Number: B6349692 **Itinerary for NPBWYO** PNR Reference: DE BRENNI/MICHAEL HON Consultant: Old Govt Online Kelly Mcmahon Booked By: 14 Apr 18 **Departure Date:** Ministerial Services Branch Debtor: HOUSING-2017 (HOUSING-2017) Department: 4206093 (HOUSING-2017) **Cost Centre:** 15 Apr 18 **Return Date:**

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.

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

Date	Service	Details	
Saturday	Hotel	Hotel Name:	PEPPERS BROADBEACH
14 Apr 18		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:	
		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)

Lic:

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	OST AUD Total
Hotel	The Lido Group (Hotel provider Queensland Government) - ONRQST1794117 COOLANGATTA - GOLD COAST		0.00	47.09 518.00
	Date: 14 Apr 18/15 Apr 18 Total Booking Cost In	nc Pav Direct		47.00
Final Ticket Date:	29 Mar 18			47.09 518.00
	23 Fidi 10			
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DOMESTIC BAGGAGE (JQ/QF/VA)

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

OANTAS

 $\bar{\text{Economy}}$ Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg. Business Class: 1 piece of cabin baggage weighing 7 kg + 1 piece of checked baggage weighing 32 kg 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.

vw.jetstar.com/au/en/planning-and-booking/checking-in/domestic

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:

pto identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: vers 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

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.

Page 3 of 4

Corporate Travel Management Level 24 307 Queen St Brisbane QLD 4000

Toll Free:

1300 368 145 1800 663 622 Email:

qldgov@travelctm.com Internet: www.travelctm.com

Emergency: 61 7 3211 2400

52 005 000 895 ABN: Hic: 854

SYDNEY Terminal Information

There are 3 terminals in Sydney

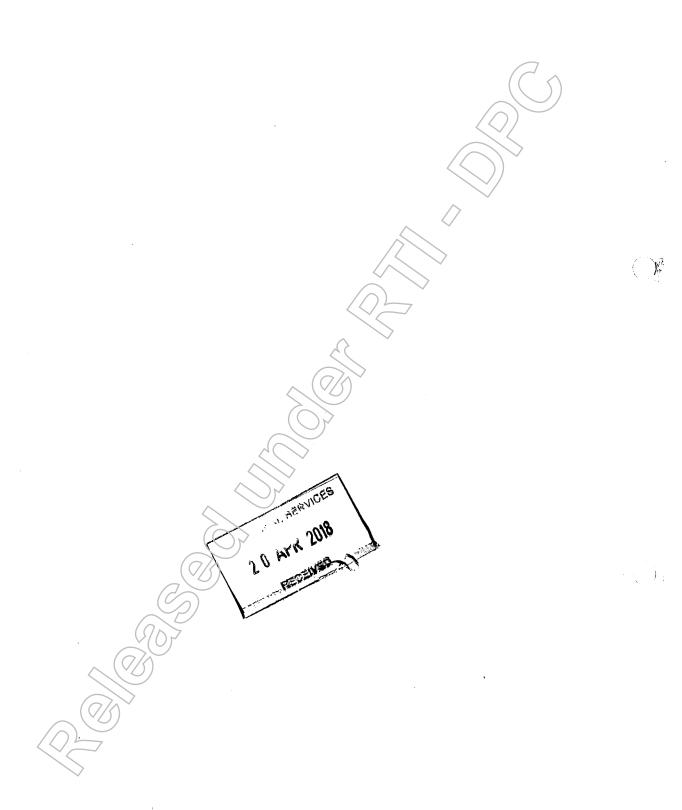
- T1 Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal. T2 Sydney Domestic Airport: JetStar flights operate from this terminal.
- T3 Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLInk flights 1600 and above operate from this terminal.



my repres

Department of the Premier and Cabinet

	Document Number:	9 52670				
	MINISTERIAL OFFICES					
E)	XPENDITURE APPROVAL					
inisterial Office: Office of the Premnancial Year: 2017/2018	nier and Minister for Trade Urgent payment	required by: / / 20				
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT				
Laura McKee, Media Advisor	Interviews with public – Helensvale station Commonwealth Games	\$33.52				
	APPROVAL TOTAL: (GST inclusive)	\$33.52				
detailed <u>)</u> ; and	voice is attached, ertainment is related to official busing the Minister details of cost recovery					
Name (please print) – David B	Parbagallo, Chief of Staff Date: 1	6/04/2018 ?				
PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 16/04/2018 Phone 07 3719 7019						
<u> </u>						
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/service rendered; * price or rate of charge correct; * discounts/allowances correct	* invoices/requisitions a	ttached; and d against the correct codes.				
Signature:						



and 12/04/2018 Search from select a period ▼ or between 05/04/2018

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	wckee	Billing name: Laura McKee	McKee		Balance: \$102.12	2.12
	TransLink Bivit	sion, Department of T	TransLink Division, Department of Transport and Main Roads	qs	ABN: 39 407 690 291	291		Savings: \$3.24	च
	7				:				
. 3	Date/time	From		Time	4		Fare	Credit	Вајапсе
	12 Apr 2018				e de la companya de l	decides and state of the state			
	06:55 AM	Nundah	C,	© 07:20 AM	Central	•	\$ 1.63		\$ 22.12
	07:22 AM	Top up (Central)				\$5\$\$	1.5	\$ 80.00	\$ 102.12
	11 Apr 2018								
	06:51 AM	Nundah)r	© 07:16 AM	Central	•	5325		\$ 27.00
	05:27 PM	Central		Ø 05:54 PM	Morningside	•	\$ 3.25		\$ 23.75
	06:46 PM	Morningside	7	© 07:29 FM	Nundah	(3)	S 0.00		\$ 23.75
_ 	10 Apr 2018			$O\rangle$					
	06:53 AM	Nundah		© : 07:16 AM	Central	•	\$ 3.25	-	\$ 33.50
	06:06 PM	Centrai		© 06:34 PM	Nungah	(8)	\$ 3.25		\$ 30.25
	09 Apr 2018			4		4			
_	06:55 AM	Nundah		@ 07:17 AM	Central	3	\$ 3.25		\$ 16.76
	10:16 AM	Top up (South Bar	Bank)			\$\$\$		\$ 40.00	\$ 56.76
*	¥ 10:17 AM	South Bank		11:46 AM	Nerang	•	\$ 6.38	4	\$ 48,38
*	01:24 PM	Nerang		02:38 PM	South Bank	(£)	\$ 8.38		\$ 40.00
	06:08 PM	Central		06:32 PM	Nundah	•	\$ 3.25		\$ 36.75
	06 Apr 2018)	
	06:58 AM	Nundah		© 07:17 AM	Central	(5)	\$ 1.63		\$ 20.01
	05 Apr 2018								
	06:57 AM	Nundah		● 07:16 AM	Central	(5)	\$ 3.25		\$ 41.65
*	10:27 AM	South Bank		11:31 AM	Helensvale	(8)	\$ 8.38		\$ 33.27
*	₩ 01:15 PM	Helensvale		© 02:32 PM	Central	(3)	\$ 8.38		\$ 24.89
	02:34 PM	Ann Street - Stop 8 (Central)	(Central)	● 02:35 PM	Cancel Touch On		\$ 0.00		\$ 24.89
•	06:02 PM	Central		© 06:32 PM	Nundah	•	\$ 3.25		\$ 21.64

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 (name of person/business to be paid)	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

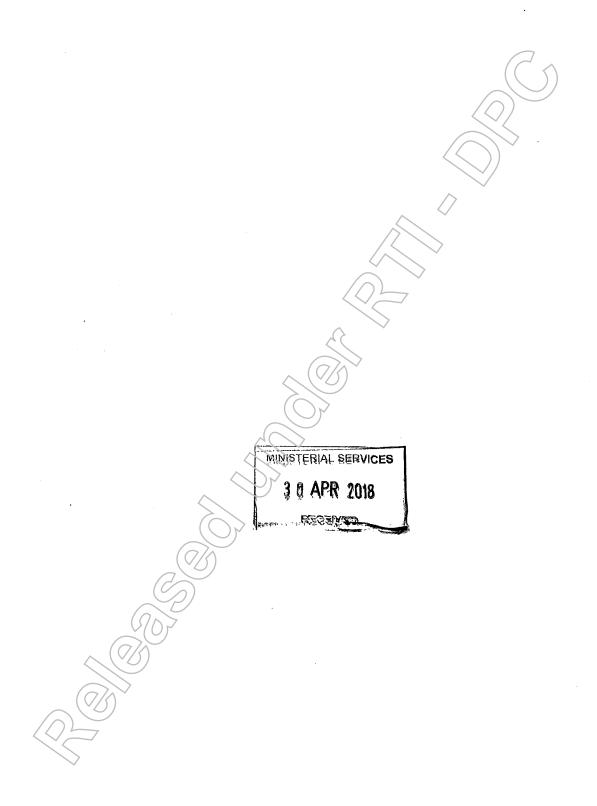
Name (please print) Denise Spinks, A/Chief of Staff Date: 30/04/2018

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:	2/5/18		

• Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
				<i>//</i>
			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 <i>•</i>
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 water 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

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

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



Geoff Breusch

Principal Media Advisor

Office of the Hon. Annastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7024 M

Queensland

Government

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

526001/4206002 PZ \$341-95 +x hold Coast title 04/18 Bransch Premiers 08-10

20/04/20

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

lan 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 lan Hutcheon David Dwyer

Sunday 15/4

Brett Murphy Geoff Breusch Ian Hutcheon David Dwyer

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Document Number: 19152679

MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

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

. Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
				<i>y</i>
			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	,
<i>14</i> /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 5	7-10
			not poujal	de.	TOTAL	\$341-95 3	00-25

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.
20/11/10
Signature: Date:
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

Overnight sea world wara

Sunday 15 April Overnight Sea World Nara

Monday 16 April arrive Brisbane 1.00pm NO MEALS PROVIDED



Geoff Breusch

Principal Media Advisor

Office of the Hon. Annastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7024 M

Queensland

Government

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

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

RTID386.pdf - Page Number: 63 of 336

k MICHENE

whenever 27/04/2001

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 lan 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

Document Number:		5268	2
	92		

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

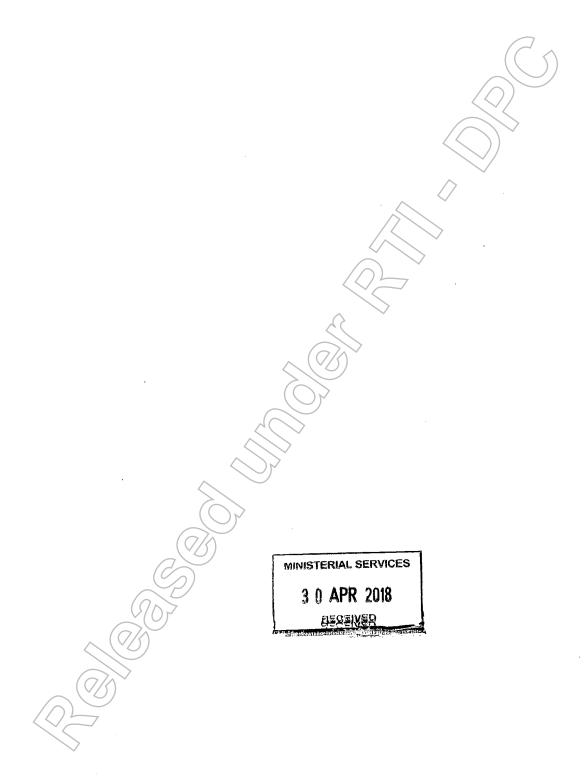
/ 20

VENDOR (name of person/business to be paid)	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 offi detailed); and	, ,				
 When guests are not assisting the Minister details of cost re 	ecovery 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					
V(0)					

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:	3/5/18				

• Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount</u>.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
				<i>>)</i>
			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

certify	that:

- " An expense has been incurred;
- " My travel included an evernight 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 gevernment source e.g. conference.

Signature:	Date:	26/4/18	
NOTE: This form is not valid unless signed by the person	n claimine	n 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

.o: @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



Government

Troy Mitchell

Executive Manager

Office of the Hon. Annastacia Paiaszczuk MP Premier of Queensland and Minister for Trade

P 07 3719 7019 M

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

526001/4206002

PZ \$300.28

XX GOLD CAST

14-06/04/18 NIBBS PREMIER.

RTID386.pdf - Page Number: 69 of 336

k MICHENE

whenever 27/04/2001

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

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 (name of person/business to be paid)	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; * 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: Orfoc/18	/3/5/18.		

Claims for Travel - See Overleaf

2 forms a resetted.



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount</u>.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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:
DOMESTIC	uavcı	allowalice	Gianii.

Departure Date & Time: Mon 2 April 2018 1:30pm

Return Date & Time: April 2018 10:00am

Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
02/04/2018	Gold Coast	Not Claimed	Not Claimed	\$51.85 <i>´</i>	\$19.35 ′	\$71.20
03/04/2018	Gold Coast	\$27.05 ~	\$30.45 -	\$51.85 -	\$19.35 /	\$128.70 ~
04/04/2018 1	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: 30/04/2018
Signature: Date: 50/04/2018
NOTE: This fame is not valid unloss signed by the person claiming the allowance
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 2 nd April Depar	rt Brisbane 1330hrs to GC.
Stayed: Mon, Tues, V Saturday morning)	Ved, Thurs and came home Friday 6 th for night at home (Powerhouse events Friday night and
Saturday 7 th 1515 De	epart Brisbane to GC.
Stayed Sat, Sun, Mor	n, Tues, Wed, Thurs and returned to Brisbane Friday 13 th 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



Jeff Sullivan

Chauffeur

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

P 37197037 M

Government

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

14206002 PZ \$503.70 700AST 02-06/04/18 SULLIVAN PREMIERS

k MICHERE

when when 2 1/04/2016

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 Sulliyan

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

Department of the Premier and Cabinet

	a	al	926	OLI	
Document Number:			960	PO	

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

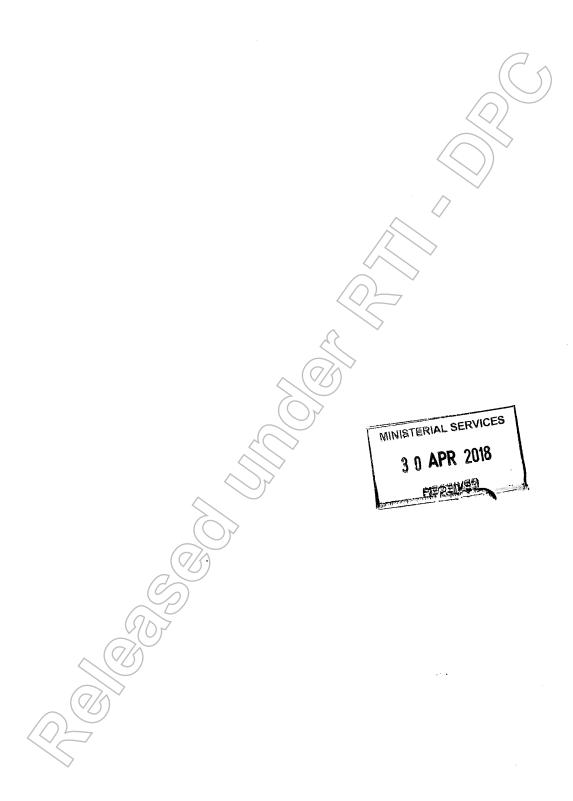
/ 20

VENDOR (name of person/business to be paid)	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; * 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: Ofothy	13/5/18

• Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance</u> Expense Amount.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
		11.00	TOTAL	<u> </u>

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 /
	(OP			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 water met from another government source e.g. conference. Signature: Date: Date: Date: 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



Jeff Sullivan

Chauffeur

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

P 37197037 M

Queensland Government 1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

526001/4206002 Pt \$761.10 / PR GOUD COAST 07-13/04/18 SULLIVAN PREMIERS

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27/04/2a

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

Department of the Premier and Cabinet

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MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

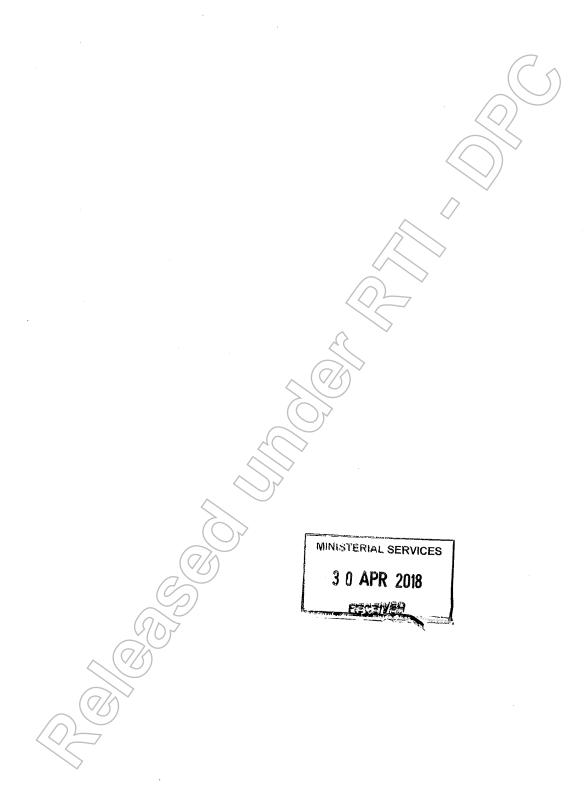
/ 20

VENDOR (name of person/business to be paid)	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 Que 	eensland 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 or 	official business (unless specifically
detailed); and	
When guests are not assisting the Minister details of cos	st 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	
V/I/F	

MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services	* arithmetically correct;* not previously paid;
rendered; * price or rate of charge correct; * discounts/allowances correct;	 * invoices/requisitions attached; and * expenditure is recorded against the correct codes.
Signature: A ,	13518

• Claims for Travel - See Overleaf



TRAVEL CLAIM

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

Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
			TOTAL	×

Domestic travel allowance claim:

Departure Date & Time: 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 TR	AVELLER CLAIMING INCIDENTA	L AND	O/OR MEAL ALLOWANCE	
I certify that:				
" Ån expense has bee	n incurred;			
" My travel included a				
" I have not previously	claimed any meal expenses for the	e abov	/e period;	
" The travel for the ab	ove mentioned period was for Offic	ial pur	poses as defined in the Quee	ensland
Ministerial Handboo	ç and			
	llowances on this form for trips whe	re the	actual cost of meals or	
accommodation wer	e met from another government so	urce e.	.g. conference.	
Signature:			30/4/18	

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

Signature:

DAVE DIVILLE TA

DEPART BRISBANE RRIDAY 13/4/18 0445 AM GOLD COAST ARRIVAL BRISBANE MONDAY 16/4/18 1030 As. 526001/4206002 PZ \$432.50 ** Gas corst 13-16/04/18 buyen premiers

k MICHENE

whenever 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

Department of the Premier and Cabinet

MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Michelle Wellington, Principal Media Advisor	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 Que 	eensland 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 detailed); and 	official business (unless specifically
 When guests are not assisting the Minister details of cos 	t recovery are attached.
APPROVED: Signature	
Name (please print) Denise Spinks, A/Chief of Staff	Date: 30/04/2018
PREPARED BY: Name Trey 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;	* arithmetically correct; * not previously paid; * invoices/requisitions attached; and
* discounts/allowances correct; Signature: Date: 3 5 8	* expenditure is recorded against the correct codes.

• Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance</u> Expense Amount.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	Ÿ

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	
95/04/2018	Gold Coast	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15	
		~			TOTAL	\$243.15	ě

	INCIDENTAL AND/OF	

1	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 for	n is no t valid unless	signed by the person	claiming	the allowance.	

Munelle O'N France - Wednesday 11th arr 10-30 am 526001/4206002 PZ \$ 243-15 4 * Gold Coast 11-12/04/18 Wellington Premiers

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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: 19/52694

M	INISTERIAL	OFFICES	
EXP	ENDITURE	APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Michelle Wellington, Principal Media Advisor んいんもみつる)	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;	All supporting documentation is attached;							
Where applicable a valid Tax Invoice is attached;								
The purpose of any travel or entertainment is related to official b	usiness (unless specifically							
detailed); and								
 When guests are not assisting the Minister details of cost recover 	ry are attached.							
APPROVED: Signature								
Name (please print) Denise Spinks, A/Chief of Staff	ate: 30/04/2018							
(\bigcirc/\bigcirc)								
PREPARED BY: Name Troy Mitchell, Executive Manager	Date: 30/04/2018							
(\mathcal{C}_{Ω})								
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: Signature:		* arithmetically correct; * not previously paid; * invoices/requisitions attached; and * expenditure is recorded against the correct codes.			
Signature:					
Date:	3518	3 5 18			

• Claims for Travel - See Overleaf

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TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance</u> Expense Amount.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	\searrow

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	,

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CERTIFICATION OF TH	$2\Delta VFIIF$	R CLAIMING INCIDEN	ITAL AND/OR MEAL ALLOWANCE	

П	certify	414.
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	CCILIIV	una.

- " An expense has been incurred;
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- " 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 al	lowance.	

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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

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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 51-Etre# 29 6000 och 100062

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Department of the Premier and Cabinet

Document Number: 1952698

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	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;	* 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	3/1/1/

Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	<u>`</u>

		tra				

unchtime

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	Nøt Claimed	Not Claimed	\$19.35	\$46.40
					TOTAL	\$246.30

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

ı	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 t	he person claiming the allowance.

Troy Mitchell

From:

lan 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. \checkmark

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. Amastacia Palaszczuk MP Premier of Queensland and Minister for Trade

P 07 3719 7019 M

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

526001 4206002

P2\$ 246.30

Gold Coast 14-16/04/18 Hutcheon Premiers

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27/04/Za

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

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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: 19/52699

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MINISTERIAL OFFICES	0.345
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	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

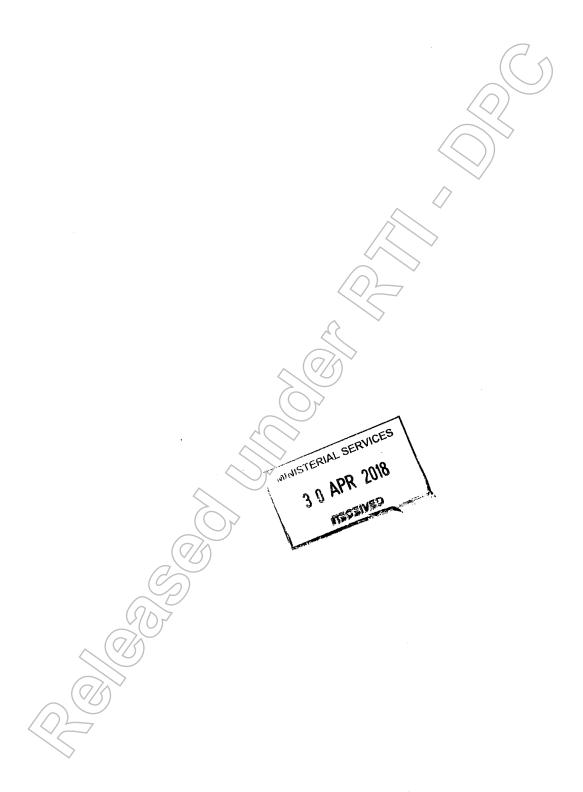
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ce	THV	' un	al.

- 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

detailed), and				
When guests are not assisting the Minister details of cost recovery are attached.				
APPROVED: Signature				
Name (please print) Denise Spiriks, 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/:1/18		

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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: 26/9
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



Troy Mitchell

Executive Manager

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

P 07 3719 7019 M

1 William Street Brisbane QLD 4000 PO Box 15185 City Fast QLD 4002

526001 4205002

PZ \$ 328,60

Gold coast 11-13/04/18 Hutcheon Premiers

RTID386.pdf - Page Number: 111 of 336

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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

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
Tan Hutcheon

Saturday 14/4

Brett Murphy Geoff Breusch Ian Hutcheon David Dwyer

Sunday 15/4

Brett Murphy Geoff Breusch Ian Hutcheon David Dwyer

RTID386.pdf - Page Number: 113 of 336

Department of the Premier and Cabinet

Document Number:			5	2		0	0
		8			•		

MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	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:	44.4				
Expenditure is approved and in accordance with the Queens	land 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 offici detailed); and 	. ,				
 When guests are not assisting the Minister details of cost rec 	covery are attached.				
APPROVED: Signature					
Name (please print) Denise Spinks, A/Chief of Staff	Date: 30/04/2018				
	and the state of t				
PREPARED BY: Name - Troy Mitchell, Executive Manager	Date: 30/04/2018				
Phone 07 3719 7019					
<u> </u>	The second secon				

MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services rendered; * price or rate of charge correct;	 * arithmetically correct; * not previously paid; * invoices/requisitions attached; and 			
* discounts/allowances correct;	* expenditure is recorded against the correct codes.			
Signature:				
Date: 3/05/18	2/5/16			

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	\vee

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	7
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. $\sqrt{\ }_{N}$

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



Government

Troy Mitchell

Executive Manager

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

P 07 3719 7019 M

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

526001 4206002

P2\$ 276.75

* x gold coast 08-10/04/18 Hutcheon Premiers

MICHEN

whenton

Commonwealth Games - Overnight accommodation

27/04/Za.

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 Syllivan

Tuesday 10/4

Brett Murphy Shane Doherty Jeff Sullivan

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

Department of the Premier and Cabinet

Document Number: 19/12702

MINISTERIAL OFFICE	ES
 EXPENDITURE APPRO	VAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

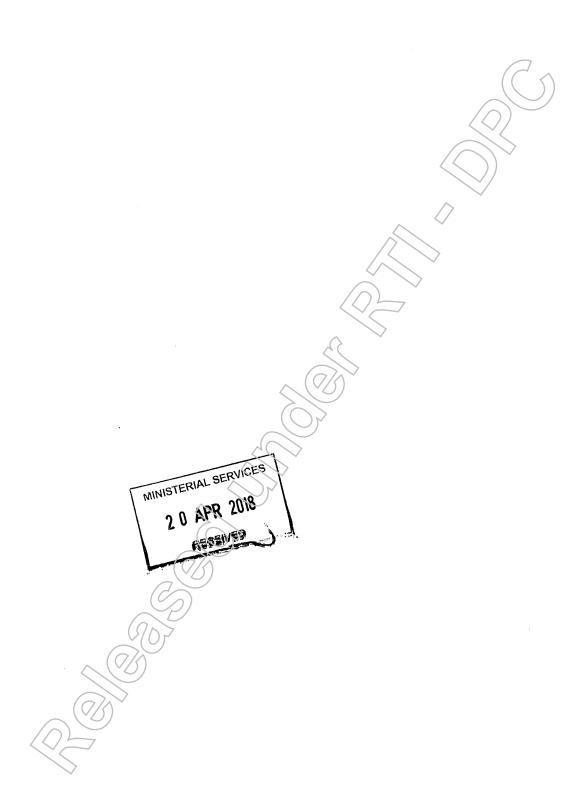
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
David Lee, Policy Advisor	Allowances Claim Comm. Games Gold Coast 2-6 April 2018	\$564.60
	APPROVAL TOTAL: (GST inclusive)	\$564.60

I certify that:		
 Expenditure is approved and in accordance with the Queens 	sland 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 offic 	ial business (unless specifically	
detailed); and		
 When guests are not assisting the Minister details of cost re 	coverv are attached.	
APPROVED: Signature		
Name (please print) David Barbagallo, Chief of Staff	Date: 10/04/2018	
(\mathcal{C}_{Ω})		
PREPARED BY: Name - Troy Mitchell, Executive Manager	Date: 10/04/2018	

MINISTERIAL SERVICE I certify that: * approved by competen * verification of goods su rendered;	t authority; pplied/services	* arithmetically correct; * not previously paid;
* price or rate of charge* discounts/allowances c		* invoices/requisitions attached; and* expenditure is recorded against the correct codes.
Signature:	// -/ -/ -/ -	200
Date.	(135/18	3) 116

Phone 07 3719 7019

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount</u>.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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 <i>•</i>
03/04/2018	Gold Coast	\$27.05 ′	\$30.45	\$51.85 <	\$19.35 🗸	\$128.70
04/04/2018	Gold Coast	\$27.05 4	\$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 <i>*</i>
	-		>		TOTAL	\$564.60

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

1	cer	tifv	th	at:
		••••		

- " An expense has been incurred;
- " My travel included an evernight 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:	104 18
		1
NOTE: This form is not valid unless signed by	the person claiming the allo	wance.

Julie Wise

From: Sent: To: Subject:	Troy Mitchell <troy.mitchell@mii Thursday, 3 May 2018 2:28 PM Julie Wise FW: Dave - Travel Allowance</troy.mitchell@mii 	nisterial.qld.gov.au>	
FYI.			
Original Message From: David Lee Sent: Tuesday, 10 April 2018 9:03 To: Troy Mitchell <troy.mitchell@ -="" <david.barbagallo@ministerial.ql="" <denise.spinks="" allowance<="" cc:="" dave="" denise="" spinks="" subject:="" td="" travel=""><td>Oministerial.qld.gov.au> @ministerial.qld.gov.au>; David B</td><td>arbagallo</td><td></td></troy.mitchell@>	Oministerial.qld.gov.au> @ministerial.qld.gov.au>; David B	arbagallo	
ley Troy,			
As discussed, putting these dates carrying the cost of out of pocket	in writing before I forget them V expenses since mid feb.	Vould really like them	processed as I've bee
5-6 March - Gold Coast comm gar	nes advances.		
21-22 March - mackay Governing	from advances	, ,	
22-23 March - Gold Coast openin	g of the Darling		
2-6 April - com games (left 6am N	londay morning and returned 4p	m Friday arvo for an e	vent in Brisbane
7-8 April - com games (left Brisba	ne at 2pm and returned the follo	wing day by 3pm	
9-11 April - com games(left Brisba	ane 5am and will return tomorrov	v at 8am)	
hunk this is everything hey can	you do a reconcile for March. I hu	nk there is stuff missir	ng.
Sorry to be a pain but money is g	etting tight when I travel as I lose	money for out of poc	ket and expensive
Dave	Γ		
David Lee Senior Advisor			
Office of the Premier and Minister	r for Trade		

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

lan 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 \$564-60 ** Gold Coast 2-6/04/18 Lee Premiers

RTID386.pdf - Page Number: 124 of 336

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

Department of the Premier and Cabinet

	MINISTERIAL OFFICES	
	EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

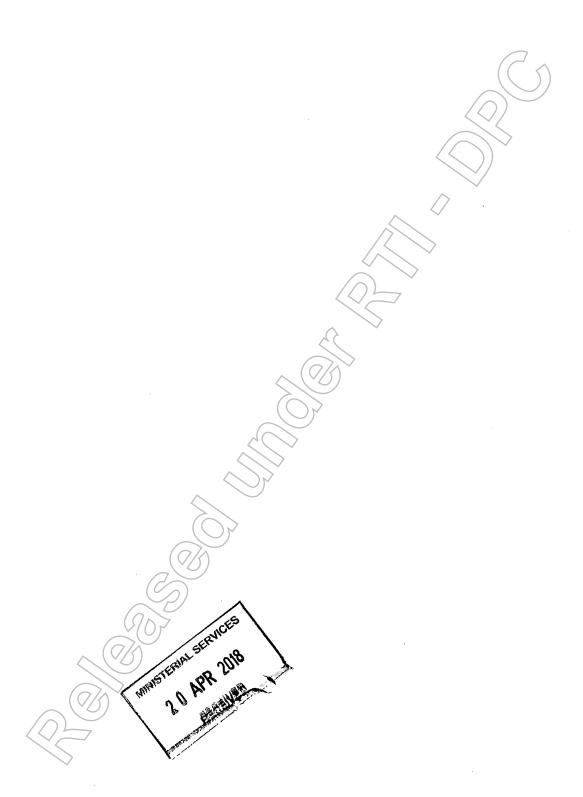
/ 20

VENDOR (name of person/business to be paid)	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 Queensl 	and 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 detailed); and	
 When guests are not assisting the Minister details of cost rec 	overy are attached.
APPROVED: Signature	
Name (please print) David Barbagallo, Chief of Staff	Date: 10/04/2018
PREPARED BY: Name - Froy Mitchell, Executive Manager	Date: 10/04/2018
Phone 07 3719 7019	
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	

MINISTERIAL SERVICES I certify that:	OFFICER:		
* approved by competent a	authority;	* arithmetically correct;	
 verification of goods supplements 	olied/services	* not previously paid;	
* price or rate of charge co	orrect;	invoices/requisitions attac	ched; and
* discounts/allowances cor		 expenditure is recorded a 	gainst the correct codes.
Signature:			
	<u> </u>		

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
			<	
				<i>))</i>
			TOTAL	<u> </u>

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 " I have not previously claimed at " The travel for the above mention in Ministerial Handbook; and	stay; ny meal expenses for the abov	e period; poses as defined in the Quee	ensland
" I have not claimed allowances of accommodation were met from			
Signature:	Date: _	11/04/18	/
NOTE: This form is not valid unless	signed by the person claiming	the allowance.	

Julie Wise

From: Sent: To:	Troy Mitchell <troy.mitchell@ministerial.qld.gov.au> Thursday, 3 May 2018 2:28 PM Julie Wise</troy.mitchell@ministerial.qld.gov.au>
Subject:	FW: Dave - Travel Allowance
FYI.	
Original Message From: David Lee	
Sent: Tuesday, 10 April 2018 9:03 To: Troy Mitchell < Troy. Mitchell @ Co: Denise Spinks < Denise Spinks	
<david barbagallo@ministerial.ql<br="">Subject: Dave - Travel Allowance</david>	
`∖ey Troy,	
As discussed, putting these dates carrying the cost of out of pocket	in writing before I forget them Would really like them processed as I've been expenses since mid feb.
5-6 March - Gold Coast comm gar	nes advances.
21-22 March - mackay Governing	from advances
22-23 March - Gold Coast openin	g of the Darling
2-6 April - com games (left 6am N	Ionday morning and returned 4pm Friday arvo for an event in Brisbane
7-8 April - com games (left Brisba	ne at 2pm and returned the following day by 3pm
9-11 April - com games(left Brisba	nne 5am and will return tomorrow at 8am)
/	rou do a reconcile for March. I hunk there is stuff missing.
Sorry to be a pain but money is go restaurants with the team	etting tight when I travel as I lose money for out of pocket and expensive
Dave	
David Lee	
Senior Advisor Office of the Premier and Minister	r for Trade
Ph	

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'S STAM THIS NIGHT
Geoff Breusch
lan Hutcheon

Monday 9/4

Jeff Sullivan

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

RTID386.pdf - Page Number: 130 of 336

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

Department of the Premier and Cabinet

Document Number: 19/12-704

MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: /

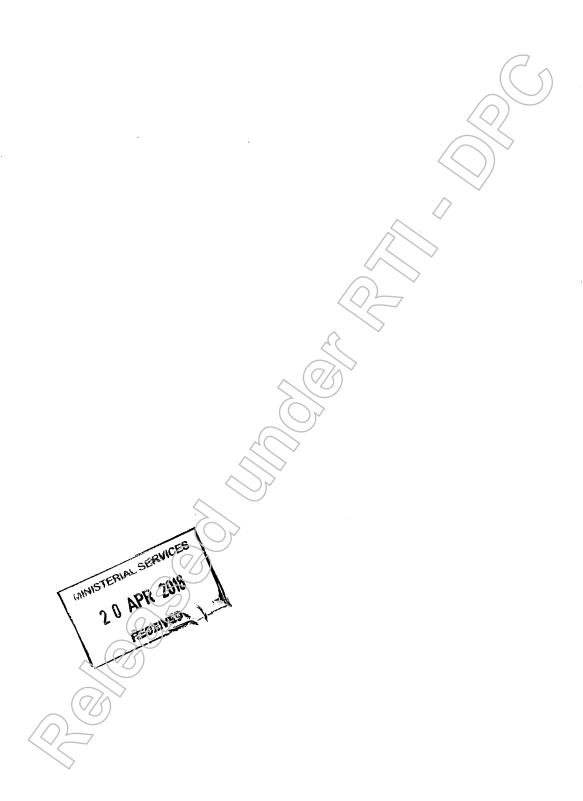
/ 20

VENDOR (name of person/business to be paid)	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 ir 	n accordance with the Queens	land Ministerial Handbook;
 All supporting documentation is 		
Where applicable a valid Tax I		
	ntertainment is related to offici	al business (unless specifically
detailed); and	the Minister details of east year	anyony ara attachad
When guests are not assisting	the lyapaster details of cost rec	covery are attached.
APPROVED: Signature		
Name (please print) David B	arbagallo Chief of Staff	Date: 10/04/2018
Marine (please print) Daylors	arbaganis, Offici of Otali	Date: 10/04/2010
PREPARED BY: Name - Troy Mit	tchell, Executive Manager	Date: 10/04/2018
YO' Pr	none 07 3719 7019	
<u> </u>		·

MINISTERIAL SERVICES OFFICER: I certify that:	
* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services	* not previously paid;
rendered;	
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct:	* expenditure is recorded against the correct codes.
Signature:	
Date: ()3(5)(8	7/5/1/8

Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	\leq /

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

A(\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
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.
dosonimos de la companya de la compa
Signature: Date: Date:
NOTE: This form is Not valid unless signed by the person claiming the allowance.

