

## Domestic/Regional Travel – September 2018

### 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	Canberra	Various meetings, including ANZSOG China Reciprocal Program	Attached	470.05	n/a
1	Brisbane	Attendance at Transport and Infrastructure Council Officials Committee Meeting	Attached	1330.25	n/a

Approved for publication – December 2018

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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To attribute this material, cite Government of South Australia

<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

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 06 Sep 18

Trip locator: GMMZFZ

Date: 28 Aug 18

**Traveler** Ms Julienne TEPOHE  
**Service Center** CWT Service Centre Australia  
33 KING WILLIAM STREET ADELAIDE SA  
5000  
**Direct** +61 8 8124 9360  
**Emergency Travel Service** +61 8 8124 9360  
**Fax** +61 8 8127 8027  
**Email** [sagdom.adl.au@contactcwt.com](mailto:sagdom.adl.au@contactcwt.com)

**YOUR TRIP IS NOW FULLY CONFIRMED**

**Air E-Ticket Issued**  
0812857508559  
**Hotel Confirmation**  
QT CANBERRA 78292SB006246

**⚠ IMPORTANT INFORMATION**

Please note a printed version of this document may be required by authorities to access check-in areas. The information provided is correct at the time of sending.

By offering travel to particular international destinations, CWT does not represent or warrant that travel to such destinations is advisable or without risk, and is not liable for damages or losses that may occur from travel to such destinations.

You are responsible for ensuring that you meet foreign entry requirements and that your travel documents, such as passports and visas (transit, business, tourist, and otherwise), are in order and any other foreign entry requirements are met. CWT has no special knowledge regarding foreign entry requirements or travel documents. We urge customers to review travel prohibitions, warnings, announcements, and advisories issued by the relevant governments prior to booking travel to international destinations. When you receive your travel document, please verify it immediately. If you have any questions, contact your Service Center.

**⚠ CHECK IN AND SECURITY INFORMATION**

Please allow sufficient time for check-in and security procedures – minimum times vary according to suppliers, airports, train stations. Recommended times can be found on supplier website or via CWT if required.

**ONLINE SERVICE** (Please note some suppliers may not offer the service on some of their routes)

**Qantas Airways : Check in - Time limits |**

Thu 06 September, 2018

E-Ticket 0812857508559 /Booking Reference MG7TBG

**Flight QANTAS AIRWAYS QF686**



**DEPARTURE** Adelaide (ADL - Terminal MAIN)  
13:00 - 06 Sep 18  
**ARRIVAL** Melbourne (MEL - Terminal 1)  
14:50 - 06 Sep 18

Please allow sufficient time for check-in and security procedures

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	01:20 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Lunch
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	QF1925131680
<b>Class</b>	Business (D)		
<b>Free baggage allowance for adult traveler</b>		<b>2PC (Pieces)</b>	
<b>Notes:</b>			

Thu 06 September, 2018

E-Ticket 0812857508559 /Booking Reference MG7TBG

**Flight QANTAS AIRWAYS QF818**



**DEPARTURE** Melbourne (MEL - Terminal 1)  
15:30 - 06 Sep 18  
**ARRIVAL** Canberra (CBR)  
16:35 - 06 Sep 18

Please allow sufficient time for check-in and security procedures

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	01:05 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Refreshment
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	QF1925131680
<b>Class</b>	Business (D)		
<b>Free baggage allowance for adult traveler</b>		<b>2PC (Pieces)</b>	
<b>Notes:</b>			

