

## Domestic/Regional Travel – October 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	Canberra	Transport and Infrastructure Senior Officials' Committee	See attached	\$1376.15	See attached

Approved for publication – 25 November 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: 30-Sep-2019

## Attention

SA DPTI

SA DPTI

GPO BOX 1533 , Adelaide SA 5001


## Booking Details

**Last Updated Date:** 30 Sep 2019  
**Created Date:** 18 Sep 2019  
**QBT Booking Reference:** PN9I9J  
**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>QF706</b> <b>TKT: TKT: 4593509718</b> <b>Airline Reference: PN9I9J</b>	<b>06:15</b> <b>17/10/2019</b> <b>Thu</b> <b>Terminal 1</b> <b>Adelaide: Adelaide</b> <b>Airport</b>	<b>08:20</b> <b>17/10/2019</b> <b>Thu</b> <b>Canberra: Canberra</b> <b>Airport</b>	<b>ECONOMY (M)</b> <b>Confirmed</b>	<b>Aircraft type: BOEING 737-800</b> <b>Flight Duration: 1:35</b> <b>Airline Meal: (B) Breakfast</b> <b>Number of stops: 0</b> <b>Check-in terminal: Terminal 1</b> <b>Baggage allowance: 1PC</b>

## Remarks

ADL CBR - Dep: 17/10/2019 06:15 TERMINAL 1 /Arr: 17/10/2019 08:20  
**ADL CBR - CO2/PAX\*** 86.40 KG ECO, 86.40 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	<b>Qantas</b> <b>QF737</b> <b>TKT: TKT: 4593509718</b> <b>Airline Reference: PN9I9J</b>	<b>18:50</b> <b>18/10/2019</b> <b>Fri</b> <b>Canberra: Canberra</b> <b>Airport</b>	<b>20:10</b> <b>18/10/2019</b> <b>Fri</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: 1:50</b> <b>Airline Meal: (D) Dinner</b> <b>Number of stops: 0</b> <b>Baggage allowance: 1PC</b>

## Remarks

CBR ADL - Dep: 18/10/2019 18:50 /Arr: 18/10/2019 20:10 TERMINAL 1  
**CBR ADL - CO2/PAX\*** 86.40 KG ECO, 86.40 KG PRE

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/CBR/ADL) for Mr Anthony Braxton Smith	AUD	721.10	80.44	80.16	881.70
Air Fare (EMD payment to Qantas) for Mr Anthony Braxton Smith	AUD	99.00	0.00	0.00	99.00

**(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  
Adelaide-Canberra  
Canberra-Adelaide

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Oct 03, 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: Wednesday Sep 30, 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: Wednesday Sep 30, 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: Saturday Oct 17, 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: Saturday Oct 17, 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.

### 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.

## Terminals

If your flight is on **Qantas** and your flight number is between **QF1** and **QF399** your flight departs from the **International terminal**.

All other Qantas flights depart from Domestic Terminals.

if your flight is on **Jetstar** and your flight number is between **JQ1** to **JQ241** your flight departs from the **International terminal**. \*\* except for **JQ100** and **JQ103** which use the domestic terminal. Please check the terminal number on your itinerary.

**The recommended check in time is 120 minutes prior to departure.**

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

**From:** [Rydges Hotels & Resorts](#)  
**To:** [Hollow, Lucy \(DPTI\)](#)  
**Subject:** Your booking confirmation number: 51385554 at Rydges Capital Hill Canberra  
**Date:** Wednesday, 18 September 2019 2:40:44 PM

PLEASE CHECK YOUR CONFIRMATION DETAILS

[View this email with images](#)

Rydges hotels



**Join Free. Save more**  
- Savings on our best rates  
- In-stay savings & rewards

## Rydges Capital Hill Canberra

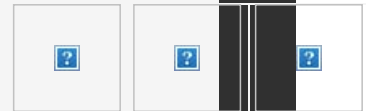
17 Canberra Ave, Forrest, ACT 2603

61 2 6295 3144

[Send us an email](#)

CONFIRMATION NUMBER

**51385554**



Thank you for choosing to stay at Rydges Capital Hill Canberra, we look forward to welcoming you soon. Your reservation details are outlined below, please contact us directly if you have any queries.

