

## Domestic/Regional Travel – June 2019

### Chief Executive of the Department of Planning, Transport and Infrastructure

No of travellers	Destination	Reasons for Travel	Travel Itinerary <sup>1</sup>	Cost of Travel <sup>2</sup>	Travel Receipts <sup>3</sup>
1	Newcastle NSW	Travel with Minister for Transport, Infrastructure and Local Government, for tour of Newcastle Light Rail and meetings with Keolis Downer.	Attached	\$2,132.79	Attached

Approved for publication – 05 July 2019

Example disclaimer - Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.



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<sup>1</sup> Scanned copies of itineraries to be attached (where available)

<sup>2</sup> Excludes salary costs

<sup>3</sup> Scanned copies of all receipts/invoices to be attached

Printed: 20-Jun-2019

## Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001

## Booking Details

Last Updated Date: 20 Jun 2019

Created Date: 20 Jun 2019

QBT Booking Reference: WWMVLP

Customer Number: 00013610

We are pleased to advise the following travel arrangements

## Name of Passenger

Mr Anthony Braxton Smith

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF766 Airline Reference: WWMVLP	18:05 24/06/2019 Mon Terminal 1 Adelaide: Adelaide Airport	20:25 24/06/2019 Mon Terminal 3 Sydney: Kingsford Smith	BUSINESS (D) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:50 Airline Meal: (D) Dinner Number of stops: 0 Check-in terminal: Terminal 1 Baggage allowance: 2PC

Product	Hotel Details	Check-in	Check-out	Confirmation Details	Other Info
	Adina Sydney Central Sydney	24/06/2019 Mon SYDNEY, AU	25/06/2019 Tue SYDNEY, AU	Confirmed CI2WKBY7 Name: Mr Anthony Braxton Smith	2 LEE STREET 2000 Phone: 61-2-83969800 Room Type: Standard Queen Room Rate Type: DAILY Hotel cancellation policy: CXL 1400 HTL TIME ON 23JUN19-FEE 1 NIGHT-INCLTAX-FEESCXL BY 2PM 24 HRS BEFORE ARRIVAL -CXL FEE EQUAL TO 1 NIGHT

## Remarks

A CHARGEBACK HAS BEEN SENT TO THE HOTEL FOR THIS STAY  
SHOULD YOU HAVE ANY ISSUES REGARDING THIS CHARGEBACK  
PLEASE CONTACT QBT ACCOUNTS ON +61 2 9317 7244

Product	Flight Details	Departure	Arrival	Status	Other Info
	<b>Qantas</b> <b>QF783</b> Airline Reference: <b>WWMVLP</b>	<b>19:20</b> <b>25/06/2019</b> Tue <b>Terminal 3</b> <b>Sydney: Kingsford</b> <b>Smith</b>	<b>21:00</b> <b>25/06/2019</b> Tue Terminal 1 Adelaide: Adelaide Airport	<b>BUSINESS (D)</b> Confirmed	<b>Aircraft type: BOEING 737-800</b> <b>Flight Duration: 2:10</b> <b>Airline Meal: (D) Dinner</b> <b>Number of stops: 0</b> <b>Check-in terminal: Terminal 3</b> <b>Baggage allowance: 2PC</b>

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/SYD/ADL) for Mr Anthony Braxton Smith	AUD	1630.26	49.78	168.00	1848.04
Hotel: Adina Sydney Central (24/06/2019 Check-In) for Mr Anthony Braxton Smith	AUD	188.10	0.00	0.00	188.10

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

BUSUNIT : OFFICE OF THE CHIEF EXECUTIVE  
TRAVELBKR : JILLIAN JOHNSON

## FREQUENT FLYER MEMBERSHIPS

QF - 0084227

## Fare Conditions

Fare Information: DBUS  
Sydney-Adelaide  
Adelaide-Sydney

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Monday Jun 24, 2019 01:35 PM

### CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Allowed with restrictions
- Revalidation/Reissue request must be made prior to: Saturday Jun 20, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

No-show for first flight

- Reissue: Allowed with restrictions
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Jun 20, 2020 12:00 AM

After departure of first flight

- Reissue: Not allowed
- Reissue: Allowed with restrictions
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Wednesday Jun 24, 2020 12:00 AM

No-show for subsequent flight(s)

- Reissue: Not allowed
- Reissue: Allowed with restrictions
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Wednesday Jun 24, 2020 12:00 AM

Penalty may apply

## REFUND CONDITIONS

- Prior to departure of first flight
    - Refund: Allowed with restrictions
  - No-show for first flight
    - Refund: Allowed with restrictions
  - After departure of first flight
    - Refund: Not allowed
    - Refund: Allowed with restrictions
  - No-show for subsequent flight(s)
    - Refund: Not allowed
    - Refund: Allowed with restrictions
- Please contact QBT to find out more information on specific fare rules

## Additional Information (Please read your itinerary carefully)

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (Domestic)

For domestic flights departing from Australian domestic terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

### Electronic Tickets

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

### No Show / Cancellation Fees

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

### Passenger Security

What items can I pack in my carry-on baggage?

Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights.

To get the most update to date information and for further information on Liquids, Aerosols and Gels please refer to the Australian government website:  
<https://www.australia.gov.au/information-and-services/passports-and-travel/customs-and-quarantine>

### QBT Privacy Notice

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager.

### Reconfirmation

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

#### Seating and Meals

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

#### Ticketing Policy

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

\*\*\*\*\* Itinerary End \*\*\*\*\*

# e-ticket itinerary/receipt

**QBT** Business travel  
made simple

**BRAXTON SMITH/ANTHONY MR**

**Frequent Flyer Membership:**  
QF 0084227

**Airline Booking Reference:**  
Qantas Airways: WWMVLP

**Endorsements/Airline Conditions:**  
VALID ON QF SERVICES ONLY

**Ticket no.** 081-3657609667  
**Date of Issue:** 21 June 2019  
**Issuing Agency:** Air Tickets IATA: 02362345  
**Issued on behalf of:** Qantas Airways  
**For:** QBT CORPORATE  
**Reservation Number:** WWMVLP

DEPART	FLIGHT DETAILS	ARRIVE	
<b>Adelaide / ADL</b> Terminal 1 Australia Mon, 24 June 2019 18:05	<b>Qantas Airways QF766</b> BUSINESS (D) Confirmed (HK)	 <b>Sydney / SYD</b> Terminal 3 Kingsford Smith Arpt, Australia Mon, 24 June 2019 20:25	Baggage Allowance: 2PC Duration: 01 hours, 50 minutes Boeing 737-800
<b>Sydney / SYD</b> Terminal 3 Kingsford Smith Arpt, Australia Tue, 25 June 2019 19:20	<b>Qantas Airways QF783</b> BUSINESS (D) Confirmed (HK)	 <b>Adelaide / ADL</b> Terminal 1 Australia Tue, 25 June 2019 21:00	Baggage Allowance: 2PC Duration: 02 hours, 10 minutes Boeing 737-800

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.

ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.

Itinerary as at 21 Jun 2019

## PAYMENT

Air Fare		AUD	1630.26
Taxes	19.36 QR 19.36 QR 11.06 WG 168.00 UO	AUD	217.78
Service Fees		AUD	0.00
<b>TOTAL</b>		<b>AUD</b>	<b>1848.04</b>

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

**NOTICE:** If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