Thu 06 September, 2018

Confirmation 78292SB006246

**Hotel QT CANBERRA**



**LOCATION** LONDON CIRCUIT, CANBERRA AC 2601, AU

**CONTACT**

Tel. 61-2-6247 6244  
Fax 61-2-6257 3071

<b>Booking status</b>	Confirmed	<b>Night(s)</b>	1	
<b>Departure date</b>	Fri 07 Sep 18	<b>Room rate</b>	06 Sep	AUD 199.00
<b>Room type</b>	G1K	<b>Total amount</b>		AUD 199.00
<b>Rate description</b>	BEST FLEXIBLE RATE QT STANDARD QT STANDARD TO SAVE 20PCT OFF MEALS AND DRINKS DURING YOUR STAY AND GET A LATE CHECK-OUT JOIN PRIORITYGUEST REWARDS FOR FREE VISIT RYDGES.COM. WE LOOK FORWARD TO WELCOMING YOU TO RYDGES SOON YES			
<b>Guaranteed</b>	Public Rate (RAC)			
<b>Rate code</b>	01D CANCEL 1 DAYS PRIOR			
<b>Cancellation policy</b>	TO ARRIVAL			

**Notes:**  
 PAYMENT CHARGEBACK TO CWT  
 GUARANTEED BY CWT  
 CANCELLATION POLICY PLEASE SEE DETAILS BELOW IN NOTES FIELD  
 CANCELLATION RULES CXL 1400 HTL TIME ON 05SEP18-FEE 1  
 NIGHT-INCL TAX-FEES CANCEL BY 2PM 1 DAY PRIOR TO ARRIVAL TO  
 AVOID 1 NIGHT PENALTY  
 COST/NIGHT ROOM 199.00 AUD  
 ALL CHARGES CHARGEBACK

#### GENERAL INFORMATION

AIRFARE NOTE - IF YOUR RESERVATION INCLUDES AIR TRAVEL  
 THE FARE QUOTED IS NOT GUARANTEED AND IS SUBJECT TO  
 CHANGE UNTIL ALL TICKETS HAVE BEEN ISSUED AND E-TICKET  
 RECEIPT VALIDATED AGAINST QUOTED AMOUNT.  
 THE QUOTED AIRFARE MAY INCREASE AT THE TIME OF  
 TICKETING BY THE MERCHANT FEE, SUBJECT TO THE  
 AIRLINES/AIRFARE PAYMENT RESTRICTIONS.

ETICKETS - WE STRONGLY ADVISE YOU CARRY A PRINTED COPY  
 OF YOUR ETICKETS FOR INTERNATIONAL TRAVEL. ACCESS TO  
 YOUR ETICKET IS AVAILABLE ON YOUR FINAL ITINERARY.

WE RECOMMEND THE FOLLOWING AIRPORT CHECK-IN TIMES  
 DOMESTIC - 45 MINUTES PRIOR  
 INTERNATIONAL BUSINESS/FIRST CLASS - 90 MINUTES PRIOR  
 INTERNATIONAL ECONOMY CLASS - 2 HOURS PRIOR

PRIVACY NOTE - ALL INFORMATION PROVIDED BY YOU, OR ANY  
 OTHER PARTY SUCH AS YOUR EMPLOYER TO CWT WILL BE USED  
 BY CWT, ITS RELATED COMPANIES AND OTHER TRAVEL SERVICE  
 PROVIDERS REQUIRING THIS INFORMATION, IN ORDER TO MAKE  
 AND PROCESS YOUR REQUESTED TRAVEL ARRANGEMENTS. A COPY  
 OF CWTS PRIVACY/DATA PROTECTION POLICY CAN BE OBTAINED  
 ONLINE AT [HTTP://WWW.CARLSONWAGONLIT.COM](http://www.carlsonwagonlit.com). PLEASE  
 NOTE THAT AIRLINES MAY BE REQUIRED BY LAW TO PASS  
 INFORMATION CONTAINED IN THIS RESERVATION TO CUSTOMS  
 AND IMMIGRATION AUTHORITIES WHEN REQUESTED.

