

Domestic – Regional Travel May 2017

Chief Executive and public sector employees

No of travellers	Destination	Reasons for Travel	Travel Itinerary	Total Cost of Travel ⁶	Travel Receipts
1	Pitjantjatjara Lands	Attendance at Country Cabinet	Nil	\$4796.22	Attached
1	Melbourne	Attendance at the Agriculture Senior Officials Committee Meeting and the Primary Industries Technical Market Access and Trade Development Task Group Meeting	Nil	\$545.05	Attached
1	Alice Springs	Attendance at NT/SA Joint Cabinet Meeting	Nil	\$1031.78	Attached Missing receipt of \$190.00 from overnight stay at Crowne Plaza Lasseters

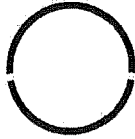
¹ Excludes salary costs

Approved for publication –

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



TAX INVOICE



Government of South Australia

Department of the Premier
and Cabinet

GPO BOX 2343
Adelaide SA 5001
Tel: (08) 8462 1333 (Press 3)
Fax: (08) 8124 9833
ABN: 94 500 415 644

DEPT. OF PRIMARY INDUSTRIES
AND REGIONS
VIA SHARED SERVICES SA
DOCUMENT CAPTURE TEAM
ADELAIDE SA 5000

Page 1

Invoice Number:	INV32909
Invoice Date:	26/05/2017
Due Date:	25/06/2017
Customer ID:	PIR0021

OFFICE MANAGER

Qty	Description	Unit Price (exc GST)	Total (exc GST)	GST*	Total (inc GST)
1.00	CHARTER FLIGHTS COUNTRY CABINET APY LANDS CHARTER FLIGHTS: RETURN FLIGHTS FROM ADELAIDE TO THE APY LANDS SUNDAY 30 APRIL 2017 TO TUESDAY 2 MAY 2017 PASSENGER - SCOTT ASHBY	4,340.20	4,340.20	434.02	4,774.22
			Total (exc GST)	GST Total	Total (inc GST)
PAY BY DUE DATE.			\$4,340.20	\$434.02	\$4,774.22

Please detach this section and return it with your payment



Government of South Australia
Department of the Premier
and Cabinet

Customer ID:	PIR0021
Invoice Number:	INV32909
Amount:	\$4,774.22
Due Date:	25/06/2017

Payments can be made by EFT:
Bank: Commonwealth Bank of Australia
BSB: 065-266 Account No: 10019370
Account Name: DPC OPERATING ACCOUNT
Remittance to : ARReceiving@sharedservices.sa.gov.au

Make Cheques payable to:
DEPT OF THE PREMIER & CABINET
Shared Services SA - Accounts Receivable
GPO Box 11028
ADELAIDE SA 5001

Visa/Mastercard Tel: (08) 8462 1333 (Press 3)

Parking - AGSOC Mtg

* Adelaide Airport *

A.B.N 78 075 176 653
1 Janas Schofield Drive
Adelaide Airport
5950

*** TAX INVOICE ***

Adelaide Airport
Phone no. (08) 8300 9211
ABN No. 78 075 176 653
Receipt/Unit No : 1052/0641

010100 Pay Parking Tkt \$ 59.00
Entry Time 03/05/2017 15:37
Payment Time 04/05/2017 10:39

02479611090011047123562550??

Total Amount \$ 59.00

Credit Visa \$ 59.00

GST 10.00 % \$ 5.36

.....
TERM 745300564033336

TIME 04/05/2017 18:40

TXN REF 660284804

VISA

CARD3117

AUTH 374716

AMOUNT \$59.00

(00) Approved

** Thank you **

PARKROYAL

MELBOURNE AIRPORT

Room Number : 0914

Mr Scott Ashby

Australia

ABN : 24 002 348 414
Person : 1
Page No. : 1 of 1
Conf # : 777113
Cashier : 185
Ref No :
Arrival : 03/05/17
Departure : 04/05/17
FF Member :
GHA Member :

INFORMATION COPY ONLY

PARKROYAL Melbourne Airport, 04/05/17

Date	Description	Reference	Debit AUD	Credit AUD
03/05/17	Room Charges	8677786	342.00	

Total 342.00 0.00

I agree that I am personally liable for the payment of the foregoing statement and if the person, Company or Association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, Company or Association.

