

## Domestic/Regional Travel – May 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	Melbourne	National Infrastructure Awards and Annual Infrastructure Oration; Board Meeting	Attached	\$923.46	Attached
1	Eyre Peninsula	Regional site visit to DPTI locations; Infrastructure Australia Board Meeting	Attached	\$810.46	Attached
1	Sydney	Roads Australia CEO Workshop; various meetings.	Attached	\$1,053.36	Attached

Approved for publication – 03 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.



This work is licensed under a Creative Commons Attribution (BY) 3.0 Australia Licence <http://creativecommons.org/licenses/by/3.0/au/>  
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

Printed: 30-Apr-2019

## Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001

## Booking Details

Last Updated Date: 30 Apr 2019

Created Date: 26 Apr 2019

QBT Booking Reference: KDALFX


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
	<b>Qantas</b> <b>QF684</b> <b>TKT: 3461407207</b> <b>Airline Reference:</b> <b>KDALFX</b>	<b>14:00</b> <b>02/05/2019</b> <b>Thu</b> <b>Terminal 1</b> <b>Adelaide: Adelaide</b> <b>Airport</b>	<b>15:50</b> <b>02/05/2019</b> <b>Thu</b> <b>Terminal 1</b> <b>Melbourne:</b> <b>Tullamarine Airport</b>	<b>ECONOMY (M)</b> <b>Confirmed</b>	<b>Aircraft type: BOEING 737-800</b> <b>Flight Duration: 1:20</b> <b>Airline Meal: (R) Refreshments - complimentary</b> <b>Number of stops: 0</b> <b>Check-in terminal: Terminal 1</b> <b>Baggage allowance: 1PC</b>

Product	Hotel Details	Check-in	Check-out	Confirmation Details	Other Info
	<b>Stamford Plaza Melbourne</b> <b>Melbourne</b>	<b>02/05/2019</b> <b>Thu</b> <b>Melbourne, AU</b>	<b>03/05/2019</b> <b>Fri</b> <b>Melbourne, AU</b>	<b>Confirmed</b> <b>3748SB004512</b> <b>Name: Mr Anthony</b> <b>Braxton Smith</b>	<b>111 Little Collins Street 3000</b> <b>Phone: 61-3-96591000</b> <b>Room Type: Standard Suite King</b> <b>Room - 2 Beds</b> <b>Rate Type: DAILY</b> <b>Hotel cancellation policy: CXL 1800</b> <b>HTL TIME ON 02MAY19-CXL FEE</b> <b>FULL STAY-INCL TAX-FEES6 PM ON</b> <b>DAY OF ARRIVAL</b>

## 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>QF697</b> <b>TKT: 3461407207</b> <b>Airline Reference:</b> <b>KDALFX</b>	<b>17:45</b> <b>05/05/2019</b> <b>Sun</b> <b>Terminal 1</b> <b>Melbourne:</b> <b>Tullamarine Airport</b>	<b>18:35</b> <b>05/05/2019</b> <b>Sun</b> <b>Terminal 1</b> <b>Adelaide: Adelaide</b> <b>Airport</b>	<b>ECONOMY (M)</b> <b>Confirmed</b>	<b>Aircraft type: BOEING 737-800</b> <b>Flight Duration: 1:20</b> <b>Airline Meal: (R) Refreshments - complimentary</b> <b>Number of stops: 0</b> <b>Check-in terminal: Terminal 1</b> <b>Baggage allowance: 1PC</b>

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/MEL/ADL) for Mr Anthony Braxton Smith	AUD	561.84	41.30	60.32	663.46
Hotel: Stamford Plaza Melbourne (02/05/2019 Check-In) for Mr Anthony Braxton Smith	AUD	260.00	0.00	0.00	260.00

(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 : JILLIAN JOHNSON

## FREQUENT FLYER MEMBERSHIPS

QF - 0084227

## Fare Conditions

Fare Information: MPTSAG03  
Adelaide-Melbourne  
Melbourne-Adelaide

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Monday Apr 29, 2019 11:59 PM  
All tickets will be issued at latest 1 business day prior to: Monday Apr 29, 2019 11:59 PM

### CHANGE CONDITIONS

- Prior to departure of first flight
    - Reissue: Allowed with restrictions
    - Revalidation/Reissue request must be made prior to: Sunday Apr 26, 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: Sunday Apr 26, 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: Saturday May 02, 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: Saturday May 02, 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 \*\*\*\*\*

Printed: 08-May-2019

## Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001

## Booking Details

Last Updated Date: 08 May 2019

Created Date: 07 May 2019

QBT Booking Reference: PMZSA3

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
	Regional Express ZL4538 TKT: 3656752073 Airline Reference: FULZYR	18:00 13/05/2019 Mon Adelaide: Adelaide Airport	18:50 13/05/2019 Mon Whyalla: Whyalla Airport	ECONOMY (L) Confirmed	Aircraft type: SAAB SF340A/340B Flight Duration: 0:50 Number of stops: 0 Baggage allowance: 15K

Product	Hotel Details	Check-in	Check-out	Confirmation Details	Other Info
	Standpipe Golf Motor Inn Port Augusta	13/05/2019 Mon PORT AUGUSTA, AU	14/05/2019 Tue PORT AUGUSTA, AU	Confirmed 250621 Name: Mr Anthony Braxton Smith	1 DAW STREET 5700 Phone: 61-8-8642 4033 Room Type: Standard Room Rate Type: DAILY