CARLSON WAGONLIT TRAVEL STRONGLY RECOMMENDS THAT ALL  
 TRAVELLERS VISIT THE AUSTRALIAN DEPT OF FOREIGN AFFAIRS  
 AND TRADE WEBSITE  
[WWW.SMARTTRAVELLER.GOV.AU](http://www.smartraveller.gov.au) .  
 FOR THE LATEST COUNTRY SPECIFIC TRAVEL ADVICE NOTICES  
 PASSPORT/VISA AND ENTRY REQUIREMENTS CAN BE FOUND AT  
[WWW.CIBTVISSAS.COM.AU/CWTVISATC](http://www.cibtvissas.com.au/cwtvisatc)

CWT, IN PROVIDING VARIOUS TRAVEL SERVICES ACTS SOLELY  
 IN ITS CAPACITY AS THE AGENT OF TRAVEL SUPPLIERS.  
 CWT DOES NOT GUARANTEE NOR IS LIABLE THAT SERVICES  
 WILL BE PROVIDED BY ANY SUPPLIER. CWT CANNOT GUARANTEE  
 THAT CHANGES NOT LIMITED TO PRICE, SCHEDULE, AND  
 EQUIPMENT MAY RESULT IN SUBSEQUENT PAYMENT. CWT  
 DISCLAIMS ALL LIABILITY FOR ERRORS OR BIAS IN  
 BOOKING/INFORMATION WHICH IS NOT UNDER ITS CONTROL.

IMPORTANT INFORMATION FOR AUSTRALIAN TRAVELERS TO USA  
 IF TRAVELING TO THE USA UNDER THE VISA WAIVER PROGRAM,  
 APPLY FOR AUTHORISATION 72 HOURS PRIOR TO DEPARTURE  
 AT ESTA WEB SITE [HTTPS://ESTA.CBP.DHS.GOV/ESTA](https://esta.cbp.dhs.gov/esta)  
 FOR OTHER NATIONALITIES - [HTTP://TRAVEL.STATE.GOV/VISA](http://travel.state.gov/visa)

INSURANCE INFORMATION -



INSURANCE COVER IS PROVIDED BY SAICORP FOR OVERSEAS AND INTERSTATE TRAVEL ON SA GOVERNMENT BUSINESS FOR A MAXIMUM OF 180 DAYS. IF YOU REQUIRE ASSISTANCE ANYWHERE IN THE WORLD, CONTACT THE LOCAL TELEPHONE OPERATOR AND ASK FOR A REVERSE CHARGE CALL TO ACCIDENT AND HEALTH INTERNATIONAL ON 61 2 99786666 AND QUOTE POLICY NUMBER 0023171  
FOR MORE INFORMATION PLEASE CONTACT SAICORP  
TELEPHONE 08 8226 9444  
EMAIL SAICORP2@SA.GOV.AU  
WEBSITE - HTTP://WWW.SAFA.SA.GOV.AU/

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CWT AFTER HOURS EMERGENCY CONTACT NUMBERS  
WITHIN AUSTRALIA 1300 781 018  
OUTSIDE AUSTRALIA 61 8 8124 9360  
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-----AIRLINE CREDIT CARD SURCHARGE-----

AIRLINES BOOKED AND TICKETED IN AUSTRALIA AND PAID FOR USING A CREDIT, CHARGE OR DEBIT CARD MAY BE SUBJECT TO A SURCHARGE APPLIED BY THE AIRLINE AT TIME OF TICKETING THE RESERVATION SYSTEM IS UNABLE TO ESTABLISH THE FORM OF PAYMENT AT THE TIME OF QUOTING THEREFORE THE CHARGE TO YOUR CARD MAY VARY DEPENDING ON THE FORM OF PAYMENT USED AND THE DESTINATION

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PLEASE SEE VIRGIN AUSTRALIA PRIVACY STATEMENT FOR FLIGHT BOOKINGS AND PRIVACY POLICY FOR DETAILS ON HOW YOUR PERSONAL INFORMATION WILL BE HANDLED. AVAILABLE AT WWW.VIRGINAUSTRALIA.COM/PRIVACY  
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CARLSON WAGONLIT ABN 83069087538  
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----- ITINERARY QUOTE -----

FARE QUOTE NUMBER 1  
ATTENTION-TRAVEL BOOKER DPTI  
DATE QUOTED-28AUG18  
CONSULTANT NAME-D MIERS  
AIRLINE-QANTAS AIRWAYS  
ROUTING-ADL / MEL / CBR  
FARE BASIS-DBUS  
MUST BE ISSUED BY-28AUG18  
VISA INFO - CHANGE OF FLIGHT AND UPGRADE OF FARE  
-BASE FARE - AUD 627.55 DISCOUNT - 0.00  
-TAX - AUD 90.00  
-GST - AUD 81.44  
-TOTAL - AUD 798.99