Total including Tax 342.00 AUD

GST Amount 31.09 AUD

Total net of Tax 310.91 AUD

* Indicates non-taxable supply

Guest Signature: _____

Balance Due \$ 342.00 AUD

Book direct on parkroyalhotels.com and enjoy savings as our DISCOVERY member.



CARLSON WAGONLIT AUS PTY LTD
 LEVEL 14
 33 KING WILLIAM ST
 ADELAIDE
 SA 5000

BRANCH: A15960
 ABN: 83 069 087 538
 PHONE: 08-8124-9300

TO: SA GOV - PIRSA
 PIRSA - CHIEF EXECUTIVE
 ATTN NAOMI BAILEY
 LVL 17 25 GRENFELL ST
 ADELAIDE SA 5000

LOCATOR : KGBNMF
 OUR REF : AEO0458724C
 AGENT : SELF BOOKING SELF BOOKING

T A X I N V O I C E

INV NO: 66846-17
 DATE: 02MAY17
 PAGE: 1

FOR: MR SCOTT WILLIAM ASHBY
 ORDER NUMBER: NAOMI BAILEY
 COST CENTRE: 00069

I T I N E R A R Y

*** AIR/RAIL/BUS ***

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
MELBOURNE	ADELAIDE	QANTAS AIR	693	M	OK 04MAY	5:40P	6:30P	BREAK	1PC
			73H						
			SEAT						
			04F						
ADELAIDE	MELBOURNE	QANTAS AIR	692	V	OK 03MAY	4:20P	6:10P	BREAK	1PC
			73H						

C O S T

QANTAS AIRWAYTKT NO	QF	1332	230961		40.95
				GST	4.10
QANTAS AIRWAYTKT NO	QF	1822	696059		90.00
				GST	9.00
*** TOTAL EXCLUDING GST					130.95
*** TOTAL GST					13.10
*** TOTAL CHARGES THIS INVOICE ***					144.05
*** BALANCE DUE THIS INVOICE ****					144.05

KG

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 PLEASE REMIT ALL PAYMENT DUE TO:
 CARLSON WAGONLIT TRAVEL
 ACCOUNTS RECEIVABLE
 LEVEL 6, 333 QUEEN STREET
 MELBOURNE VIC 3000

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 24 May 17

Trip locator: QKPVJ

Date: 21 Apr 17

Traveler **Mr Scott William ASHBY**
 Service Center **CWT Service Centre Australia**
 33 KING WILLIAM STREET ADELAIDE SA
 5000
 Direct +61 8 8124 9360
 Emergency Travel +61 8 8124 9360
 Service *Additional service fees may apply
 Fax +61 8 8127 8027
 Email sagdom.adf.au@contactcwt.com

YOUR TRIP IS NOW FULLY CONFIRMED

Air E-Ticket Issued
 0811332133305

▲ 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. 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 |

Luggage can incur additional cost at check-in on specific airlines. Please contact us for more information.

Wed 24 May, 2017

E-Ticket **0811332133305** /Booking Reference **N2Z275**

Flight QANTAS AIRWAYS QF723			
	DEPARTURE	Adelaide (ADL - Terminal MAIN) 10:55 - 24 May 17	ARRIVAL Alice Springs (ASP) 13:05 - 24 May 17
Please allow sufficient time for check-in and security procedures			
Booking status	Confirmed	Flight duration	02:10 (non-stop)
Equipment	Boeing 737-800 (Winglets)		
Seat	Not specified	Frequent flyer card	QF0926034
Class	Economy/Coach (M)		
Free baggage allowance for adult traveler		Not specified	

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.SMARTRAVELLER.GOV.AU FOR THE LATEST COUNTRY SPECIFIC TRAVEL ADVICE NOTICES

PASSPORT/VISA AND ENTRY REQUIREMENTS CAN BE FOUND AT
WWW.CIBTVISAS.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
WEBSITE - [HTTP://WWW.SAFA.SA.GOV.AU/](http://www.safa.sa.gov.au/)