Julie Wise

From: Sent: To: Subject:	Troy Mitchell <troy.mitchell@ministerial.qld.gov.au> Thursday, 3 May 2018 2:28 PM Julie Wise FW: Dave - Travel Allowance</troy.mitchell@ministerial.qld.gov.au>
•	
FYI.	
Original Message From: David Lee Sent: Tuesday, 10 April 2018 9:03 To: Troy Mitchell <troy.mitchell@ -="" <david.barbagallo@ministerial.q="" <denise.spinks="" allowance<="" cc:="" dave="" denise="" spinks="" subject:="" td="" travel=""><td>@ministerial.qld.gov.au> @ministerial.qld.gov.au>; David Barbagallo</td></troy.mitchell@>	@ministerial.qld.gov.au> @ministerial.qld.gov.au>; David Barbagallo
ley Troy,	
As discussed, putting these dates carrying the cost of out of pocket	in writing before I forget them. Would really like them processed as I've been expenses since mid feb.
5-6 March - Gold Coast comm ga	mes advances.
21-22 March - mackay Governing	from advances
22-23 March - Gold Coast openin	g of the Darling
2-6 April - com games (left 6am N	Monday morning and returned 4pm Friday arvo for an event in Brisbane
7-8 April - com games (left Brisba	ne at 2pm and returned the following day by 3pm
9-11 April - com games(left Brisb	ane 5am and will return tomorrow at 8am)
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 g restaurants with the team	etting tight when I travel as I lose money for out of pocket and expensive
Dave	
David Lee Senior Advisor Office of the Premier and Minister Ph	er for Trade
	·

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 Shape Doherty Jeff Sullivan 526001/4206002 PZ \$257-40 ** Gold Coast 9-10/4/18 Lee Premiers

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 Ame harry selve

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 (name of person/business to be paid)	PARTICULARS	AMOUNT
Liz Sullivan, Senior Policy Advisor	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 Queens 	land 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 detailed); and	al business (unless specifically		
When guests are not assisting the Minister details of cost rec	overy are attached.		
APPROVED: Signature			
Name (please print) Denise Spinks, A/Chief of Staff	Date: 30/04/2018		
PREPARED BY: Name - Froy 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	NTID

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
	10000000		>		TOTAL	\$170.80 ·

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

		115	. 11.	- 1 -
1	Cel	rtifv	' In	ar.

- 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:	_ lb. '	4.18.
NOTE: This form is not valid unless signed by the person	n claiming	g the allowance.	

Troy Mitchell

From:

Elizabeth Sullivan

Sent:

Monday, 16 April 2018 1:57 PM

To: Subject: Troy Mitchell RE: Comm Games

Hi Trov

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

Elizabeth Sullivan

Senior Policy Advisor (Trade & Investment)

Office of the Hon. Annastacia Palaszczuk MP



Premier of Queensland and Minister for Trade

P 07 3719 7000 M

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

Government

From: Troy Mitchell Sent: Monday, 16 April 2018 1:46 PM

To: @Premiers Office < Premiers Office @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 кпоw 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. Annastacia Palaszczuk MP Premier of Queensland and Minister for Trade

P 07 3719 7019 M

Queensland Government

1 William Street Brisbane QLD 4000 PO Box 15185 City East QLD 4002

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

RTID386.pdf - Page Number: 141 of 336

MICHERE

27/04/2a,

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

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

RTID386.pdf - Page Number: 143 of 336

Department of the Premier and Cabinet

Document Number:	19/527/2

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

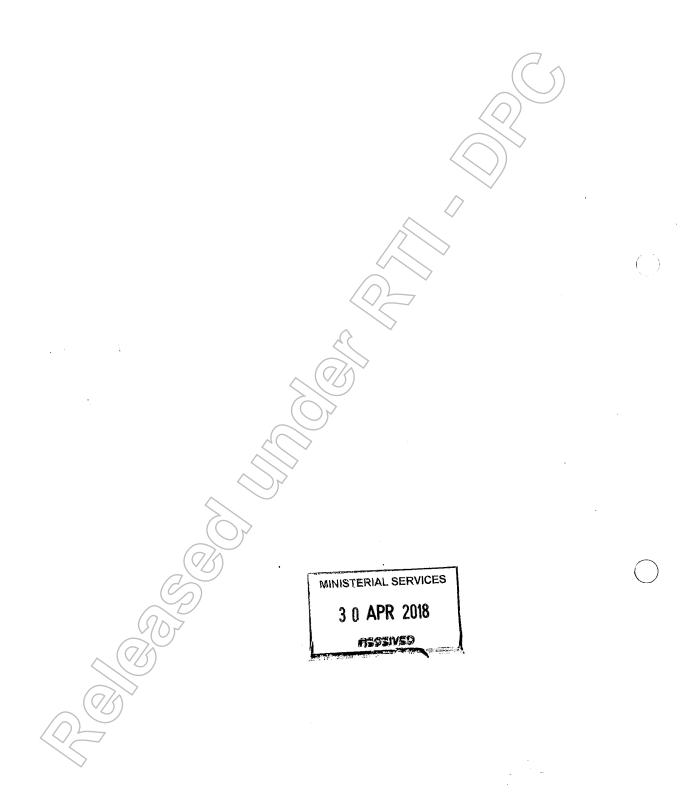
/ 20

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

	A_(
I certify that:		\$84-13
 Expenditure is approved and 	in accordance with the Qu	eensland Ministerial Handbook:
 All supporting documentation 	is attached;	
 Where applicable a valid Tax 	Invoice is attached;	Ian Street 3/5/18
detailed); and	400	official business (unless specifically
 When guests are not assisting 	g the Minister details of co	st recovery are attached.
APPROVED: Signature		
Name (please print) Denise	Spinks, A/Chief of Staff	Date: 30/04/2018
PREPARED BY: Name - Froy N	/ 1itchell, Executive Manage	r Date: 30/04/2018
907 F	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:	\$ 1 m 1 m 1 m 1 m 1 m 1 m 1 m 1 m 1 m 1	(2) (1) (2) (1) (1) (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	
Date:	3518	3 5 18	

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance</u> Expense Amount.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	ľ
23/03/2018	Gold Coast	\$27.05	Not Claimed	Not Claimed	\$27.65	\$54.70 5	7-1
					TOTAL	\$82.35	/

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

certify	114.
CELLIL	mar.

- " 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:	<u>v7</u>	1041	18	
NOTE: This form is not valid unless sign	ned by the person claiming	the allowa	ance.		



Tax Invoice

To

McGrady, Susan

Company Booking ID Ministerial Services Branch

1788199

Invoice Date

26 March 2018

Invoice No.

31178819901

elnvoice 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

526001/4206002 PZ \$ 34-75. ** Gold Coast 22-23/03/18 MeGrady Premiers

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

Page 1

Powered by:





Hotel Booking Confirmation

То	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

BOOKING DETAILS		. 1	7	
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	\sim	P	
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	$(\widehat{\mathscr{O}_{\mathcal{O}}})$
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	

AAC

Page 1

The Lido Group

A: 128 Terry Street, Rozelle NSW 2039, Australia | PO Box 906, Rozelle NSW 2039, Australia

P: 1300 368 145 press 1 for CTM and 2 for Lido.

E: govt@lido.com.au

Document Number: 19/52 7-18

MINISTERIAL OFFICES	
	3000
EXPENDITURE APPROVAL	
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Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

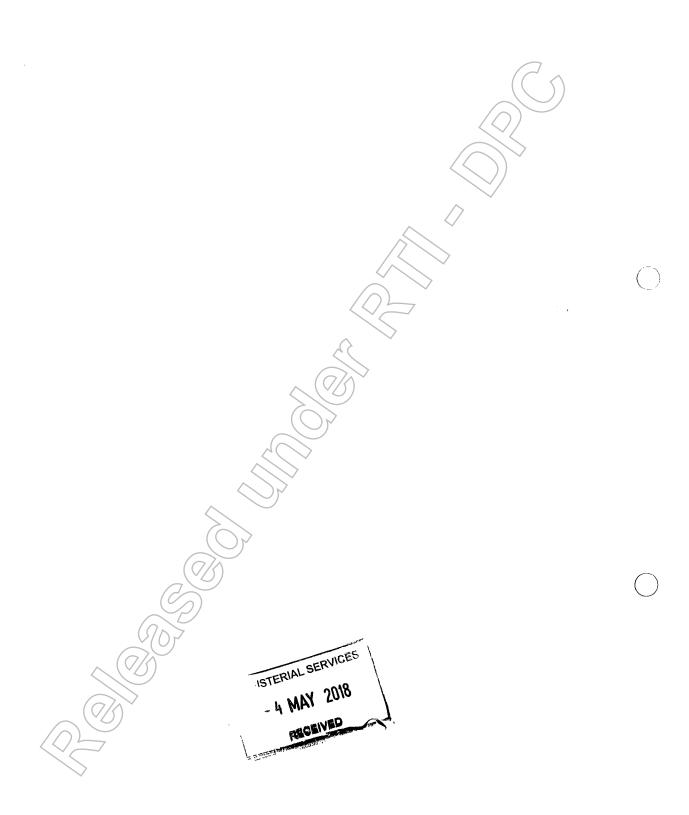
/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Geoff Breusch, Principal Media Advisor	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 acc		nsland Ministerial Handbook;
 All supporting documentation is atta 		
 Where applicable a valid Tax Invoid 		
 The purpose of any travel or enterta detailed); and 		
 When guests are not assisting the f 	<u> Minister details of</u> cost i	recovery are attached.
APPROVED: Signature		
Name (please print) Denise Spinl	s, A/Chief of Staff	Date: 30/04/2018
(7/1)		
		D. 1 00/04/0040
PREPARED BY: Name Croy Mitchel	, Executive Manager	Date: 30/04/2018
Oh and	07 2740 7040	
Phone	07 3719 7019	
101		

MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * arithmetically correct; * verification of goods supplied/services rendered; * price or rate of charge correct; * invoices/requisitions attached; and * discounts/allowances correct; * expenditure is recorded against the correct codes. Signature: Date: Date:

Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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 overhight 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 Queensla Ministerial Handbook And	ınd
" I have not claimed ellowances on this form for trips where the actual cost of meals or	
accommodation were met from another government source e.g. conference.	
Signature: Date: 30/4/19	
NOTE: This form is not valid unless signed by the person claiming the allowance.	

Tray Mitchell

From:

Geoff Breusch

Sent:

Monday, 16 April 2018 1:41 PM

To:

Troy Mitchell

Subject:

GC 2018 Travel

Monday 2 April Leave Brisbane 11.00am Overnight Sea World Nara

Tuesday 3 April Arrive Brisbane 3.30pm NO MEALS PROVIDED

Sunday 8 April Leave Brisbane 5.00am Qvernight 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



Geoff Breusch

Principal Media Advisor

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

P 07 3719 7024 M

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

Queensland Government 526001/4206002 P2 # 226-50

XX Gold Coast 2-3/04/18 Breusch Premiers

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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

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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Document Number: 19/52720

ĺ	MINISTERIAL OFFICES
l	WIIINOTE LIMAL OF ITOEO
l	EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

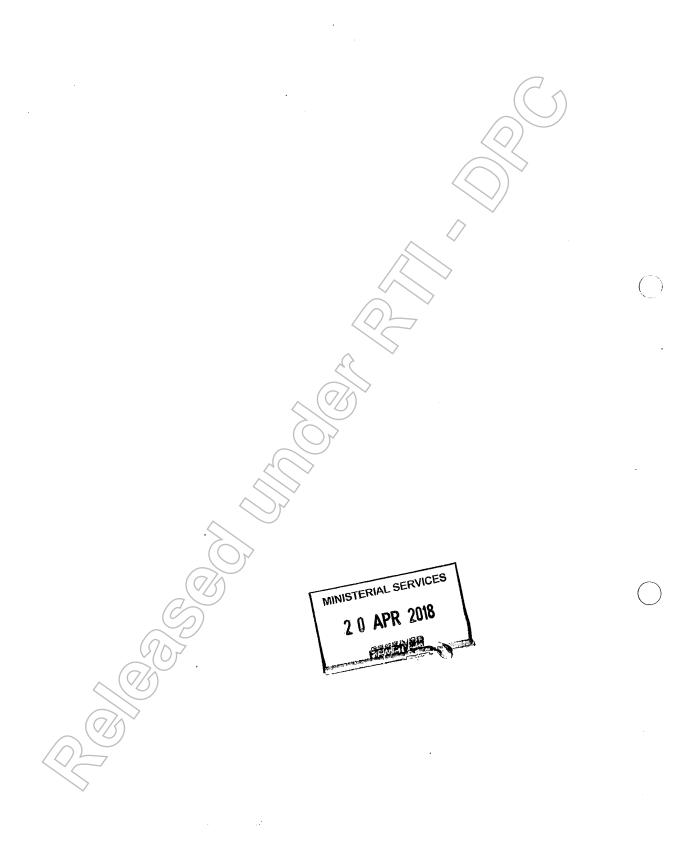
/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Hon. Annastacia 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: 17/04/2018
PREPARED BY: Name Froy Mitchell, Executive Manager Date: 17/04/2018
Phone 07 3719 7019

MINISTERIAL SERVICES OFFICER: I certify that:	
* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	
price or rate of charge correct; discounts/allowances correct:	* invoices/requisitions attached; and * expenditure is recorded against the correct codes.
Signature:	
Date: 145	8 4518

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance</u> Expense Amount.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	<u> </u>

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/3)	\$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
		(O)			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: End: Mon 2/04/2018 1:30 PM 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

RTID386.pdf - Page Number: 158 of 336

526001/4206001 PZ \$344-80 * * Gold Coast 2-6/04/18 Palaszczuk Prems /

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; Kerryn Manifold; Susan

McGrady; Shane Doherty; Wendy Bourne; David Barbagallo; Maddy West; Donna

O'Donoghue; Geoff Breusch

Categories:

Travel

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 (name of person/business to be paid)	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 Queensl 	and 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 detailed); and 	
 When guests are not assisting the Minister details of cost rec 	overy are attached.
APPROVED: Signature	- /
AT TROVED. Digitature	
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 I certify that:	OFFICER:			
* approved by competent a	authority:	* arithmetically correct;		
* verification of goods supprendered;		* not previously paid;		
* price or rate of charge co* discounts/allowances cor		invoices/requisitions aexpenditure is recorde		
Signature:	Enterproperty (A Property Agency	
Date:	4/5/18	4/51	18	
to a property and the second and a second and		en la Calabara (1945) en estada en 1943 en entre 1945	THE SALES OF	And the Military Bengalogue and Sangalogue and Sangalogue and Sangalogue

Claims for Travel - See Overleaf

/s/18 this confirmed OK to pay on these, MINISTERIAL SERVICES 2 0 APR 2018

RTID386.pdf - Page Number: 161 of 336

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount</u>.
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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	al Allowance Claimed
				<u> </u>
			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

ı	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.

		•	16)	4,	P
Signature:]	Date:	1 /	. 1	

Troy Mitchell

Subject: Location: Travel Time Main Beach

Start: End: Sat 7/04/2018 3:15 PM 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

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

Troy Mitchell

Subject:

Travel to Brisbane

Location:

Office

Start: End: Mon 16/04/2018 10:45 AM 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: Optional Attendees:

Premier Security; External - Inala Electorate Office; Brett Murphy David Lee; Jeffrey Sullivan; Jack Tran; Tristan Douglas; Maddy West

Categories:

Travel

Document Number:	19/52	757
	3	7

	MINISTE	RIAL OFFICES		
1	EXPENDIT	URE APPROVAL		

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Susan McGrady, Principal Media Advisor	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
V/07

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; * discounts/allowances.correct	 * invoices/requisitions attached; and * expenditure is recorded against the correct codes.
Signature:	
Date: 09/0/10	9/2/18

Claims for Travel - See Overleaf

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- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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 /	\$47/70 .	\$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 clairned any meal expenses for the above period;
"The travel for the above meritioned 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.

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

526001/4200000 PZ \$226.50 77 GON COFFET 02-05/04/19 MCGNADY PENEMIENS

RTID386.pdf - Page Number: 168 of 336

LHELL BY

27/04/208

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

lan Hutcheon

Jeff Sullivan

Monday 9/4

David Lee

Geoff Breusch

Ian Hutcheon

Jeff Sullivan

Tuesday 10/4

Brett Murphy

Shane Doherty

Jeff Sullivan

RTID386.pdf - Page Number: 169 of 336

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

Document Number: 19/52 758

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by: /

/ 20

VENDOR (name of person/business to be paid)	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.
, and a second s
APPROVED Cine store
APPROVED: Signature
Name (along mint) Daniel Children (Chief of Cheff Date) 02/05/2010
Name (please print) Denise Spinks, A/Chief of Staff Date: 03/05/2018
(7/4
DD D D D D D D D D D D D D D D D D D D
PREPARED BY: Name Froy Mitchell, Executive Manager Date: 03/05/2018

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: 1) of rate	9/5/18

Phone 07 3719 7019

• Claims for Travel - See Overleaf



- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
			4	
			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.