.\*ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTICE\*

----- END QUOTE -----

VALID ON QF SERVICES  
DATE, ROUTE AND BOOKING CLASS CHANGES ARE PERMITTED.  
NO CHANGE FEE APPLIES.  
ANY FARE AND TAX DIFFERENCE APPLIES  
NAME CHANGE IS PERMITTED  
FULL REFUND IS PERMITTED.

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E-TICKETS AND FARE DETAILS

Ticket Number: 0812857508559

IATA: 02349804

Issued: 28 Aug 18

Traveler: MS JULIENNE TEPOHE

Base: AUD 806.44

Taxes: UO 63.64, QR 8.80, UO 21.91, WG 5.53, QR 34.69

Total Ticket: AUD 699.97

Form of payment: Vxxxxxxxxxxxx9453

Airline may charge an extra fee for credit/debit card payment

This itinerary and receipt constitutes the air "passenger ticket" for the purposes of the Montreal and Warsaw Convention Regime as well as the confirmation of the reservation for other travel services (such as hotel accommodations, car rentals, etc.). Each traveler listed on this document agrees to the [terms and conditions](#) which are part of these reservations. CWT is committed to protecting your personal data and privacy. Read CWT's [Traveler Notice](#) to understand what information CWT collects and why, how CWT uses it and stores it, and how to review and update it. For further information, please see CWT's [Data Protection & Privacy Policy](#).

VIEW YOUR ITINERARY ONLINE

Trip on 20 Sep 18

Trip locator: KAUCYU

Date: 03 Sep 18

**Traveler** Ms Julianne TEPOHE  
**Service Center** CWT Service Centre Australia  
33 KING WILLIAM STREET ADELAIDE SA  
5000  
**Direct** +61 8 8124 9360  
**Emergency Travel Service** +61 8 8124 9360  
**Fax** +61 8 8127 8027  
**Email** [sagdom.adl.au@contactcwt.com](mailto:sagdom.adl.au@contactcwt.com)

**YOUR TRIP IS NOW FULLY CONFIRMED**

**Air E-Ticket Issued**  
0812857755526

**Hotel Confirmation**  
PULLMAN KING GEORGE SQUARE 8784SIJ526

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**ONLINE SERVICE** (Please note some suppliers may not offer the service on some of their routes)

**Qantas Airways : Check in - Time limits |**

Thu 20 September, 2018

Confirmation 8784SIJ526

**Hotel PULLMAN KING GEORGE SQUARE**



**LOCATION** CORNER OF ANN AND ROMA STREETS,  
BRISBANE QL 4000, AU

**CONTACT** Tel. 61-7-32299111  
Fax 61-7-32299618

<b>Booking status</b>	Confirmed	<b>Night(s)</b>	1		
<b>Departure date</b>	Fri 21 Sep 18	<b>Room rate</b>	20 Sep	AUD	225.25
<b>Room type</b>	Deluxe/Superior room - One king size bed (A1K)	<b>Total amount</b>		AUD	225.25
<b>Rate description</b>	<p>GOVERNMENT RATE EMPLOYEE ID REQUIRED AT CHECK IN DELUXE KING BALCONY MEALPLAN : ROOM ONLY FROM 20 SEPTEMBER FOR 1 NIGHT BREAKFAST PER PAX-PER NIGHT - 35.00 AUD MAXIMUM OCCUPANCY - 3 PEOPLE PER ROOM ACCOMMODATION AND BREAKFAST ARE FREE FOR 2 CHILDREN UNDER 13 YEARS SHARING PARENTS ROOM. HIGH-SPEED WIFI - WIFI IN THE COMMUNAL AREAS WIFI IN YOUR ROOM - 220 240 V AC ADJUSTABLE DESK LAMP - AIR CONDITIONING BEDDING CONCEPT - BLACKOUT CURTAINS DOCKING STATION -</p>				