### GETTING HERE

Directions to hotel



## BOOKING & ROOM DETAILS

### Guest Name

Anthony Braxton-Smith

### Check in

Thursday, 17 October 2019

### Check out

Friday, 18 October 2019

### Estimated time of arrival

2:00pm

### Estimated time of departure

11:00am

### Number of Rooms: 1

1 Adults / 0 Kids / Superior King Room

### Rate Booked

Best Flexible Rate

### Rate Includes

Room and Tax

## PRICE

Daily Rate \$249.00 17/10/2019

**Total AUD \$ inc. GST \$249.00**

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\*All amounts are shown in **Australian Dollars\*** per room.

## **IMPORTANT CONDITIONS & POLICIES IN REGARD TO YOUR BOOKING**

### **Payment Type and Guarantee Policy**

This reservation is confirmed with your Cash Deposit. Your card will not be charged in advance (\*excludes Prepaid/Advance Purchase rates), but is held as security for your reservation and utilised for any applicable cancellation or non-arrival fees. If the card holder will not be present at time of check-in, you will need to complete a third-party charge authorisation. Please contact Rydges Capital Hill Canberra for further information.

\*If you have selected a Prepaid or Advance Purchase rate or if a deposit is requested, the hotel will process a prepayment (as noted under in the Deposit Policy) of the accommodation and or package cost on receipt of your reservation.

### **Deposit Policy**

If your booking has not been confirmed a credit card or deposit may be required prior to your arrival date.

### **Cancellation Policy**

Please cancel by 2:00 pm (Hotel Local Time) up to one day prior to arrival to avoid a cancellation or non-arrival fee equivalent to the first nights' accommodation and booked packages.

### **Credit Card Transaction Fees**

Payments by credit card will incur a transaction fee reflecting bank charges incurred by the hotel for card payments. Current fees are 1.08% of the transaction total for Visa, Mastercard, Diners, American Express and JCB Cards. Fees are subject to change and applicable fees will be confirmed on check in. Payment by Cash and EFTPOS do not incur transaction fees.

### **Reservation Status**

Your booking is confirmed. We reserve the right to amend your booking in the event of a computer, website or system error which results in the display or communication of an incorrect room rate or other incorrect details relating to your booking. We will advise you as soon as possible in the event of such an error.

### **Credit Card Pre-Authorisation**

Rydges Capital Hill Canberra pre-authorises all credit cards on the day of arrival to check for validity and sufficiency of funds. Pre-authorised cards are held as security for your reservations and may be utilised by the hotel for any applicable charges including cancellation and non-arrival fees. The pre-authorised amount is set aside by the credit card company and may affect the available funds balance or spending limit. Should you not be able to present a credit or debit card upon arrival a cash bond may be required.

### **Hotel Check-in & Check-out**

Kindly note that check-in is from 2:00pm and check-out is before 11:00am. Earlier arrival and later departure times can be arranged subject to availability however, applicable day-use charges may also apply.

### **No Smoking Policy**

All rooms at Rydges Capital Hill Canberra are non-smoking.

### **Membership Details**

Please note, PGR tier and point balances may take up to 7 -10 days post departure date to be reflected in your member details.



This email was sent by Rydges Hotels & Resort, PO Box 1609 Sydney NSW 2001.

[CONTACT US](#) | [VIEW ONLINE](#)



Allowances for Chief Executive of the Department of Planning, Transport and Infrastructure 17th, 18 <sup>th</sup> Oct 2019	Amount
Breakfast (2)	\$49.80
Lunch (1)	\$24.90
Dinner (1)	\$45.35
Incidentals (2)	\$26.40
<b>Total</b>	<b>\$146.45</b>