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 ** Gray COAST 05-06/04/18 UCGNAWY PREMIERS

RTID386.pdf - Page Number: 174 of 336

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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

RTID386.pdf - Page Number: 175 of 336

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

Document Number: <u>19/52 772</u>

MINISTERIAL OFFICES	
EXPENDITURE APPROVAL	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

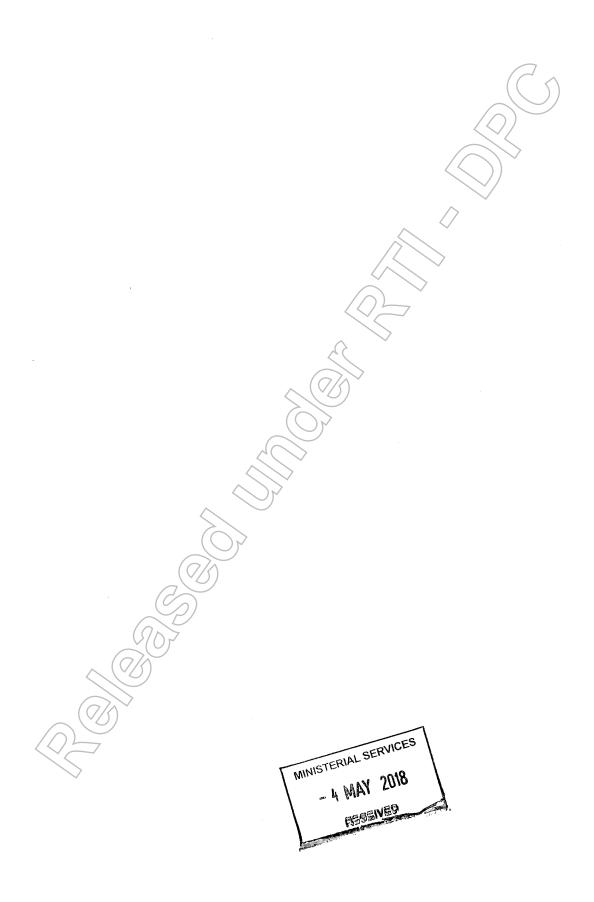
/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Shane Doherty, DCOS, Media	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 Froy 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: 105/19	0/2/8,

• Claims for Travel - See Overleaf



RTID386.pdf - Page Number: 178 of 336

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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
7110-TV-0			TOTAL	<u> </u>

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	1
11/04/2018 /	Gold Coast /	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15	
12/04/2018 /	Gold Coast /	\$29.45	\$4 1.70	\$58.35	\$27.65	\$157.15	7
13/04/2018	Gold Coast '	\$29.45	\$41.70	\$58.35	\$27.65	\$157.15	1
14/04/2018	Gold Coast ∠	\$29.45	\$41.70	104	\$27.65	\$98.80	
				CLAIMO.	TOTAL	\$697.95	4

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

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	~~	CII Y	.,,,	46.

- " 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	o porcon olaimin	a thoo	lloworoo	
NOTE. //IIIS IOITI IS HOLVAHU UHIESS SIUHEU DV II	ie berson daimin	u me a	llowarice.	

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. Annastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7041 M

1 William Street, Brisbane QLD 4000

PO Box 15185 City East QLD 4002

526001 4206002

PZ \$ 697.95

AN Gold Coast

10-14/04/18 Dohertu

Premiers

Commonwealth Games - Overnight accommodation

27/04/208

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

Department of the Premier and Cabinet

Document Number: 19/52773

MINI	STE	RIAL	OF	FIC	ES	
EXPEN	NDITI	URF	APF	PRC)\/AI	

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
Shane Doherty, DCOS, Media	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	* orithmetically correct:
approved by competent authority, verification of goods supplied/services	* arithmetically correct;* not previously paid;
rendered;	
price or rate of charge correct;	invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.
Signature:	
Date: 1519	10/5/18

• Claims for Travel - See Overleaf



TRAVEL CLAIM

- for rates refer to <u>ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount.</u>
- To determine the correct salary table for allowance claims, refer to the <u>Salary Rates</u> 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 Aliowance 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;
My travel included an overhight 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 flowances 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. Annastacia Palaszczuk MP

Premier of Queensland and Minister for Trade

P 07 3719 7041 M

1 William Street, Brisbane QLD 4000

PO Box 15185 City East QLD 4002

Government

526001/4206002

P7.\$ 226.50

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

MUMENG WELLERON 27/04/Za/

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 Sulfiyan

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 lan 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

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	DOC	JUMENT NUMBE	K:	999-9
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	EXPENDITURE	APPROVAL		
Ministerial Office: LOCAL GOV	ERNMENT			
Financial Year: 2017/18		Urgent pay	ment requi	red by: / /
Return Cheque to:EFT		Phone:		<u> </u>
VENDOR (name of person/business to be	e paid)	PARTICULAR	RS 🔷	AMOUNT
AMEX 6007735			/>	
STATEMENT DATE 29.04.20	018 / APRI	L 2018 BTA		\$ 245.28
REF:			>	
LOCAL GOVERNMENT 2017 B	TA /			
APRIL 2018		\diamond		
		APPROVAL		\$ 245.28
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I certify that: Expenditure is approved and All supporting documentation Where applicable a valid Tax The purpose of any travel or detailed); and When guests are not assisting	is attached; Invoice is attache entertainment is r	ed; elated to official	business (I	unless specifically
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APPROVED: Signature				
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Name (please print)		Dat	e:	<u> </u>
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PREPARED BY: Name (please	print) <u>Jesus Bel</u>	<u>tran</u> <u>Date:</u>	17/05/20	18
	Phone #	<u>39075</u>		

MINISTERIAL SERVICES OFFICER: I certify that: approved by competent authority; arithmetically correct; verification of goods supplied/services rendered not previously paid; invoices/requisitions attached; and price or rate of charge correct; expenditure is recorded against the correct codes. discounts/allowances correct Signature: Date:

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<u> </u>	RTID386.pdf - Page Number: 190 of 336

** 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 PG
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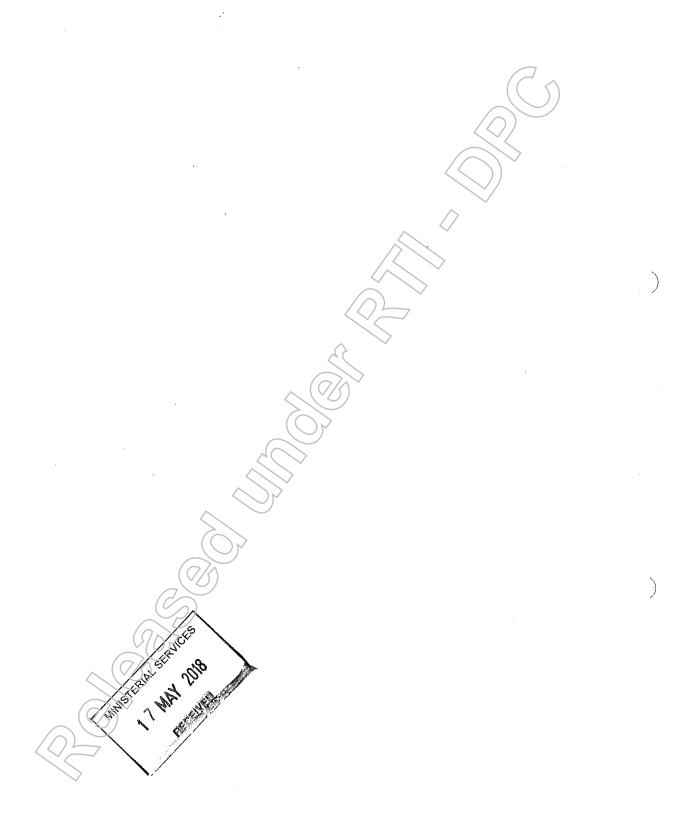
245.28 CR

237.95/DR/ 7.33/DR/ 245.28/

155118 IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES. EXPENDITURE OF \$. 245 B. IS APPROVED. 29-Apr-2018 \$245.28 Statement Date: Total Amount Due: MINISTER OR CHIEF OF STAFF - expenditure has been incurred in accordance with the guidelines contained in the - all transactions appearing on the BTA are for official purposes, other than those 15/5/18 - all transactions are supported by merchant accounts/invoices; identified as private to be reimbursed to Ministerial Services; THIS ACCOUNT MUST BE RETURNED TO MSB BY TO AVOID LATE FEES 15/05/2018 - all credit refunds have been identified; and Queensland Ministerial Handbook. LOCAL GOVERNMENT-2017 CHECKING OFFICER charges are correct; certify that: Account Number: Account Name:

Amex Business Travel Account

RTID386.pdf - Page Number: 192 of 336



Business Travel Account Statement American Express

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

Travel Office: CORP TRVL MGMT-52005000895 Account Name: LOCAL GOVERNMENT 2017 American Express ABN: 92 108 952 085

Your ABN: 65959415158

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

Total Balance Due (\$)

New Debits (\$)

New Credits (\$)

0.00

245.28

245.28

Previous Balance (\$)	New Payments (\$)
3,347.54	(3,347.54)

Account Summary

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

Of Flights

Market

ge Number: 194

email bta.client.services@aexp.com

Spend by Top 5 Vendors**

🔤 LIDO GROUP PTY LTD-ST

** Net Activity greater than \$0.00 displayed

BTA Statement Contents

Account Balance Ageing...... Reconciliation Advice..... Cleared Transactions..... New Debits.....

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100%

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001

Page: 1 of 7 RRID: 315656622

Business Travel Account Statement American Express

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

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

Account Balance Ageing

Total New Payments/Credits (Unallocated)

JTotal New Debits

0.00

245.28

0.00

000

0.00

0.00

Werdue Balance - Mar 2018
88
90verdue Balance - Feb 2018
d
Overdue Balance - Jan 2018

Boverdue Balance - Dec 2017 Boverdue Balance - Nov 2017 n

⊞6 Months & More **9** ∴TOTAL BALANCE DUE

\$ 245.28

0.00

0.00

195 of 336

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001



Business Travel Account Statement American Express

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

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

Total New Debits LOCAL GOVERNMENT 20* /克 4206153

245.28 Amount (\$) Total

> 222.98 22.30

Amount (\$) Tax (\$)

Job No./ Comment

Genevieve/Newton

Routing Info The Star Gol d Coast-

Dep. Date 12/04/2018

16/04/2018

HINCHLIFFE/S71R/LIN

Inv. Date/

Traveler's Name/ Ticket Number

Supplier Name - ABN/

Comment 1

22.30 222.98

245.28

THE LIDO GR* 42006852991 IN 12/04/18, OUT 13/04/*

Seesast IN 12/04/18, OUT 13/04/*
ACCOM
ACC New Debits **X**18107 00001 nvoice No. Stmt Ref/

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com

AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001

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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	u 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
ı f	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
P	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.
P Liquidated Damages (Late Payment	This page shows details of how we calculated the late payment lee, if applicable to your account.
Lee)	
Stmt 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
be	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
19	the time of booking by your travel agent.
ou gof 7	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.
S CR (Customer Reference)	When it is captured by your travel agent, the information will be shown in these fields.
9 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 riandbook 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

Hinchliffe, Stirling

Company Booking ID Ministerial Services Branch

1796693

Invoice Date

16 April 2018

Invoice No.

31179669301

•	-	_	•	_	_	•	_	_	•		_	•		•
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Invoice 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	,	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 Incidental Cost	AUD 0.00
Room Type	Superior Deluxe Room	Merchani Fee	AUD 7.33
Special Handling Note		GST included in this	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

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

Page 1

Powered by:

Department of the Premier and Cabinet

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier and Minister for Trade

Financial Year: 2017/2018

Urgent payment required by:

/ 20

VENDOR (name of person/business to be paid)	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

detailed); and	
When guests are not assisting the Minister details of cost recovery are attached.	
APPROVED: Signature	/
Name (please print) – Her. Amastacia Pala Will MP Date: 17/05/2018	
Name (please print) – Hon Annastacia Pales 17/05/2018	
PREPARED BY: Name Tray Mitchell Executive Manager Date: 47/05/2018	
PREPARED BY: Name - Troy Mitchell, Executive Manager Date: 17/05/2018	
Phone 07 3719 7019	
V/OZ	

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



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

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

albeha

Account No. 01587931	Invoice No. 01587931P1804
This Period \$1,306.62	Due Date 21 May 18

23 Apr 18 **Statement Period**

Date Issued

2018 - 04

From Tο 26 Mar 18 22 Apr 18

Previous Period

No of Trips

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

This Period

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

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 01587931P1804 **This Period Previous Period** \$1,306.62 \$1,554.50 **Total Due Due Date**

Invoice No.

21 May 18

\$2,086.88

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MIN SVS-OFFICE OF PREMIER & MIN FOR

	еТ	ICKET	Transaction	s (Ele	ctronic)	
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
		RRN; 87107 – GOLI			φοι/1	GST inc in Total \$1.34
114 /	03/04/18	10:41:59	\$33.60	0-7-	\$1.68	\$35.28
			59801315740 – RRN: 38086	3-GOLD	<u> </u>	GST inc in Total \$3.05
115 /	05/04/18	11:13:23	\$27.50	H	\$1.38	\$28.88
THE SPIT to BRO	DADBEACH – 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	o GAVEN – Taxi: 02	29 – RRN: 76903 –	GOLD COAST CABS		÷	GST inc in Total \$5.80
126	04/04/18	07:57:38	\$27.80		\$1.39	\$29.19
CABS	ADBEACH – Taxi:	518 – ABN: 64171	566266 - RRN: 49732 - GC	DLD COAST		GST inc in Total \$2.53
127 🗸	04/04/18	10:43:11	\$28.90	-	\$1.45	\$30.35
	o THE SPIT – Taxi:	230 – RRN: 41339	- GOLD COAST CABS	1		GST inc in Total \$2.63
128 🗸	04/04/18	22:18:45	\$9.50	-	\$0.48	\$9.98
THE SPIT to MAII CABS	N BEACH – Taxi: 1	72 – ABN: 645134	94045 – RRN: 81111 – GOL	D COAST		GST inc in Total \$0.86
129 /	05/04/18	13:43:18	\$51.80	-	\$2.59	\$54.39
SUBURBS to SUI	BURBS – Taxi: 927	– RRN: 63781 G	OLD COAST CABS			GST inc in Total \$4.71
	06/04/18		\$55.35	-	\$2.77	\$58.12
WHITE CABS BR	ISBANE /		52457820526 – RRN: 76129	BLACK &		GST inc in Total \$5.03
132	05/04/18	06:34:13	\$55.70	-	\$2.79	\$58.49
YELLOW CARS	OLD V (V/))	6389939518 RRN: 118372	P – EFTPOS		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

APS

Account: 01587931

Period: 2018 - 04

MIN SVS-OFFICE OF PREMIER & MIN FOR

-	Seq No.	Date	Time	Taxi Fare Inc GST	Govt Levy	Service Fee	TOTAL
s.73 N	Not Relevant		<u>'</u>		'		
Т	76 /	05/04/18	13:07:56	\$34.60	-	\$1.73	\$36.3
CI	ITY to THE SP	– Taxi: 524 – Ri	RN: 32549 – GOLD (COAST CABS			GST inc in Total \$3.1
	78 x	04/04/18	14:52:31	\$47.00	м	\$2.35	\$49.3
Tŀ	IE SPIT to G	VEN – Taxi: 906 -	- ABN: 81663431396	6 - RRN: 63386 - GOLD COA	AST CABS		GST inc in Total \$4.2
						\nearrow	
	93 🗸	04/04/18	18:40:07	\$9.80		\$0.49	\$10.2
HG	3			- EFTPOS YELLOW CABS Q	LD /		GST inc in Total \$0.8
-	94	04/04/18	13:09:37	\$13.80		\$0.69	\$14.4
SC	OUTH BANK/to	ROMA STREET		60436562295 - RRN: 32521	- BLACK &		GST inc in Total \$1.2
W	HITE CABS/BI	RISBANE					·
				4			
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					,		
					,		
					,		
					,		
eī	TICKET Tot	al		\$1,233.30	\$0.00	\$61.71	\$1,295.0

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
76	David Lee	Comm Games - Broadbeach to the Spit
78	David Lee	Comm Games - The Spit to Gaven
93	Maddy West	Comm Games - Roma St to Office
94	Maddy West	Comm Games - Office to Roma St

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Department of the Premier and Cabinet

	Document Number:	19/52866
MIN EXPE	IISTERIAL OFFICES NDITURE APPROVAL	
Nw	IOVATION	
Financial Year: 17/18	Urgent payme	ent required by:
VENDOR (name of person/business to be paid)	PARTICULARS	
HON KATE JOINES MP 7	ENEL PRIOWANCE	AMOUNT
·	Omm Comes April - 16 April 1	8548.70 .
	APPROVAL TOTAL: (GST inclusive)	
I certify that: Expenditure is approved and in accord All supporting documentation is attach Where applicable a valid Tax Invoice is The purpose of any travel or entertain detailed); and When guests are not assisting the Min	attached; nent is related to official bug	ina (
Name (please print) XATS	Towas Date:_	9/5/18
PREPARED BY: Name (please print)	Deter Packer Date X 97543	e: 3/5/18
certify that: approved by competent authority; verification of goods supplied/services render price or rate of charge correct; discounts/allowances correct: Signature: Date: Date: Claims for Travel - See Overleaf	* invoices/requisitions -	ached; and against the correct codes.