EXPRESS CHECK OUT  
 FREE MORNING NEWSPAPER  
 - IRON IN ROOM  
 SAFE DEPOSIT BOX IN ROOM  
 - ROLLING SEATS  
 PHONE LIGHT FOR HEARING  
 IMPAIRE- BLACKOUT  
 FACILITIES  
 DOUBLE-GLAZING - MANUAL  
 TEMPERATURE CONTROL  
 SOUNDPROOF - WORK DESK  
 IN ALL ROOMS

**Guaranteed** YES  
**Rate code** CORPORATE (GOV)  
**Cancellation policy** 01D CANCEL 1 DAYS PRIOR  
 TO ARRIVAL

**Notes:**  
 PAYMENT CHARGEBACK TO CWT  
 GUARANTEED BY CWT  
 CANCELLATION POLICY PLEASE SEE DETAILS BELOW IN NOTES FIELD  
 CANCELLATION RULES NO CANCELLATION CHARGE APPLIES PRIOR TO 18  
 00 LOCAL TIME UP TO 1 DAY PRIOR TO ARRIVAL. BEYOND THAT TIME  
 THE FIRST NIGHT WILL BE CHARGED.  
 COST/NIGHT ROOM 225.25 AUD  
 CHARGEBACK ALL CHARGES

Fri 21 September, 2018

E-Ticket 0812857755526 /Booking Reference SGQ9LO



**Flight QANTAS AIRWAYS QF663**

<b>DEPARTURE</b>	<b>Brisbane (BNE - Terminal DOMESTIC)</b>	<b>ARRIVAL</b>	<b>Adelaide (ADL - Terminal MAIN)</b>
	14:20 - 21 Sep 18		16:40 - 21 Sep 18

**Please allow sufficient time for check-in and security procedures**

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	02:50 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Refreshment
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	QF1925131680
<b>Class</b>	Business (D)		
<b>Free baggage allowance for adult traveler</b>		2PC (Pieces)	

**Notes:**

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BOOKING/INFORMATION WHICH IS NOT UNDER ITS CONTROL.

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IMPORTANT INFORMATION FOR AUSTRALIAN TRAVELERS TO USA  
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APPLY FOR AUTHORISATION 72 HOURS PRIOR TO DEPARTURE  
AT ESTA WEB SITE [HTTPS://ESTA.CBP.DHS.GOV/ESTA](https://esta.cbp.dhs.gov/esta)  
FOR OTHER NATIONALITIES - [HTTP://TRAVEL.STATE.GOV/VISA](http://travel.state.gov/visa)  
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INSURANCE INFORMATION -  
INSURANCE COVER IS PROVIDED BY SAICORP FOR OVERSEAS AND  
INTERSTATE TRAVEL ON SA GOVERNMENT BUSINESS FOR A  
MAXIMUM OF 180 DAYS. IF YOU REQUIRE ASSISTANCE ANYWHERE  
IN THE WORLD, CONTACT THE LOCAL TELEPHONE OPERATOR AND  
ASK FOR A REVERSE CHARGE CALL TO ACCIDENT AND HEALTH  
INTERNATIONAL ON 61 2 99786666 AND QUOTE POLICY  
NUMBER 0023171

