

Domestic/Regional Travel – August 2019

Chief Executive of the Department of Planning, Transport and Infrastructure

No of travellers	Destination	Reasons for Travel	Travel Itinerary ¹	Cost of Travel ²	Travel Receipts ³
1	Sydney	Attend TTF / UITPANZ Australian Transport Summit and UITPANZ Board meeting	6/8/19 to 8/8/19	\$1484.46	Refer below

Approved for publication – 18 Sept 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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¹ Scanned copies of itineraries to be attached (where available)

² Excludes salary costs

³ Scanned copies of all receipts/invoices to be attached

Printed: 11-Jul-2019

Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001

Booking Details

Last Updated Date: 11 Jul 2019

Created Date: 11 Jul 2019


QBT Booking Reference: QEGGH9

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: QEGGH9	18:05 06/08/2019 Tue Terminal 1 Adelaide: Adelaide Airport	20:25 06/08/2019 Tue Terminal 3 Sydney: Kingsford Smith	ECONOMY (M) 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: 1PC

Product	Hotel Details	Check-in	Check-out	Confirmation Details	Other Info
	The Old Clare Hotel Sydney	06/08/2019 Tue SYDNEY, AU	08/08/2019 Thu SYDNEY, AU	Confirmed 63472SB015301 Name: Mr Anthony Braxton Smith	1 KENSINGTON STREET 2008 Phone: 61-2-82778277 Room Type: Standard King Room Rate Type: DAILY Hotel cancellation policy: CXL WITHIN 24 HRS-FEE 1 NIGHT-INCL TAX-FEES-CXL 24H PRIOR ARRIVAL DAY -FULL STAY FEE INCLUDING TAX

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF783 Airline Reference: QEGGH9	19:20 08/08/2019 Thu Terminal 3 Sydney: Kingsford Smith	21:00 08/08/2019 Thu Terminal 1 Adelaide: Adelaide Airport	ECONOMY (M) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 2:10 Airline Meal: (D) Dinner Number of stops: 0 Check-in terminal: Terminal 3 Baggage allowance: 1PC

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/SYD/ADL) for Mr Anthony Braxton Smith	AUD	700.54	50.78	75.14	826.46
Hotel: The Old Clare Hotel (06/08/2019 Check-In) for Mr Anthony Braxton Smith	AUD	658.00	0.00	0.00	658.00

(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 : LUCY HOLLOW

FREQUENT FLYER MEMBERSHIPS

QF - 0084227

Fare Conditions

Fare Information: MPTSAG03
Sydney-Adelaide
Adelaide-Sydney

TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Sunday Jul 14, 2019 11:59 PM
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CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Saturday Jul 11, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Jul 11, 2020 12:00 AM

After departure of first flight

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Aug 06, 2020 12:00 AM

No-show for subsequent flight(s)

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Aug 06, 2020 12:00 AM

Penalty may apply

REFUND CONDITIONS

Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

No-show for first flight

- Refund: Restrictions or penalties may apply

After departure of first flight

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

No-show for subsequent flight(s)

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

Additional Information (Please read your itinerary carefully)

Hotel Bookings

If there is a hotel confirmed in your booking we have arranged a chargeback for your room only. If you have any issues when arriving or departing the hotel please call our 24 hour support desk on 1300 138 766. Please note you may be asked for a bond or asked for a credit card for incidentals.

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 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 *****