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:

Country	Weal Allowance	Incidental	Total Allowance Claimed
		758	
	Sirilia.	ERIAL SERVICES	
		U MAI	/ /
		DECENTED	.
	- 1	TOTAL	
	Country	Allowance	Allowance Allowance Allowance Allowance Allowance Allowance Allowance

Domestic	travel	allowance	claim:

Return Date & Time: 161 061 18 13:00 Departure Date & Time: <u>O21041/8</u>

Date	Destination	Breakfast Lu	inch Dinner	Incidental	Total Allowance	
			· ·		Claimed	<u> </u>
2/4/18	Gold CEAST	49	.20 68.85	27.65	8145.70	
3/4/18	VV	49	1.20 A	27.65	76.85.	
4/4/18		4	9.20 68.85	27.65	\$145-70	
5/4/18	V	34-75 49	.20 68-85	27-65.	8/80.45.	//
,	90	7		TOTAL	8548.70	

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR WEAL 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 allowarces on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference. Signature: NOTE: This form is not valid unless signed by the person claiming the allowance

*	Se	Sed CompCode) ayegoog	PostDate	DocType	Currency	Reference /	Reference / HeaderText PostingPeriod	ostingPeriod	/ LineItemRefKey2	CorrespondenceType	
AP HDR	1DR 1	1042	1042 09.05.2018 21.05.2018	21.05.2018	XX RX	AUD	GOL02-05/04/18	2-05/04/18 Innovation	11	✓ SSAUPLOAD		
*		GL Account	CostCentre	GL Account CostCentre ProfitCentre	InternalOrder	WbsElement	TaxCode	Amount Dr/Cr		ItemText	Assignment	Vendor/Cust
I dt	ITM 1			10021				548.70 CR		**Gold Coast 02-05/04/18 Jones Innovation	10.05.2018	6069212
듯	ITM 1	1 526001	√ 4206031				PZ _	548.70 DR	1	Gold Coast 02-05/04/18 Jones Innovation		
**	Se	Seq CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText PostingPeriod	ostingPeriod	LineItemRefKey2	CorrespondenceType	
4P H	HDR 2		1042 09.05.2018	21.05.2018	XX	AUD	GOL06-09/04/18 Innovation	Innovation	11	SSAUPLOAD		
**		GL Account	CostCentre	ProfitCentre	GL Account CostCentre ProfitCentre InternalOrder	WbsElement	TaxCode	Amount Dr/Cr		temText	Assignment	Vendor/Cust
I d	ITM 2	5		4200		(721.80 CR		**Gold Coast 06-09/04/18 Jones Innovation	10.05.2018	6069212
<u>. 15</u>	ITM 2	2 526001	4206031		7	(7/	PZ	721.80 DR	-	Gold Coast 06-09/04/18 Jones Innovation		
*	Se	Sed CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText F	HeaderText PostingPeriod	LineltemRefKey2	CorrespondenceType	
F H	HDR 3		1042 09.05.2018	21.05.2018	KR	AUD	GOL10-13/04/18	0-13/04/18 Innovation	11	SSAUPLOAD		
*		GL Account	CostCentre	ProfitCentre	GL Account CostCentre ProfitCentre InternalOrder	WbsElement	TaxCode	Amount Dr/Cr		ItemText	Assignment	Vendor/Cust
AP I	ITM 3	3		4200			,	617.55 CR		**Gold Coast 10-13/04/18 Jones Innovation	10.05.2018	6069212
31 1.	ITM 3	3 526001	4206031				/Z	617.55 DR		Gold Coast 10-13/04/18 Jones Innovation		
*	SE	Sed CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText PostingPeriod	PostingPeriod	LineItemRefKey2	CorrespondenceType	
AP H	HDR 4		1042 09.05.2018	21.05.2018	KR	AUD	GOL14-16/04/18	14-16/04/18 (innovation	11	SSAUPLOAD		
*		GL Account	CostCentre	ProfitCentre	GL Account CostCentre ProfitCentre InternalOrder	WbsElement	۲	Arnount Dr/Cr		ItemText	Assignment	Vendor/Cust
AP .	TM 4	+		4200			>	353.80 CR		**Gold Coast 14-16/04/18 Jones Innovation	21.05.2018	6069212
<u> </u>	ITM 4	4 526001	4206031				PZ	353.80 DR		Gold Coast 14-16/04/18 Jones 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.

r 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:_

| 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

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Julie Wise
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

P 07 3003 9074 1 William Street, Brisbane QLD 4000

Government PO Box 15185, City East, QLD 4002

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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
	MINISTEDIAL OFFI	
	MINISTERIAL OFFICES XPENDITURE APPROVAL	
	A ENDITORE APPROVAL	
Ministerial Office:	INOUATION	
Financial Year:	Urgent paymer	nt required by: / /20
VENDOR	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
(name of person/business to be paid)	PARTICULARS	AMOUNT
HON KATE JONES MP	TRAVEL ALLOWANCE	
		8721.80
-	2 Арен - 16 Аден.	
	Appoya,	
	APPROVAL TOTAL: (GST inclusive)	\$ 721.80.
I certify that:		
 Expenditure is approved and in accommon and accommon and accommon and accommon and accommon a	pice is attached; rtainment is related to official busin	
APPROVED: Signature		andoned.
Name (please print) 1475	Date:	9/5/18
PREPARED BY: Name (please print)	CHRRYL POCKER Date	
Phone		
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services re * price or rate of charge correct; * discounts/allowances correct; Signature: Date:	* invoices/requisition	ched; and against the correct codes.
Claims for Travel - See Overleaf	// 4/1	

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
			No.	
				B MAY 2010
				BMAY 30 ERVICES
				<u18 <="" td=""></u18>
			TOTAL	
			TOTAL	

Domestic travel allowance claim:	Domestic	travel	allowance	claim:
----------------------------------	----------	--------	-----------	--------

Return Date & Time: 16 1 4 1/8 13:00 Departure Date & Time: Q 1 Q 1 18 8:00

Date	Destination	n Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
6/4/18	Cias Cors	1 34.75	49.20	68.85	27.65	180-45
7/4/18	VV	30.75	49.20	68.85	27.65	180.45
8/4/18	VV	3475	49.20	68.85	27.65	180.45
9/4/18	V	284.75	49.20	68.85	27.65	180.45
		707			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 the from another government source e.g. conference. Signature: _ NOTE: This form is not valid unless signed by the person claiming the allowance.

100c10414 100c1049			L									
1042 09.05.2018 21.05.2018 PR AUD GOL02-05/04/18 Innovation 11 SSAUPLOAD ItemText ItemTe		ed compcode	Docuare	PostDate	Dociype	Currency	Keterence	Headerlext	PostingPeriod	LineItemRetKey2	CorrespondenceType	
SLACCOURT CostCentre ProfitCentre InternalOrder WbsElement TaxCode Amount Dr/Gr ItemText FrofitCentre InternalOrder WbsElement TaxCode Amount Dr/Gr Frogold Coast 02-05/04/18 Jones Innovation FrofitCentre ProfitCentre InternalOrder MbsElement TaxCode Amount Dr/Gr ItemText CostCentre ProfitCentre InternalOrder WbsElement TaxCode Amount Dr/Gr ItemText I		1 1042	3 09.05.2018	_	KR			Innovation		SSAUPLOAD		
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Total DR Total Variance

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

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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:

| [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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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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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:	19/52862
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Ministerial Office:	DUATION	
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VENDOR		, , , , , , ,
(name of person/business to be paid)	PARTICULARS	AMOUNT
HON LATE JENES MP	TRAVEL ALOWANIEE Comm GAMES 2 April - 16 April 18.	8617.55
I certify that:	APPROVAL TOTAL: (GST inclusive)	\$ 617.85 1
 Expenditure is approved and in action. All supporting documentation is action. Where applicable a valid Tax Involution. The purpose of any travel or enter detailed); and When guests are not assisting the 	olice is attached; rtainment is related to official busin	
APPROVED: Signature		
Name (please print) XA75	Date:	9/5/18
PREPARED BY: Name (please print)	Date	:/
	= <u>×97.543</u> .	_
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services re * price or rate of charge correct; * discounts/ellowences correct Signature: Date: 213/16	* invoices/requisition	ched; and against the correct codes.
 Claims for Travel - See Overleaf 	V.	

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	Weal Allowance	Incidental	Total Allowance Claimed
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Domestic travel allowance claim

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13/4/18		L.		4920	68.85	27.65.	145.70
	, s.	(9)	7			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 Ministeriai Handbook; and I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were net from another government source e.g. conference, Signature: NOTE: This form is not valid unless signed by the person claiming the allowance.

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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 AccommodationAttachments: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



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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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RTID386.pdf - Page Number: 221 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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Department of the Premier and Cabinet

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Overseas travel allowance claim:

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Domestic	travel	allowance	claim:
ひひいにちいし	uavel	anowance	Ciamir

Return Date & Time: 16 164 118 13:00 Departure Date & Time: <u>62 | 64 | 78 8 : 06</u>

Date	Destina	ท์เอก	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
14/19/18	Cow Co	957	34 75	49.20	68.85	27.65	180.45.
15/10/1	V	V		49.20	68.85	27.65.	145.70.
16/4/18		V (27.65	27.65
		(2)					
	•	907				TOTAL	353.86

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 methrom another government source e.g. conference,
Signature: Date:
NOTE: This form is not valid unless signed by the person claiming the allowance.

Please print on yellow paper

		Vendor/Cust	6069212				Vendor/Cust	6069212				Vendor/Cust	6069212				Vendor/Cust	6069212	1
CorrespondenceType		Assignment	10.05.2018		CorrespondenceType		Assignment	10.05.2018		CorrespondenceType		Assignment	10.05.2018		CorrespondenceType		Assignment	Z1.05.2018	
LineItemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 02-05/04/18 Jones Innovation	Gold Coast 02-05/04/18 Jones Innovation	LineItemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 06-09/04/18 Jones Innovation	Gold Coast 06-09/04/18 Jones Innovation	LineItemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 10-13/04/18 Jones Innovation	Gold Coast 10-13/04/18 Jones Innovation	LineItemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 14-16/04/18 Jones Innovation	Gold Coast 14-16/04/18 Jones Innovation
eference HeaderText PostingPeriod	vation 11	Amount Dr/Cr	548.70 CR	548.70 DR	HeaderText PostingPeriod	vation 11	Amount Dr/Cr	721.80 CR	721.80 DR	HeaderText PostingPeriod	vation 11	Amount Dr/Cr	617.55 CR	617.55 DR	HeaderText PostingPeriod	vation / 11	Amount Dr/Cr	353.80 CR	363.80 DR
Reference Hea	GOL02-05/04/18 Innovation	TaxCode		PZ	Reference Hea	GOL06-09/04/18 Innovation	TaxCode	-	PZ	Reference Hea	GOL10-13/04/18 Innovation	TaxCode		76	Reference / Hea	GOL14-16/54//8 Innovation	TaxCode		PZ
Currency	AUD	WbsElement			Currency	AUD	WbsElement	6	(7/	Currency	AUB	WbsElement			Currency	AUD	WbsElement		
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PostDate	27.05.2018	ProfitCentre	4200		PostDate	21.05.2018	GL Account CostCentre ProfitCentre	4200		PostDate	21.05.2018	ProfitCentre	4200		PostDate	721.05.2018	ProfitCentre	4200	
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 Seq CompCode DocDate	1042	GL Account		526001	Sed CompCode		GL Account		526001	Sed CompCode		GL Accoun		526001	Seq CompCode DocDate		GL Accoun		. 526001
Se	HDR 1		TM 1	TM 1	Se	JR 2	-	M 2	ITM 2	Se	HDR 3		TM 3	TM 3	Se	2R 4		TM 4	TM 4
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Total Variance

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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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:

IE: 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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Sent: Tuesday, 15 May 2018 11.57 AM

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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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RTID386.pdf - Page Number: 227 of 336



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: MINISTERIAL OFFICES EXPENDITURE APPROVAL Ministerial Office: Financial Year: Urgent payment required by: /20 VENDOR (name of person/business to be paid) PARTICULARS AMOUNT 8540 -25 APPROVAL TOTAL: \$ 540-25 (GST inclusive) 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 • When guests are not assisting the Minister Aetails of cost recovery are attached. APPROVED: Signature Name (please print) Date: PREPARED BY: Name (please print) HELYC PACK Phone MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services rendered; arithmetically correct; * price or rate of charge correct; not previously paid; discounts/allowances correct; invoices/requisitions attached; and expenditure is recorded against the correct codes. Signature: Date:

Claims for Travel - See Overleaf

Please print on yellow paper

21/5/18

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
			'	
				TINCES
			MINISTERI	AL SERVICES
			10	AAT 2010
				551
				·
		,	TOTAL	

Domestic travel allowance claim:			
Departure Date & Time: <u>O2 I 04 I 18</u>	8:00 Return Date & Time:	16104118	<u>/_:</u> _

Date	Destina	ation	Breakfast	Luncii	Dinner	Incidental	Total Allowance Claimed
2/4/18	Goen G	0457		41.70	58.35	27.65	127.70
3/4/18	V	W		41.70	58.35	27.65	127.70.1
4/4/18		~	29.45	41.70	58.35	27.65	157-15
5/4/18		LE C	2	41.70	58.35	27.65	127.701
		(701	7			TOTAL	8540-25

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	Seq	Seq CompCode DocDate	DocDate	✓ PostDate ()	⟨PostDate DocType	Currency ,	Reference	ice HeaderText PostingPeriod	ingPeriod	LineItemRefKey2	CorrespondenceType	
H E	1	1042	04.05.2015	1042, 04.05.2018, 21.05.2018	✓ WAY	✓ AUD	GOL02-05/04/14 Innovation 🗸	Innovation /	11	SSAUPLOAD /		
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TM	1		/	7 7200				√ 540.25 CR	*	**Gold Coast 02-05/04/18 Jutsum Innovation	10.05.2018	6009211
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TM	7			4200	0			540.25 CR	*	**Gold Coast 06-09/04/18 Jutsum Innovation	1	6009211
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Ė	Seq	Sed CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText PostingPeriod	ingPeriod	LineItemRefKey2	CorrespondenceType	
HDR	3	1042	04.05.2018	1042 04.05.2018 21.05.2018	KR		GOL 10-13/04/18 Innovation	Innovation	11 S	SSAUPLOAD		
		GL Account	CostCentre	ProfitCentre	GL Account CostCentre ProfitCentre InternalOrder WbsElement	WbsElement	TaxCode	Amount Dr/Cr		ItemText	Assignment \	Vendor/Cust
M	3			4200				599.15 CR	*	**Gold Coast 10-13/04/18 Jutsum Innovation	10.05.2018	6009211
5	3	526001	4206032				PZZ /	> 599.15 DR	9	Gold Coast 10-13/04/18 Jutsum Innovation		
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\dashv		GL Account	CostCentre	ProfitCentre	GL Account CostCentre ProfitCentre InternalOrder WbsElement	WbsElement	TaxCode	Amount Dr/Cr		ItemText	Assignment	Vendor/Cust
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										THE PROPERTY OF THE PROPERTY O		

Total DR Total CR Total Variance

Julie Wise

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Sent:

Wednesday, 16 May 2018 3:00 PM

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RTID386.pdf - Page Number: 233 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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Department of the Premier and Cabinet

	Document Number:	19/52865
	MINICTEDIA	
	MINISTERIAL OFFICES	
	XPENDITURE APPROVAL	
_	NOVATION	
Financial Year: 17/18	Urgent paymen	it required by: / /20
VENDOR		, 20
(name of person/business to be paid)	PARTICULARS	AMOUNT
MATTHEW JUTSUM	TAAVEC ALLOWANCE Comm GAMES	\$540-25.
	2 APRIL = 16 APRIL 18	
I certify that: • Expenditure is approved and in a • All supporting documentation is a • Where applicable a volid To	ccordance with the Queensland Min	\$ 540-25 . /
 The purpose of any travel or ente detailed); and When guests are not assisting the 	pice is attached;	
APPROVED: Signature		
Name (please print)	Jones Date:	415/18
PREPARED BY: Name (please print)	CHERUL POCKER Date	26/4/18
Phon	e	
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services reprice or rate of charge correct; * discounts/allowances correct;	* invoices/requisitions -**	ched: and
Signature:	* expenditure is recorded a	ched; and against the correct codes.
Date: 13/1/19	21/5/18	
Claims for Travel - See Overleaf		

Please print on yellow paper

TRAVEL CLAIM

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Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
				RIAL SERVICES
				MAN 2018
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			TOTAL	

Domestic travel allowance claim:		
Departure Date & Time://	: Return Date & Time: / /	:

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9/4/18	V	~ (0	5	41.70	58.35	27.65.	127.	70/
		900	7	*		TOTAL	540-	251

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Signature: Date: Date:
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LineItemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 02-05/04/18 Jutsum Innovation	Gold Coast 02-05/04/18 Jutsum Innovation	/ LineItemRefKey2	SSAUPLOAD ∕	ItemText	**Gold Coast 06-09/04/18 Jutsum Innovation	Gold Coast 06-09/04/18 Jutsum Innovation	LineltemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 10-13/04/18 Jutsum Innovation	Gold Coast 10-13/04/18 Jutsum Innovation	LineltemRefKey2	SSAUPLOAD	ItemText	**Gold Coast 14-16/04/18 Jutsum Innovation	Gold Coast 14-16/04/18 Jutsum Innovation	
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Seq	1		-	1	Seq	12		2	2	Seq	3		3	3	Seq	4		4	4	
	HDR		ΝL	MTI		HDR//2,	-	M	MLI.		HDR		MTI	MTI.		HDR		MLI	ITM	
*	AΡ	*	AΡ	3L	*	AP	**	АР	님	*	AΡ	*	AΡ	GL	*	AP	*	AP	GL	

RTID386.pdf - Page Number: 237 of 336

Julie Wise

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

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RTID386.pdf - Page Number: 239 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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Sea World Nara Resort 2-15 April
Minister's workforce 3 rooms (advisors and driver)



Department of the Premier and Cabinet

	Document Number:	19/52866
	MINICTEDIAL	
	MINISTERIAL OFFICES	
	XPENDITURE APPROVAL	
Ministerial Office:	NNOVATION	
Financial Year: 17/18	Urgent paymer	of required by: / /20
VENDOR		
(name of person/business to be paid)	PARTICULARS	AMOUNT
MATTHEW JUISUM	TRAVEL ALLOWANCE	
1 1/11/11/20 2013011	Comm Grames	8599-15
	2 APRIL - 16 APRIL 18	
	APPROVAL TOTAL:	
I certify that:	(GST inclusive)	\$ 599-15.
 Expenditure is approved and in a All supporting documentation is a Where applicable a valid Tax Invo The purpose of any travel or ente detailed); and When guests are not assisting the 	Dice is attached;	
APPROVED: Signature		re attached.
Name (please print) VATS	Jones Date:	4/5/18
PREPARED BY: Name (please print)	Sterge Preken Date	26/1./10.
Phone		- 22/4//8
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services re * price or rate of charge correct; * discounts/allowances correct: Signature: Date:	* invoices/requisitions attac * expenditure is recorded a	ched; and gainst the correct codes.
Claims for Travel - See Overleaf	3/12/18	

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
				TE I
			^[MINISTERIAL SERVICES
			1	1 0 MAY 2018
				RECEIVED
			TOTAL	

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Departure D	Date & Tim	e:/		_:	eturn Date &	Time:/_	
Date	Desti	nation	Breakfast	Lunck	Dinner	Incidental	Total Allowance Claimed
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11/4/18	V	-	29 45	41.70	58.35	27.65	157.15
12/4/18	~	~	(9/4)	41.70	58.35	27.65	127.70
13/4/18	V	~ (C	29.451	41.70.	58.35	27.65	157.15/
		90	7			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: NOTE: This form is not valid unless signed by the person claiming the allowance.