FOR MORE INFORMATION PLEASE CONTACT SAICORP  
TELEPHONE 08 8226 9444  
EMAIL [SAICORP2@SA.GOV.AU](mailto:SAICORP2@SA.GOV.AU)  
WEBSITE - [HTTP://WWW.SAFA.SA.GOV.AU/](http://www.sa.gov.au)  
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CWT AFTER HOURS EMERGENCY CONTACT NUMBERS  
WITHIN AUSTRALIA 1300 781 018  
OUTSIDE AUSTRALIA 61 8 8124 9360  
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-----AIRLINE CREDIT CARD SURCHARGE-----  
AIRLINES BOOKED AND TICKETED IN AUSTRALIA AND PAID FOR  
USING A CREDIT, CHARGE OR DEBIT CARD MAY BE SUBJECT TO  
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THE RESERVATION SYSTEM IS UNABLE TO ESTABLISH THE FORM  
OF PAYMENT AT THE TIME OF QUOTING THEREFORE THE CHARGE  
TO YOUR CARD MAY VARY DEPENDING ON THE FORM OF PAYMENT  
USED AND THE DESTINATION  
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PLEASE SEE VIRGIN AUSTRALIA PRIVACY STATEMENT FOR  
FLIGHT BOOKINGS AND PRIVACY POLICY FOR DETAILS ON HOW  
YOUR PERSONAL INFORMATION WILL BE HANDLED. AVAILABLE AT  
[WWW.VIRGINAUSTRALIA.COM/PRIVACY](http://WWW.VIRGINAUSTRALIA.COM/PRIVACY)  
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CARLSON WAGONLIT ABN 83069087538  
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----- ITINERARY QUOTE -----

FARE QUOTE NUMBER 1  
ATTENTION-LUCY HOLLOW  
DATE QUOTED-03SEP18  
CONSULTANT NAME-M LEAKER  
AIRLINE-QANTAS AIRWAYS  
ROUTING-BNE / ADL  
FARE BASIS-DBUS  
MUST BE ISSUED BY-03SEP18  
-BASE FARE - AUD 979.51 DISCOUNT - 0.00  
-TAX - AUD 25.04  
-FEE - AUD 29.04  
-GST - AUD 100.46  
-TOTAL - AUD 1134.05

.\*ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTICE\*  
.

----- END QUOTE -----

VALID ON QF SERVICES  
DATE, ROUTE AND BOOKING CLASS CHANGES ARE PERMITTED.  
NO CHANGE FEE APPLIES.  
ANY FARE AND TAX DIFFERENCE APPLIES  
NAME CHANGE IS PERMITTED  
FULL REFUND IS PERMITTED.  
|

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#### E-TICKETS AND FARE DETAILS

Ticket Number: 0812857755526

IATA: 02349804

Issued: 03 Sep 18

Traveler: MS JULIENNE TEPOHE  
Base: AUD 979.51  
Taxes: UO 100.46, WG 5.53, QR 19.51  
Total Ticket: AUD 1105.01

Additional Fees: 10.00

Form of payment: V\xxxxxxxxxxxx9453

Airline may charge an extra fee for credit/debit card payment

I

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# Travel Approval

Process ID: 534872

Final Report - View mode

## Interstate Travel

### ▲ Name & Details of Proposed Traveller

Are you submitting this form on behalf of another person? ☐ No ☒ YesIs the person employee of the Department? ☐ No ☒ Yes

Employee number: 2701062

Contact number: 84021749

Surname: TE POHE

Given name: JULIENNE

Division: OFFICE OF THE CE

Directorate: OFFICE OF THE CE

Section: OFFICE OF THE CE

Email address: JULIENNE.TEPOHE@SA.GOV.AU

Initiated by: Sue Edwards

### ▲ Additional Travellers

Are there additional travellers? ☒ No ☐ Yes

### ▲ Date of Travel

Departure: 21/09/2018

Return: 22/09/2018

### ▲ Destination

- Brisbane, Queensland

## ▲ Reason for Travel

Reason for Travel: Meeting or Forum (Departmental / Government Representative) ☐

Reason(s) for Travel Details:

Attendance at Transport and Infrastructure Council Officials Committee.

## ▲ Expense Estimates

Is car park required? ☐

Accommodation: 250.00

Flights: 1,000.00

Other: 100.00

Ferry / Hire Car / Airport Transfers:

**Total: \$1,350.00**

## ▲ Project Related / External Funding / Cost Recovery

Funding type: Departmental Funding ☐

Funding agency: DPTI

Further information if required:

## ▲ Travel Requirements

Flight Details:

Friday 21 September 2018 Flight QF663 Dep Brisbane 1420 Arr Adelaide 1640 Business class NB: One way flight only - flight to Brisbane booked separately.