## 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>QF2274</b> <b>TKT: 3656752074</b> <b>Airline Reference:</b> <b>PMZSA3</b>	<b>18:10</b> <b>15/05/2019</b> <b>Wed</b> <b>Port Lincoln: Port</b> <b>Lincoln Airport</b>	<b>19:00</b> <b>15/05/2019</b> <b>Wed</b> <b>Terminal 1</b> <b>Adelaide: Adelaide</b> <b>Airport</b>	<b>ECONOMY (B)</b> <b>Confirmed</b>	<b>Aircraft type: DE HAVILLAND DHC-8</b> <b>SERIES 300</b> <b>Flight Duration: 0:50</b> <b>Airline Meal: (R) Refreshments -</b> <b>complimentary</b> <b>Number of stops: 0</b> <b>Baggage allowance: 1PC</b>



Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/WYA) for Mr Anthony Braxton Smith	AUD	114.95	14.95	12.99	142.89
Hotel: Standpipe Golf Motor Inn (13/05/2019 Check-In) for Mr Anthony Braxton Smith	AUD	158.00	0.00	0.00	158.00
Air Fare (PLO/ADL) for Mr Anthony Braxton Smith	AUD	303.33	19.01	32.23	354.57

(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

## FREQUENT FLYER MEMBERSHIPS

QF - 0084227

## Fare Conditions

Fare Information: LIPSA  
Adelaide-Whyalla

### CHANGE CONDITIONS

#### Prior to departure of first flight

- Reissue: Allowed with restrictions
- Penalty fee between: 40.00 AUD / 44.00 AUD
- Maximum Reissue penalty fee for entire ticket: 44.00 AUD
- Revalidation/Reissue request must be made prior to: Thursday May 07, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

#### No-show for first flight

- Reissue: Allowed with restrictions
- Penalty fee between: 40.00 AUD / 44.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 44.00 AUD
- Revalidation/Reissue request must be made prior to: Thursday May 07, 2020 12:00 AM

#### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

#### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

### REFUND CONDITIONS

#### Prior to departure of first flight

- Refund: Not allowed

#### No-show for first flight

- Refund: Not allowed

#### After departure of first flight

- Refund: Not allowed

#### No-show for subsequent flight(s)

- Refund: Not allowed

Penalty may apply. Please check the complete fare rules.

Fare Information: BPTSAG03  
Port Lincoln -Adelaide

## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday May 10, 2019 11:59 PM  
All tickets will be issued at latest 1 business day prior to: Friday May 10, 2019 11:59 PM

## CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Allowed with restrictions
- Revalidation/Reissue request must be made prior to: Thursday May 07, 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: Thursday May 07, 2020 12:00 AM

After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

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

No-show for subsequent flight(s)

- Refund: Not allowed

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 \*\*\*\*\*



Printed: 23-May-2019

## Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001

## Booking Details

Last Updated Date: 23 May 2019

Created Date: 23 May 2019

QBT Booking Reference: VKFRE7


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 QF740 Airline Reference: VKFRE7	08:15 30/05/2019 Thu Terminal 1 Adelaide: Adelaide Airport	10:35 30/05/2019 Thu Terminal 3 Sydney: Kingsford Smith	ECONOMY (M) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:50 Airline Meal: (B) Breakfast Number of stops: 0 Check-in terminal: Terminal 1 Baggage allowance: 1PC

Product	Hotel Details	Check-in	Check-out	Confirmation Details	Other Info
	Star Grand Hotel And Residence Sydney	30/05/2019 Thu SYDNEY, AU	31/05/2019 Fri SYDNEY, AU	Confirmed 456159363 Name: Mr Anthony Braxton Smith	80 PYRMONT ST 2009 Phone: +61 02 97779000 Room Type: Superior King Room Rate Type: DAILY Hotel cancellation policy: CANCEL ON 29MAY2019 BY 15:00 LT.BOOKING MUST BE CXL BY 2 PM LOCAL TIME ON THEDAY PRIOR TO YOURARRIVAL

## 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>19:20</b>	<b>21:00</b>	<b>ECONOMY (M)</b>	<b>Aircraft type: BOEING 737-800</b>
	<b>QF783</b>	<b>02/06/2019</b>	<b>02/06/2019</b>	<b>Confirmed</b>	<b>Flight Duration: 2:10</b>
	<b>Airline Reference: VKFRE7</b>	<b>Sun</b>	<b>Sun</b>		<b>Airline Meal: (D) Dinner</b>
	<b>Terminal 3</b>	<b>Terminal 1</b>			<b>Number of stops: 0</b>
	<b>Sydney: Kingsford Smith</b>	<b>Adelaide: Adelaide Airport</b>			<b>Check-in terminal: Terminal 3</b>
					<b>Baggage allowance: 1PC</b>

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/SYD/ADL) for Mr Anthony Braxton Smith	AUD	700.54	49.78	75.04	825.36
Hotel: Star Grand Hotel And Residence (30/05/2019 Check-In) for Mr Anthony Braxton Smith	AUD	228.00	0.00	0.00	228.00

(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 : JILLIAN JOHNSON

## 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 May 26, 2019 11:59 PM  
All tickets will be issued at latest 1 business day prior to: Sunday May 26, 2019 11:59 PM

### CHANGE CONDITIONS

- Prior to departure of first flight
    - Reissue: Allowed with restrictions
    - Revalidation/Reissue request must be made prior to: Saturday May 23, 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 May 23, 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: Saturday May 30, 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: Saturday May 30, 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
    - Maximum Refund penalty fee for entire ticket: 350.27 AUD
    - Penalty fee between: 0.00 AUD / 350.27 AUD
  - No-show for subsequent flight(s)
    - Refund: Not allowed
    - Refund: Allowed with restrictions
    - Penalty fee between: 0.00 AUD / 350.27 AUD
    - Maximum Refund penalty fee for entire ticket: 350.27 AUD
- 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 \*\*\*\*\*