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Total DR Total CR Total Variance

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.

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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:

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



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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RTID386.pdf - Page Number: 245 of 336



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Sea World Nara Resort 2-15 April
Minister's workforce x 3 rooms (advisors and driver)



Department of the Premier and Cabinet

	Document Number:	19/3286
	MINISTERIAL OFFICES	
	EXPENDITURE APPROVAL	
Ministerial Office:	LOVA 110N	
Financial Year:	Urgent paymen	it required by: / /20
VENDOR (name of ports of	/	7 720
(name of person/business to be paid)	PARTICULARS	AMOUNT
1 1	TRAVEL ALLOWANCE	
MATHEN JUISUIN	Comm Games	8371.40
	Comm GAMES 2 April - 16 April 18	
	APPROVAL TOTAL:	
I certify that:	(GST inclusive)	\$1371.40
 Expenditure is approved and in a All supporting documentation is a Where applicable a valid Tax Invo The purpose of any travel or ente detailed); and When guests are not assisting tine 	Dice is attached; Itainment is related to official to	
APPROVED: Signature		re attachied.
Name (please print)	Clones Date:	111/18
PREPARED BY: Name (please print)		26/4/18
Phon	e_\$\frac{197543}{97543}.	47/18
winisterial services officer: certify that; approved by competent authority; verification of goods supplied/services re price or rate of charge correct; discounts/allowances correct;	* invoices/requisitions -4	shed; and
Signature:	* expenditure is recorded a	gainst the correct codes.
	21/05/18	
Claims for Travel - See Overleaf	•	

Please print on yellow paper

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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
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Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
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15/4/18	V	29-45			27.65	
16/4/18	VV	27.45		<u>-</u>	27.65	57.10
	(0					
	(I)	7			TOTAL	8:371.40

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;
" 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.
2/-4-2-15
Signature: Date: 26-4-2018
Olgrida. S
NOTE: This form/is not valid unless signed by the person claiming the allowance.

		Vendor/Cust	6009211				Vendor/Cust	6009211				Vendor/Cust	6009211				Vendor/Cust	6009211	
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Reference	GOL02-05/04/1	TaxCode		PZ	Reference	GOL06-09/04/1	TaxCode		PZ	Reference	GOL10-13/04/1	TayCode		/ / /20	Reference	✓ GOL14-16/04/1	TaxCode 7		PZ J
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RTID386.pdf - Page Number: 249 of 336

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:

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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:

|E: melissa.thomas@dtesb.qld.gov.au

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RTID386.pdf - Page Number: 250 of 336



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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Sea World Nara Resort 2-15 April
Minister's workforce x 3 rooms (advisors and driver)





RTID386.pdf - Page Number: 253 of 336

Department of the Premier and Cabinet

	Document Number:	19/52868
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	Commissones 2 April - 16 April	, \$433.65
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PREPARED BY: Name (please print)	CHERGE PACKER Date:	19/4/18
Phone	= <u>V 97543</u> .	
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services re * price or rate of charge correct; * discounts/allowances correct; Signature:		ched; and gainst the correct codes.
Date: 21 5 18	[] 71/05/18.	
Claims for Travel - See Overleaf		

Please print on yellow paper

TRAVEL CLAIM

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Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
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Date	Des	fination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
2/4/18	Cioco	Ca957		30.45	51.85	19-35	101-65
3/4/18	~	V	JOY	30.45	51.85	19.35	101.65.
4/4/18	~	V	2/3	30.45	51.85	19.35	101.65.
5/4/18	1	VO	27.05	30.45	51.85	19-35	128-70
7 7		0	7			TOTAL	1/33.65

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

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Total Variance

RTID386.pdf - Page Number: 256 of 336

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.

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ur 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:

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 Froy 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



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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RTID386.pdf - Page Number: 258 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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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.

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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
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	MINISTERIAL OFFICES	
	XPENDITURE APPROVAL	
Ministerial Office:	-NNOVATION	
Financial Year:	Urgent paymer	nt required by: / /20
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
GLENN PASTER	TRAVEC ALOWANEZ	
	Comm Games. 2 April - 16 April 18	8514-80.
-		
I certify that:	APPROVAL TOTAL: (GST inclusive)	\$514-801
 Expenditure is approved and in a All supporting documentation is a Where applicable a valid Tax Invo The purpose of any travel or ente detailed); and When guests are not assisting the 	pice is attached; rtainment is related to official by a	
APPROVED: Signature	a tame of cost recovery a	ire attached.
Name (please print) WAXS	Jones MP Date:	4/5/18
PREPARED BY: Name (please print)	CHERYL PACKER Date	: 19/4/17
Phon		-
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services respected or rate of charge correct; * discounts/allowances correct; Signature: Date: 21518	* arithmetically correct; endered; * not previously paid; * invoices/requisitions attack * expenditure is recorded a	ched; and against the correct codes.
Claims for Travel - See Overleaf	O colpies.	

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
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Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
6/4/18	GOLD COAST	2705	30.45	51.85	19.35	128.70
7/4/18	V V	27.05	30.45	51.85	19.35	128.70
8/4/18	VV	23)05	30.45	51.85	19-35	128.70
9/4/18	VV C	27.05	30.45	51.85	19.35.	128.70
, ,	900	7			TOTAL	1514.80

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.

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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



From: Julie Wise [mailto:Julie, Wise@premiers.qld.gov.au]

Sent: Tuesday, 15 May 2018 11:57 AM

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Julie Wise
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet

Queensland Government

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

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RTID386.pdf - Page Number: 264 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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Sea World Nara Resort - 2-15 April
Minister's workforce x 3 rooms (advisors and driver)



Department of the Premier and Cabinet

	Document Number:	19/52870
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	THE WALL	
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VENDOR		, , , 20
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Glann Plaster	Terrer Accisances Comm Crames 2 April - 16 April 18	8433.65
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Name (please print)	2 Jones MP Date:	4/5/18
PREPARED BY: Name (please print)	CHERGE PACKED Date	19/1/10
Phone		174/18
CONTROL SERVICES OFFICER: certify that: approved by competent authority; verification of goods supplied/services reprice or rate of charge correct; discounts/allowances correct;	* invoices/requisition	thed: and
Signature:	* expenditure is recorded a	gainst the correct codes.
Date: 24 5 16	121518	
Claims for Travel - See Overleaf	V.	

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
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Domestic travel allowance	claim:
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Departure Date & Time: 02 104 118 8:00 PM Return Date & Time: 16 14 118 13:00 PM.

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	レレ	27.05	30-45	51.85	19.35	128.70
2/4/18	VV	(96)	30-45	51.85	19.35	101-65
13/4/18	~ ~ (0		30.45	51.85	19.35	101.65
	900	7			TOTAL	8433.65

CERTIFICATION OF	TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
" I have not previ " The travel for the Ministerial Hand " I have not claim	led an overnight stay; lously claimed any meal expenses for the above period; lously claimed any meal expenses for the above period; lously claimed any meal expenses for Official purposes as defined in the Queensland louddook; and louddook and louddook and louddook; and louddook and louddoo
accommodatio <u>i</u>	n 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.

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Total DR Total CR Total Variance

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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Please find attached the document as provided to the Premier's Office regarding workforce accommodation.

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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:

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



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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RTID386.pdf - Page Number: 270 of 336



Accommodation - Minister for the Commonwealth Games and workforce

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Sea World Nara Resort 2-15 April Minister's workforce x 3 rooms (advisors and driver)



Department of the Premier and Cabinet

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Claims for Travel - See Overland	U ! !	

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:

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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.

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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

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Government

Ministerial Services Branch Department of the Premier and Cabinet P 07 3003 9074

Julie Wise Finance Officer

1 William Street, Brisbane QLD 4000 PO Box 15185, City East, QLD 4002

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RTID386.pdf - Page Number: 276 of 336



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Department of the Premier and Cabinet

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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
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Domestic	travel	allowanc	e claim:

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Date	Destin	ation	Breakfast	Lunch	Dinner	Incidental	Total
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4/4/18	/		39.45	41.70	58.35	27.65	157.15
5/4/18	V	v.	29.45	41.70	58.35	27.65.	157.15
	-	(707				TOTAL	599.15

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Total Variance

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Wednesday, 16 May 2018 3:00 PM

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Cc:

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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:

E: melissa.thomas@dtesb.qld.gov.au

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Julie Wise Finance Officer Ministerial Services Branch Department of the Premier and Cabinet

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RTID386.pdf - Page Number: 282 of 336



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Department of the Premier and Cabinet

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MINISTERIAL SERVICES OFFICER:		
* approved by competent authority;	* Srithmotically	
verification of goods supplied/services respectively. price or rate of charge correct; discounts/cllever.	* arithmetically correct; endered; * not previously paid;	
arias allowances correct;	" IBVOICOC/ro - vi-ti-	ched; and
Signature:	/ * expenditure is recorded a	gainst the correct codes.
Date: autily	21/5/11/	
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
			-	
				LOIAL SERVICES
			MINIST	ERIAL SERVICES
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Domestic t	ravel allowance cl	aim:				
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Date	Destination	Breakfast Lunch	Dinner	Incidental	Total	\neg

Date	Destin	ation	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
6/4/18	Caole	ast		41.70	58.35	27.65.	127.70.
7/4/18	~	V					
8/4/18	V		9/3)	41.70	58.35	27.65.	127.70.
9/4/18	V	V	29.45	41-70	58.35	27.65	157.15
		(707				TOTAL	412.551.

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.

		Gold Coast 14-16/04/18 Harbour Innovation	24425 DR V	214/	PZ			-1	4206032	526001	
6158687	21.05.2018	**Gold Coast 14-16/04/18 Harbour Innovation	214.25 CR *	/214				4200			- 1
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6158687	10.05.2018	**Gold Coast 10-13/04/18 Harbour Innovation	599.15 CR	599.	//))			4200			
Vendor/Cust	Assignment	ItemText	Amount Dr/Cr	Amon	TaxCode	WbsElemen	GL Account CostCentre ProfitCentre InternalOrder WbsElement	ProfitCentre	CostCentre	GL Account	
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		Gold Coast 06-09/04/18 Harbour Innovation	412.55 DR	412.5	/ Zd		<u> </u>	,	4206032	526001	
6158687	10.05.2018	**Gold Coast 06-09/04/18 Harbour Innovation /	412.55 CR *	√ 412.3			0	4200			
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	CorrespondenceType	LineItemRefKey2	Reference HeaderText PostingPeriod	HeaderTe	Reference	Currency	DocType		DocDate	Seq CompCode	
							L		1		

Total DR Total CR Total Variance

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

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Please note the only other Ministerial staff that OCG coordinated accommodation for were those from Minister

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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:

|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



QueenslandGovernment

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)



Department of the Premier and Cabinet

	Document Number:	19/52870
	MINISTERIAL OFFICES	
Ministerial Office:	XPENDITURE APPROVAL	
Financial Year:	Urgent paymer	nt required by:
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
TACK HARBOUR	TRAVEL ALLOWANCE Comm GAMES. 2 APRIL - 16 APRIL.	8599.15
I certify that: Expenditure is approved and in a All supporting documentation is a Where applicable a valid Tax Invo The purpose of any travel or ente detailed); and When guests are not assisting the	Dice is attached; Itainment is related to assist to	
-FROVED: Signature	Jones. Date:	4/5/8
PREPARED BY: Name (please print)	CHERN PACKEL Date	: 3/5/18
INISTERIAL SERVICES OFFICER: certify that: approved by competent authority; verification of goods supplied/services re price or rate of charge correct; discounts/ellowence Signature:	* arithmetically correct; endered; * not previously paid; * invoices/requisition	ched; and egainst the correct codes.
Date: Out of Parkers o	21518	

Please print on yellow paper

TRAVEL CLAIM

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Overseas travel allowance claim:

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
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			WIMIS	MY 2018
			10	NO THE REAL PROPERTY OF THE PERTY OF THE PER
			TOTAL	
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Domestic	travel	allowance	claim:
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Departure Date & Time: 62 1041 18 6:00 Return Date & Time: 1614 118 13:00

Date	Dest	ination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
10/4/18	SOLD (0987	29.45	41.70	58.35	27.65.	157.15
11/4/18	V		29.45	41.70	58.35	27.65	157.15
12/4/18			29.45	41.70	58.35	27.65.	157.15
13/4/18	V	V	5	41.70	58.35	27.65.	127.70
		900	7			TOTAL	599.15

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1	526001	4206032				PZ	599.15 DR		Gold Coast 02-05/04/18 Harbour Innovation		
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7	526001	4206032		7	7/7	ΡZ	412.55 DR		Gold Coast 06-09/04/18 Harbour Innovation		
Seq	CompCode	DocDate	PostDate	DocType	Currency	Reference	HeaderText PostingPeriod	-	LineItemRefKey2	CorrespondenceType	
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,	GL Account	CostCentre	GL Account CostCentre ProfitCentre	InternalOrder WbsElement	WbsElement	TaxCode "	Amount Dr/Cr		ItemText	Assignment \	Vendor/Cust
3			4200				√ 599.15 CR	\	**Gold Coast 10-13/04/18 Harbour Innovation	10.05.2018	6158687
3	526001/	4206032				1 / 2Zd	> 599.15 DR	-	Gold Coast 10-13/04/18 Harbour Innovation /	1	
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4			4200				Z14.25 CR	\ <u>\</u>	**Gold Coast 14-16/04/18 Harbour Innovation	21.05.2018	6158687
4	526001	4206032				PZ	214.25 DR	/ /	Gold Coast 14-16/04/18 Harbour Innovation		
			and the second s					The same of the sa			

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: Attachments: RE: Comm Games Accommodation

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

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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)



Department of the Premier and Cabinet

	Document Number:	19/52875				
	MINISTERIAL OFFICES					
E	XPENDITURE APPROVAL					
	ENDITORE APPROVAL					
Ministerial Office:	INNOVATION					
Financial Year:	8Urgent paymer	nt required by: / / /20				
VENDOR		/ / 20				
(name of person/business to be paid)	PARTICULARS	AMOUNT				
JACK HARBOUR	TRAVEL ATLOWANCE Comm GAMES. 2 April - 16 April.	8214.20				
-	APPROVAL TOTAL					
I certify that:	(GST inclusive)	\$214.20.				
 The purpose of any travel or ente detailed); and When guests are not assisting the 	 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 When guests are not assisting the Minister details of cost recovery are attached. APPROVED: Signature					
MANUALD: Signature						
Name (please print) WATE	Jows Date:	4/5/18				
PREPARED BY: Name (please print)	CHERYL PACKER Date	· 3/4/2				
Phone		- 3/5/18.				
MINISTERIAL SERVICES OFFICER: I certify that: * approved by competent authority; * verification of goods supplied/services re * price or rate of charge correct; * discounts/allowances correct: Date: Date:	* arithmetically correct; endered; * not previously paid; * invoices/requisitions attace; * expenditure is recorded a	ched; and against the correct codes.				
Claims for Travel - See Overleaf						

sillik-necesses commentes corn

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O	verseas	travel	allowance	<u>claim:</u>

Date	Country	Meal Allowance	Incidental	Total Allowance Claimed
				EPVICES
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	2 1 MAY 2013		1	
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Domestic	travel	allowance	claim:

Departure Date & Time: OX OL 1/8	8:00 Return Date & Time:	1614 118	13:00
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Date	Destination	Breakfast	Lunch	Dinner	Incidental	Total Allowance Claimed
14/4/18	Cioco Const					
15/4/18		29.45	41.70	58.35	27.65.	157.15
16/4/18		29.45		 	27.65	57.10
/ /	C					
	900	7			TOTAL	214.20

	A (V /)]		
CERTIFICATION	I OF TRAVELLER	CLAIMING INCIDENTAL	. AND/OR WEAL ALLOWANCE

I certify that:

- An expense has been incurred;
- My travel included an overnight stay;
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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:	4/5/18	
NOTE: This f	orm is not valid unless signed by the pers	on claiming the	allowance.	