Accommodation Details:

1 x Pullman Deluxe Room Check in 20 September / Check out 21 September. Pullman & Mercure, King George Square Brisbane

Other Details:

## ▲ Achieved Travel Arrangements

Accommodation: 225.25

one night booked at  
the Pullman King  
George Square, Brisbane

Flights: 1,105.00

business class return  
flight from Brisbane to  
Adelaide as requested

Other:

Ferry / Hire Car / Airport Transfers:

**Total: \$1,330.25**Has the lowest fare been achieved? ☒ Yes ☐ No

## ▲ Process History

Activity	Response Comments	Completed By	Completed Date
<b>Travel Approval</b>	Approved	Wayne Buckerfield	03/09/2018 12:23
<b>Travel Arranger</b>	Travel Arranged	Lucy Hollow	03/09/2018 15:56
<b>Final Report</b>	Travel Approval Complete	Sue Edwards	17/12/2018 11:23

## Your Comments



Web server: dptintravp02.dtup.sa.gov.au / BizFlow server: DTEIBIZFLOWVP01

# Travel Approval

Process ID: 531819

Final Report - View mode

## Interstate Travel

### ▲ Name & Details of Proposed Traveller

Are you submitting this form on behalf of another person? ☐ No ☒ YesIs the person employee of the Department? ☐ No ☒ Yes

Employee number: 2701062

Contact number: 8402 1749

Surname: TE POHE

Given name: JULIENNE

Division: OFFICE OF THE CE

Directorate: OFFICE OF THE CE

Section: OFFICE OF THE CE

Email address: JULIENNE.TEPOHE@SA.GOV.AU

Initiated by: Sue Edwards

### ▲ Additional Travellers

Are there additional travellers? ☒ No ☐ Yes

### ▲ Date of Travel

Departure: 06/09/2018

Return: 22/09/2018

### ▲ Destination

- Canberra, Australian Capital Territory

### ▲ Reason for Travel

Reason for Travel: Meeting or Forum (Departmental / Government Representative) ☒

Reason(s) for Travel Details:

One-way travel to Canberra for various meetings, including the ANZSOG China Reciprocal Program pre-meeting, prior to flying to China on 7/9/18.

## ▲ Expense Estimates

Is car park required? ☐

Accommodation: 250.00

Flights: 500.00

Other:

Ferry / Hire Car / Airport Transfers: 50.00

**Total: \$800.00**

## ▲ Project Related / External Funding / Cost Recovery

Funding type: Departmental Funding ☒

Funding agency: DPTI

Further information if required:

## ▲ Travel Requirements

Flight Details:

Thursday, 6 September - QF 706 Depart Adelaide 0620 Arrive Canberra 0825 (NB: One Way - flights to and from China booked separately.) Business Class

Accommodation Details:

Peppers Gallery Hotel, 15 Edinburgh Ave, Canberra Ph 02 6175 2222 Check in 6/9 Check out 7/9 Premier Room

Other Details:

## ▲ Achieved Travel Arrangements

**Total: \$470.05**



Accommodation: 229.00

one night booked at Peppers  
Gallery Hotel

Flights: 241.05

QF706 Adelaide to Canberra  
departing at 6:20am

Other:

Ferry / Hire Car / Airport Transfers:

**Total: \$470.05**Has the lowest fare been achieved? ☒ Yes ☐ No

## ▲ Travel Diary

Date of Entry	Activity Date	Activity Time	Place of Activity	Duration (Days:Hours)	Nature of Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/>
17/12/2018	6/09/2018	06:20	Canberra	2 Days 0.00 Hrs	ANZSOG China trip preparation

## ▲ Process History

Activity	Response	Comments	Completed By	Completed Date
Travel Approval	Approved		Wayne Buckerfield	15/08/2018 12:14
Travel Arranger	Travel Arranged	please note there were no business class seats available at the time of booking	Lucy Hollow	15/08/2018 14:11
Final Report	Travel Approval Complete		Sue Edwards	17/12/2018 12:44

## Your Comments



Web server: dptintravp02.dtup.sa.gov.au / BizFlow server: DTEIBIZFLOWVP01