Please print on yellow paper

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		Vendor/Cust	6158687				Vendor/Cust	6158687				Vendor/Cust	6158687				Vendor/Cust	6158687		
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Reference HeaderText PostingPeriod	17	Amount Dr/Cr			HeaderText PostingPeriod	11	Amount Dr/Cr			HeaderText PostingPeriod	11	Amount Dr/Cr			HeaderText PostingPeriod	11	Amount Dr/Cr	<	214.25 DRV	
HeaderTex	Innovation	Amoun	599.15 CR	599.15 DR	HeaderTex	Innovation	Amoun	412.55 CR	412.55 DR	HeaderTex	Innovation	Amoun	599.15 CR	599.15 DR	HeaderTex	innovation	Arneun	(1 214,25 CR	214.2	
Reference	GOL02-05/04/18 Innovation			PZ	Reference	GOL06-09/04/18 Innovation	TaxCode		PZ	Reference	GOL10-13/04/18 Innovation	TaxCode		729	Reference	GOL14-16,04/18/innovation	TaxCode		PZ /	
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RTID386.pdf - Page Number: 298 of 336

Julie Wise

From:

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Wednesday, 16 May 2018 3:00 PM

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Cc:

MCCOSH Stuart; MCCORMICK Lee; WARD Lisa

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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



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



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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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)

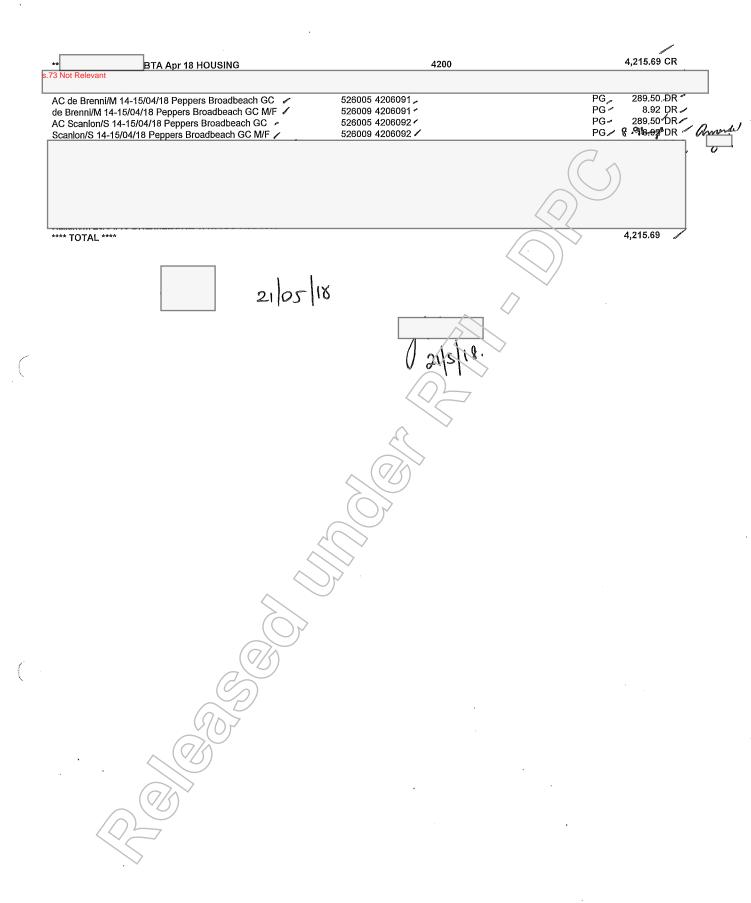


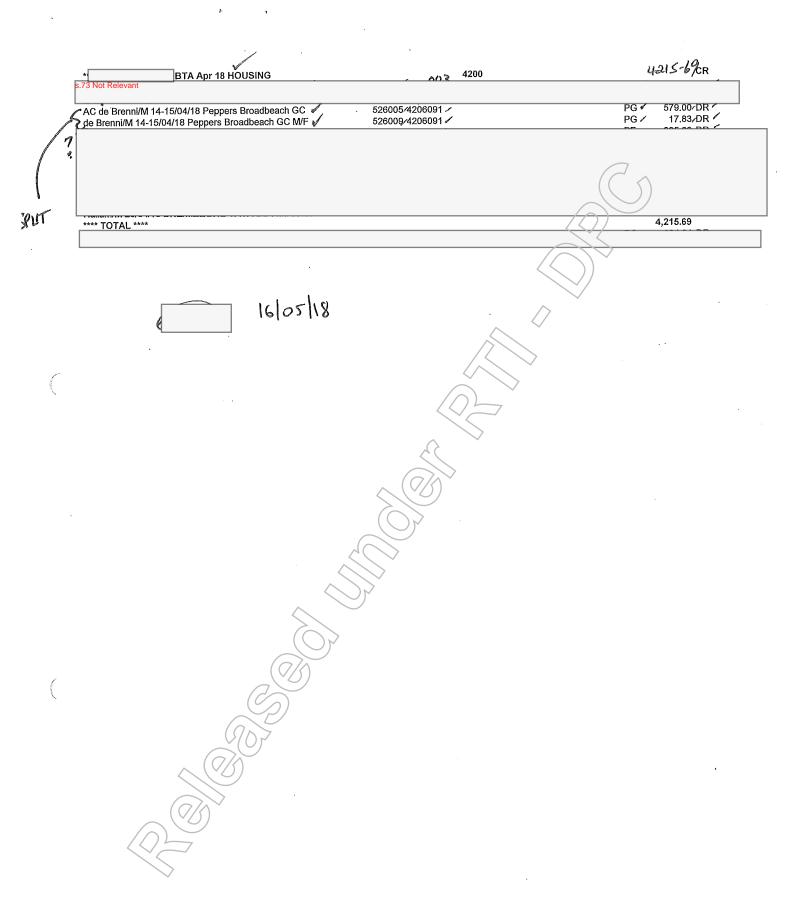


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DOCL	JMENT NUMBER: 19/52	879
MINIS	TERIAL OFFICES	· · · · · · · · · · · · · · · · · · ·
EXPEND	ITURE APPROVAL	
Ministerial Office: VARIOUS		
Financial Year:2017/18	Urgent payment require	ed by: / /
Return Cheque to:EFT	Phone:	
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT
AMEX 6007735	APRIL 2018 BTA	
STATEMENT DATE 24.04.2018 🗸	LIOLIGINO	ф 0.400.00
REF:	HOUSING PREMIERS	\$ 3,198.82 \$ 296.87
HOUSING 2013 BTA		•
APRIL 2018		
	APPROVAL TOTAL: (GST inclusive)	\$ 4,215.69
I certify that: Expenditure is approved and in accorda All supporting documentation is attached Where applicable a valid Tax Invoice is a The purpose of any travel or entertainment detailed); and When guests are not assisting the Minist APPROVED: Signature AS PER ATTA Name (please print)	ਰ; attached; ent is related to official business (i ter details of cost recovery are att	unless specifically
PREPARED BY: Name: Andrea Djordje	vic Date: 16/05/18	
Pho	ne: #39073	

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Amex Business Travel Account

Account Name: Housing 2015 Account Number:

24-Apr-2018 **Total Amount Payable:** Statement Date:

\$3,918.82

THIS ACCOUNT MUST BE RETURNED TO MSB BY

15/05/2018

TO AVOID LATE FEES

EXPENDITURE OF \$...331.8.187

IS APPROVED.

IT'S IN ACCORDANCE WITH THE APPROVED MINISTERIAL

GUIDELINES.

8

MINISTER OR CHIEF OF STAFF

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.

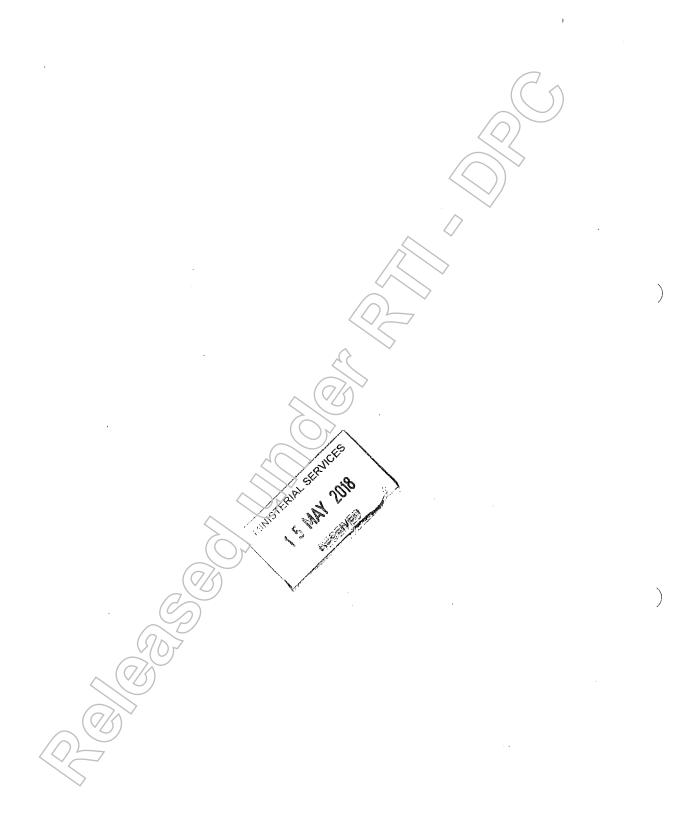
Kelly nomahan

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CHECKING OFFICER

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AWERICAN EGRESE

American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER & GABINET PO ROX 15185	TY EAST QLD TALJA_SOLNTSEVA@PREMIERS.QLD	
DEPA PO RC	CITY I	

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

Travel Office: CORP TRVL MGMT-52005000895

Account Name: BTA-HOUSING

American Express ABN: 92 108 952 085 Your ABN: 65959415158

Account Summary				
Previous Balance (\$)	New Payments (\$)	New Credits (\$)	New Debits (\$)	Total Balance Due (\$)
(324.24)	0.00	0.00	-4,539.93	4,245.69
Spend by Ton & Air Markete*				3,918.82
Spella by 10p 5 All Mailveis	, lop 5 Air Markets are non-directional	onai	Thank you for using American Express. Please pay your account immediately. Please	pay your account immediately. Please
Market		# Of Flights Total Cost	return your payment with remittance advice to: American Express Australia Ltd, GPO Box 3928, Sydney 2001 or bta.aust.payments@aexp.com	American Express Australia Ltd, GPO B. S.com
Num R		D'	If you cannot pay your account in full, please contact us immediately on 1300 655 354 or email bta.client.services@aexp.com	ntact us immediately on 1300 655 354 c
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of Spend by Ton 5 Vendors**	** Nick Activities areastes than \$0 An dissipated	n dienlande	BTA Statement Contents	
	Met Activity greater triair \$0.0	o displayed	Account Balance Ageing	2
27% 8%			New Debits.	n

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001.

CORPORATE TRAVEL MANAGEMENT -

65%

■ LIDO GROUP PTY LTD-ST

■ VIRGIN BLUE

Page: 1 of 7 RRID: 315475021

4 10

Overdue Transactions.......Reconciliation Advice......

Business Travel Account Statement American Express

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

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

Account Balance Ageir

Total New Payments/Credits (Unallocated) JTotal New Debits

0.00

4,539.93

(324.24)

Overdue Balance - Mar 2018
98
Overdue Balance - Feb 2018
Overdue Balance - Jan 2018

00.0

0.00

0.00

0.00

BOverdue Balance - Dec 2017 **A**Overdue Balance - Nov 2017

ag6 Months & More

310 of 336

\$ 4,215.69

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001



\$ 3,98,82 >

Business Travel Account Statement American Express

Travel Office Phone No.: Account Number:

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

596.83 Amount (\$) Total 542.57 54.26 Statement Date: 24 Apr 2018 Amount (\$) Tax (\$) 돐 HOUSING-2017 4206093 Comment Job No./ KELLY/MCMAHON FMBQNRBL Routing Info PEPPERS BROA DBEACH-G Dep. Date Inv. Date/ 16/04/2018 14/04/2018 Traveler's Name/ Ticket Number DE BRENNI/MICHAEL ACCOM Supplier Name - ABN/ THE LIDO GR* 42006852991 Comment 1 IN 14/04/18, OUT 15/04/* New Debits

8544386 S4386 S4386 S4386 S4386 S4386 S4386 S43817 S63817 S63817

18103 00006

18102 00002

Invoice No. Stmt Ref/

18102 00003 18102 00004 18102 00003 18102 00003 18102 00007 18103 00007 18553915

8553915



Business Travel Account Statement American Express

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

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

동동

Comment Job No./

Routing Info

Dep. Date Inv. Date/

Traveler's Name/ Ticket Number

Supplier Name - ABN/ Comment 1

Invoice No. Stmt Ref/

Overdue Transactions (Mar 2018)

Tax (\$)

Amount (\$) Total

Amount (\$)

Total Overdue Transactions (Mar 2018)

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

BTID386.pdf - Page Number: 312 of 336

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001

American Express Business Travel Account Statement

DEPARTMENT OF THE PREMIER & CABINET PO BOX 15185
CITY EAST QLD
NATALJA.SOLNTSEVA@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

Comments

Reconciliation Advice

Statement	Invoice	Billed	Amount Being Paid
Ref.	Number	Amount (\$)	(I) = (I)
00002	8544386	15.40	
18107 00008	9411701	596.83	
4 18111 00011	9769101	10.01	
00010	9769101	325.00	
D 18103 00006	8553918	697.40	
18102 00004	8544386	780.69	
\$ 18110 00009	8321975	324.24	
518102 00003	8544382	15.40	
18103 00007	8553915	697.40	
2 00005	8544382	780.69	
18094 00001	8982301	296.87	
100001	8321974	(324.24)	

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

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

300

Pay in Full (Please tick here)

Payment Amount \$_

Cheque # / EFT Ref #

Date Paid

Total Balance Due



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

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

314 of

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 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 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 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.



Business Travel Account Statement American Express

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

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

Glossary / Term Definition

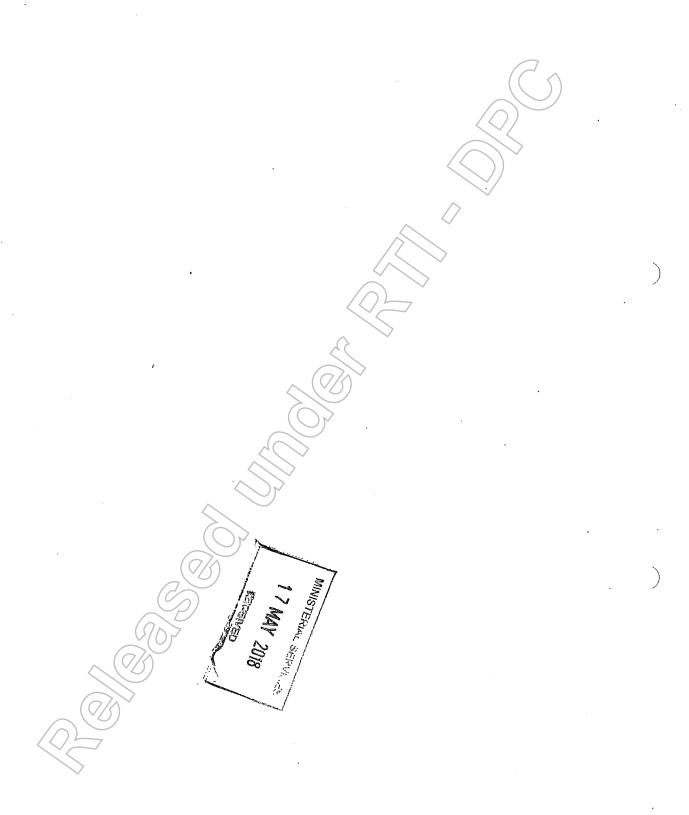
This page lists a month? This page lists a lar working size and year page lists all new changes, and dispetute repillings. PO werdure Transactions This page lists all overdue changes that account that we are not yet able to allocate to transactions before statement cycle cut. This may be that we not yet received a complete Reconciliation Advice. This page lists all overdue or than page lists all overdue or transactions. This page lists all overdue or transactions This page lists all overdue or transactions. This page lists all new payments or credits have are not yet able to allocate to transactions or there was insufficient time for us that or allocate the payment to transactions. This page lists all charges of which payments or credits have are not yet received a complete Reconciliation Advice. This page lists all charges of which payments or credits have been allocated to page may have not paid cartain transactions or there was insufficient time for us that the farmaction is not mally provided by your travel agent. The information such as cost certice, project code, approval ID, etc. These are the false's where we capture your enhanced information such as cost certice, project code, approval ID, etc. The same of the confirmation provided by your travel agent, the information will be shown in these fields. Tax (GST) GST information has been included on the Statement for infolludual transactions is supplied to detail or all site payments.	고 Term Definition: What You Should Know	u Should Knoke
This page lists all new charges and dispute rebil This page lists all overdue charges that are still This page lists all new payments or credits on y have not yet received a complete Reconciliation to allocate the payment to transactions. This page lists all charges of which payments or This page shows details of how we calculated th reconciliations. This is a unique reference number attached to the reconciliations. This is the invoice number as provided by your the time of booking by your travel agent. The information is normally provided by your tra When it is captured by your travel agent, the information has been included on the State input tax credits for the relevant acquisition or a	Account Balance Ageing	This page lists by month in summary any net overdue amounts carried over from previous months.
This page lists all overdue charges that are still solvered to the payments or credits on your bave not yet received a complete Reconciliation to allocate the payment to transactions. This page lists all charges of which payments or This page shows details of how we calculated the reconciliations. This is a unique reference number attached to the reconciliations. This is the invoice number as provided by your the time of booking by your travel agent. The information is normally provided by your travel agent. When it is captured by your travel agent, the information has been included on the Statement for GST information has been included on the State input tax credits for the relevant acquisition or as	8 New Debits	This page lists all new charges and dispute rebillings.
s/Credits This page lists all new payments or credits on ye have not yet received a complete Reconciliation to allocate the payment to transactions. This page lists all charges of which payments or This page shows details of how we calculated the reconciliations. This is a unique reference number attached to the reconciliations. This is the invoice number as provided by your the time of booking by your travel agent. The information is normally provided by your travel agent. The information has been included on the State input tax credits for the relevant acquisition or as	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.
have not yet received a complete Reconciliation to allocate the payment to transactions. This page lists all charges of which payments or This page shows details of how we calculated the reconciliations. This is a unique reference number attached to the reconciliations. This is the invoice number as provided by your the time of booking by your travel agent. These are the fields where we capture your enh The information is normally provided by your tra When it is captured by your travel agent, the information has been included on the State input tax credits for the relevant acquisition or a	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
This page lists all charges of which payments or This page lists all charges of which payments or This page shows details of how we calculated th reconciliations. This is a unique reference number attached to th reconciliations. This is the invoice number as provided by your the time of booking by your travel agent. These are the fields where we capture your enh The information is normally provided by your tra When it is captured by your travel agent, the information has been included on the State input tax credits for the relevant acquisition or a	f -	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
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	Invoice no	
	31	the time of booking by your travel agent.
	ou qof 5	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.
	S CR (Customer Reference)	When it is captured by your travel agent, the information will be shown in these fields.
	9 TR (Trip Requisition)	
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 (GST)	GST information provided on your Statement for individual transactions is supplied by the processing Merchant or the travel management company. Where no
input tax credits for the relevant acquisition or adjustment.		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.

Page: 7 of 7

Amex Business Travel Account

Statement Date: 24-Apr-201		Statement Date: 24-Apr-201		Statement Date: 24-Anr-201		Statement Date: 24-Apr-201			10tal Amount Payable: \$13,664.3		12 650 36	EXPENDITURE OF S	IT IS IN ACCORDANCE WITH THE APPROVED MINISTE GUIDELINES.		CHIEF OF STAFF		-		
PREMIERS	7/3)	MIN CORP - PREMIERS		POLICE - PREMIERS		HOUSING- PREMIERS		THIS ACCOUNT MUST BE	RETURNED TO MSB BY 15/05/18	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	8/82/50/ 9! 16 /05/20/8	
Account Name:	Account Number:																		

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Tax Invoice

То Company de Brenni, Michael Ministerial Services Branch

Booking ID

1794117

Invoice Date 16 April 2018

Invoice No.

31179411701

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BOOKING DETAILS	Land Market	A STATE OF THE STA	
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		\wedge	

STAY DETAILS	医多次性性性多类的		Section 1997 Section 1997
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 MINTORIVER. - 5. Scanlon

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

Page 1

Powered by:

DEPARTMENT OF THE PREMIER AND CABINET

DOCUMENT NUMBER:

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MINISTERIAL OFFICES EXPENDITURE APPROVAL													
Ministerial Office: TRANSPORT ✓													
Financial Year:2017/18	ired by: / /												
Return Cheque to:EFT	Phone:												
VENDOR (name of person/business to be paid)	PARTICULARS	AMOUNT											
AMEX 6007735													
STATEMENT DATE 29.04.2018 ✓													
REF:	APRIL 2018 BTA	\$ 9,293.33 🗸											
TRANSPORT 2017 BTA ✓													
APRIL 2018 /													
	APPROVAL TOTAL: (GST inclusive)	\$ 9,293.33											
 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:													
V107													
PREPARED BY: Name (please print) Jesu	ıs Beltran <u>Date: 17/05/201</u>	<u>8</u>											
Pho	ne #39075												
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; Signature:	 arithmetically correct; not previously paid; invoices/requisitions attached; expenditure is recorded agains 												

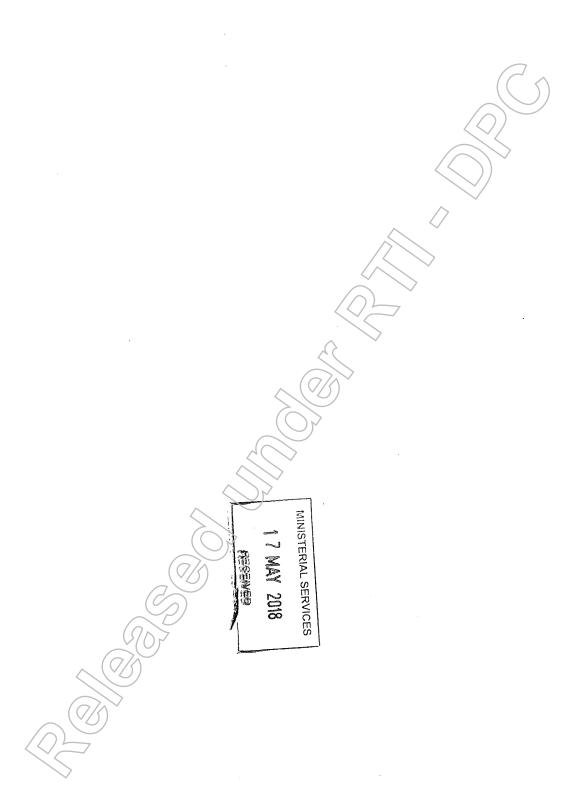
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9,293.33 CR-/ 4200 BTA Apr 18 TRANSPORT - 2017 PG 1650.00 DR 4206072 / AC Brogan/E 4-15/4/18 Mantra at Sharks Gold Coast / 526005 PG 50.82 DR 526009 4206072 / Brogan/E 4-15/4/18 Mantra at Sharks Gold Coast M/F✓ PG 1650.00 DR AC Taylor/B 4-15/4/18 Mantra at Sharks Gold Coast < 526005 4206072 / Taylor/B 4-15/4/18 Mantra at Sharks Gold Coast M/F þG 50.82 DR 526009 4206072 🗸 9,293.33 **** TOTAL **** approved!

81510 IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL GUIDELINES. 29-Apr-2018 EXPENDITURE OF \$ 9 293.35 IS APPROVED. \$9,293.33 Statement Date: Total Amount Payable: Amex Business Travel Account MINISTER - expenditure has been incurred in accordance with the guidelines contained in the - all transactions appearing on the BTA are for official purposes, other than those - all transactions are supported by merchant accounts/invoices; identified as private to be reimbursed to Ministerial Services; THIS ACCOUNT MUST BE RETURNED TO MSB BY TO AVOID LATE FEES 16/05/2018 - all credit refunds have been identified; and Queensland Ministerial Handbook. CHECKING OFFICER - charges are correct; TRAINSPORT-2017 certify that: Account Number: Account Name:

, '

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Business Travel Account Statement American Express

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

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

American Express ABN: 92 108 952 085 Your ABN: 65959415158

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

New Debits (\$) 9,293.33 New Credits (\$) 0.00 * Top 5 Air Markets are non-directional New Payments (\$) Spend by Top 5 Air Markets* Previous Balance (\$) a Account Summary D386.pdf

return your payment with remittance advice to: American Express Australia Ltd, GPO Box Thank you for using American Express. Please pay your account immediately. Please 3928, Sydney 2001 or bta.aust.payments@aexp.com

Total Balance Due (\$)

9,293.33

If you cannot pay your account in full, please contact us immediately on 1300 655 354 or email bta.client.services@aexp.com

> 1,233.64 4,487.60

Total Cost

Of Flights

Market

BRISBANE <-> TOWNSVILLE

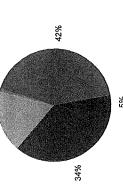
BRISBANE <-> DARWIN

Number:

** Net Activity greater than \$0.00 displayed Spend by Top 5 Vendors**

LIDO GROUP PTY LTD-ST

%



- JETSTAR AIRWAYS PTY LTD
- VIRGIN BLUE

QANTAS AIRWAYS LTD.

- CORPORATE TRAVEL MANAGEMENT -

BTA Statement Contents

Account Balance Ageing...... Reconciliation Advice..... Cleared Transactions..... New Debits.....

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> FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001

Page: 1 of 9 RRID: 316328888

Business Travel Account Statement American Express

Account Name: TRANSPORT 2017

Travel Office: CORP TRVL MGMT-52005000895

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

Account Balance Ageing

Total New Payments/Credits (Unallocated) **L** Total New Debits

0.00 0.00 9,293.33

000

0.00

QIOverdue Balance - Mar 2018
9900erdue Balance - Feb 2018
JOverdue Balance - Jan 2018

B Overdue Balance - Dec 2017 **a**Overdue Balance - Nov 2017

a6 Months & More a TOTAL BALANCE DUE

325 of 336

0.00

0.00

\$ 9,293.33

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com

AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928, Sydney NSW 2001



Business Travel Account Statement American Express

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

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

(\$)

		>				
0,85	4206073	>	.	13/04/2018	SERVICE FEE	
. O. 17: 80	TRANSPORT 2017	Gai Duffy	Ü	13/04/2018	GEIGER/DOMINIC MR	CORPORATE T* 52005000895
100	4206073			13/04/2018	SERVICE FEE	
10.00	TRANSPORT 2017	Gai Duily	3 ange-Special	13/04/2018	GEIGER/DOMINIC MR	CORPORATE T* 52005000895
	4206073			04/04/2018	ACCOM	IN 04/04/18, OUT 15/04/*
1,546,20 1,700	TRANSPORT 2017	Gai/Duffy	3 Mantra at Sh	18/04/2018	BROGAN/EMILY	1 HE LIDO GR* 42006852991
))			
An	. R	Comment	e Routing Info	Dep. Date	Ticket Number	Comment 1
Amount (\$) Total	TR/	Job No./	,	Inv. Date/	Traveler's Name/	Supplier Name - ABN/

9.35

143.28 1,700.82

130.25 13.03 1,546.20 154.62

TRANSPORT 2017 TRANSPORT 2017

Gai/Duffy Gai/Duffy

Mantra at Sh Grand Hotel and Apar arks-Gol

29/03/2018 27/03/2018 18/04/2018 04/04/2018

TAYLOR/BROCK TAYLOR/BROCK

ACCOM

THE LIDO GR* 42006852991 IN 04/04/18, OUT 15/04/*

18114 00022

THE LIDO GR* 42006852991 IN 27/03/18, OUT 28/03/*

18104 00003 8571651

4206073 4206073

11.00

700.82

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

Continued on Next Page...



New Debits

Business Travel Account Statement American Express

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

Travel Office: CORP TRVL MGMT-52005000895 American Express ABN: 92 108 952 085 Your ABN: 65959415158 Account Name: TRANSPORT 2017

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

Comments

Seing Paid

(0	Amounte				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Billed	Amount (\$)		1,700.82	11.00	9.35
Advice	Invoice	Number		9168801	8571837	8571651
Reconciliation Advice	Statement	Ref.		18109 00012	18107 00010	M8107 00009
Recondi		. Ref.	4	1 8109 00012	01000 2018132	2

143.28 1,700.82 Continued on Next Page...

FOR ASSISTANCE CONTACT OUR CUSTOMER SERVICE UNIT -- PHONE: 1300 655 354 Email: bta.client.services@aexp.com AMERICAN EXPRESS AUSTRALIA LTD. GPO Box 3928; Sydney NSW 2001

Page: 9 of 9	

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 U

RT	Term Definition: What You Should Know.	Should Knew.
ΪĐ	Account Balance Ageing	This page lists by month in summary any net overdue amounts carried over from previous months.
3 8	New Debits	This page lists all new charges and dispute rebillings.
6. ∣	n 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.
pd	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
f -		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
Pa		to allocate the payment to transactions.
age	Cleared Transactions	This page lists all charges of which payments or credits have been allocated to, as per your Reconciliation Advice.
_ e N	Liquidated Damages (Late Payment	This page shows details of how we calculated the late payment fee, if applicable to your account.
lu	Fee)	
mł	Stmt 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
Э		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
32		the time of booking by your travel agent.
8 c	Job no	These are the fields where we capture your enhanced information such as cost centre, project code, approval ID, etc.
of :	Comment (Comment 3)	The information is normally provided by your travel booker to the travel agent at the time of booking.
33	CR (Customer Reference)	When it is captured by your travel agent, the information will be shown in these fields.
6	TR (Trip Requisition)	
<u>'</u>	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

Company

Brogan, Emily

Booking ID

Ministerial Services Branch

1791688

Invoice Date

18 April 2018

Invoice No. elnvoice No. 31179168801 9168801

BOOKING DETAILS			read and		
Traveller Name	Brogan, Emily	Booker Name	Duffy	Gai	
Accompanying Guest(s)	None	Booking Source	Serk	ÁPI .	
Division Code / Name	TRANSPORT 2017 / TRANSPORT 2017	Custom Data Field			
Cost Centre Code / Name	4206073 / TRANSPORT 2017	Payment Instruction	Y /	- Chargeback ark only	- Room and
Reason For Travel			$\overline{}$		

STAY DETAILS			The Control of the
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	·	GS7 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.

Page 1

Powered by:





Tax Invoice

Taylor, Brock

Company

Ministerial Services Branch

Booking ID 1791689 **Invoice Date**

18 April 2018

Invoice No.

31179168901

elnvoice No. 9168901

BOOKING DETAILS		Section 1	
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		\triangle	

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		GS7 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.

Page 1

Powered by:

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:

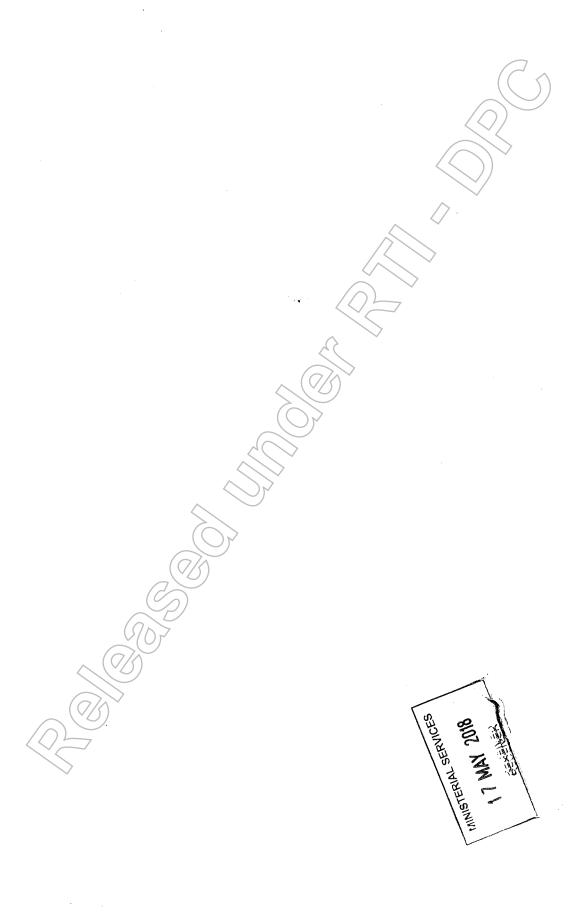
/ 20

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

	(0,0°	inclusive)	
		Δ	
I certify that:		Pay \$ 350	
 Expenditure is appro 	oved and in accordance with the Qu	ieensland Ministérial Handb	ook;
 All supporting docun 	nentation is attached;		
	valid Tax Invoice is attached;		.1
The purpose of any	travel or entertainment is related to	official business (unless sp	ecifically
detailed); and			
 When guests are no 	t assisting the Minister details of co	st recovery are attached.	
		,	
APPROVED: Signature			
,			
Name (please print)	David Barbagallo, Chief of Staff	Date: 11/05/2018	i.
			:
PREPARED BY:	Troy Mitchell, Executive Manager	Date: 11/05/2018	i
/	07.0740.7040		4
	Phone 07 3719 7019		

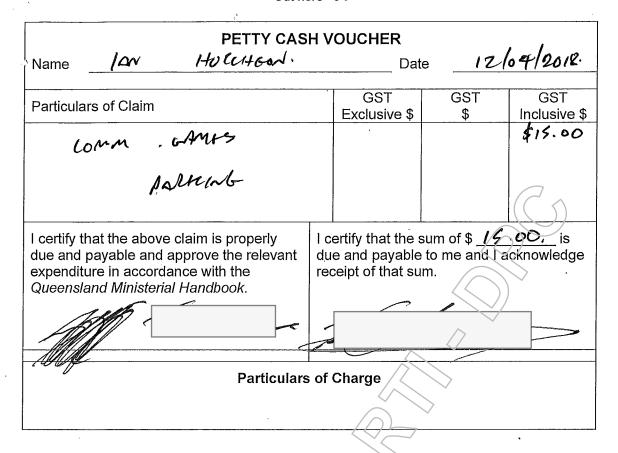
MINISTERIAL SERVICES OFFICER:	
I certify that: * approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	 expenditure is regorded against the correct codes.
Signature:	
Date:	8 01/00/18

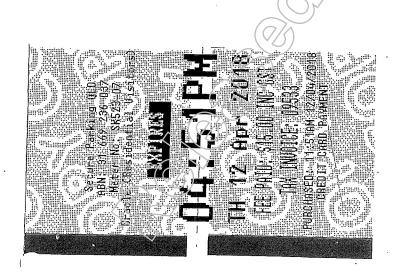
• Claims for Travel - See Overleaf

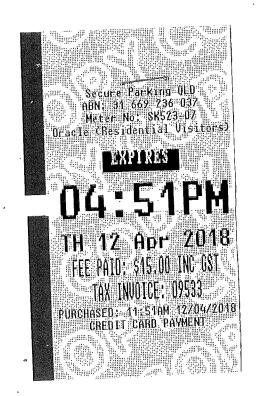


RTID386.pdf - Page Number: 332 of 336

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CompCode	1042	GL Account		525012	530011	530011	525012	525016	525016	530011	525012	525016	525016	525016	530011	530011	525016	530011	525016	525016	525016	530011	530011	525016	525016	525012	530011	110000																		
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PETTY CASH VOUCHER 19/04/2018. 114646 WELLINGTON Date Name **GST GST GST** Particulars of Claim Exclusive \$ inclusive \$ \$ \$25.60 20.00 I certify that the sum of \$ _ I certify that the above claim is properly due and payable to me and I acknowledge due and payable and approve the relevant receipt of that sum. expenditure in accordance with the Queensland Ministerial Handbook. Particulars of Charge

BCEC ABN 40 055 184 322 RSL APM 3 04./03/18 08:55 Receipt 045014 3 04/03/18 08:55 045014 Short-term parking tkt 3 - No. 034111 04/03/18 06:12 04/03/18 08:55 Period 0d4h0' \$20.00 (ĞSŤ) \$20.00 Gross total Payment MID ***49872 ****7068 TERM 04/03/18 TRAN 022999 08:55 CARD Visa Credit CONTACTLESS PURCHASE AID PAN SEQ A0000000031010 02 B96180E180D7D7AC ARQC AUTH CODE 056480 \$20.00 of GST) GST) (SST) \$0.62 (Inc. of GST) \$25.62 (Inc of G \$2.33 늄 No Cardholder \$25.62 (Inc verification (00) APPROVED Jate/Time : 14/04/18 15:14:50 Entry Time 14/04/2018 15:14 Receipt/Unit No : 4918/0617 035048 51E52E979909A99B No. 87 160 943 911 \$18.18 \$1.82 Net total GST 10%

- இத்த Number: 335 of 336

All amounts in AUD. Deliv. date=Receipt date

40

Phone No. (1300) 55 11 31

Surcharge CL otal Amount

4/18 011189

** TAX INUOICE **

PETTY CASH VOUCHER 19/09/2018. wouldow. MICHEUR Date Name GST GST **GST** Particulars of Claim Inclusive \$ Exclusive \$ \$ \$16.40 GAMES. COMMONWEAREN CHENRON ISLAND THE 5/17. 60W COAST. 16,40 I certify that the sum of \$ I certify that the above claim is properly due and payable and approve the relevant due and payable to me and lacknowledge expenditure in accordance with the receipt of that sum. Queensland Ministerial Handbook. Particulars of Charge

CABCHARGE TAX INVOICE

REGENT TAXIS 131008 QLD AU TAXI 909 21238389 MERCHANT TO: V41020 TERMINAL []): CLIENT 1D: 118050712 DRIVER DA: 93714732881 DRIVER ABN: CHEVPON ISLAND PICK UP: THE SPIT DEST: TARIFF: 01 SINGLE DAY RECEIVED IN CASH \$16.40 FARE \$0.00 OTHER \$0.00 EXTRAS \$16.40 TOTAL FARE INC. GST *** CUSTOMER RECEIPT ***

16:09

11/04/18