CWT AFTER HOURS EMERGENCY CONTACT NUMBERS
WITHIN AUSTRALIA 1300 781 018
OUTSIDE AUSTRALIA 61 8 8124 9360

-----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

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)

CARLSON WAGONLIT ABN 83069087538

E-TICKETS AND FARE DETAILS

Ticket Number: 0811332133305

IATA: 02349804

Issued: 21 Apr 17

Traveler: MR SCOTT WILLIAM ASHBY

Base: AUD 318.28

Taxes: UO 35.17, QR 27.91, WG 5.53

Total Ticket: AUD 386.89

Form of payment: INVOICE

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

Please visit: www.carlsonwagonlit.com/airlinebaggagefees for baggage fee information. Check operating carrier for allowance if traveling on code share flight.

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](#).

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Itinerary prepared for **Mr Scott Ashby**

Online Reference: **216735**
Sabre Reference: **CNVSMR** Ordered By: **Naomi Bailey**

Thursday 25 May 2017



1:45 p.m.

Qantas Airways - Flight QF722

Departs:	ASP - Alice Springs 1345 hrs	Status:	Confirmed
Arrives:	ADL - Adelaide 1540 hrs	Class:	Economy M (MPTSAG03)
Flying Time:	01:55 hrs	Sector Fare:	386.89
Airline Ref:	WUNZWB	Checked Baggage Allowance:	23kg
Aircraft:	Boeing 737-800	Meals:	Lunch

3:40 p.m.

Arrive Adelaide on flight QF722

Pricing Prices include GST (where applicable)

Qantas Airways:	386.89
Total (AUD):	386.89

Membership Details

Qantas Frequent Flyer	0926034
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SAGOV CONTACT

CWT EMERGENCY CONTACT NUMBERS
Within Australia 1300 781 018
Outside Australia 61 6 8124 9360

Email: sagdom.adl.au@contactcwt.com
(Domestic reservations)

Online Booking assistance
and queries: 1300 132 149 Email: product.support@carlsonwagonlit.com

Virgin Privacy Note

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FLIGHT BOOKINGS AND PRIVACY POLICY FOR DETAILS ON HOW
YOUR PERSONAL INFORMATION WILL BE HANDLED. AVAILABLE AT
WWW.VIRGINAUSTRALIA.COM/PRIVACY

Qantas Privacy Note

-----QANTAS PRIVACY NOTE-----*FOR FULL
DETAILS OF THE QANTAS PRIVACY POLICY REFER TO THE QANTAS
WEBSITE
<http://www.qantas.com.au/travel/airlines/privacy/global/en>

Continued on next page



PURCHASE CARD – EXPENSE MANAGER SYSTEM

EMS MISSING SUPPLIER TAX INVOICE OR RECEIPT FORM

(A separate form is required for each missing tax invoice/receipt)

This form is utilised where:

1. There is no supporting documentation (tax invoice/receipt) for a valid purchase card transaction in the Expense Manager System (EMS).
2. All efforts to obtain a valid document (tax invoice/receipt) have been exhausted.

First four (4) and last four digits of the ANZ purchase card: XXXXXXXXXX

Name of supplier/merchant: ADELAIDE AIRPORT

Date of transaction: 25 / 5 / 2017

Description of purchase: (services/goods received) PARKING ADELAIDE AIRPORT

Details of the purchase: (If the purchase is entertainment related, details of the number of attendees and their relevant organization(s) must be included.)

<u>Parking at Adelaide Airport - CE PIRSA NT/SA Joint Cabinet Meeting</u>

Total purchase amount (Including GST): \$AUD 68.00

Foreign Currency (if applicable) _____ Applicable exchange rate: _____

General Ledger account coding:

0	3	0	5	4	0	1	0	4	7	6	1	8

\$AUD	68	00
\$AUD		
\$AUD		
\$AUD		

Declaration by purchase cardholder:

1. I acknowledge receipt of the above mentioned goods and/or services
2. I certify;
 - a) The purchase was necessarily incurred on behalf of PIRSA for business operations
 - b) This payment has not and will not be claimed by any other means.
3. It is acknowledged that where a tax invoice/receipt is not provided to support the purchase card transaction, the relevant GST which cannot be claimed, will be charged against the applicable general ledger codes assigned to the transaction, by using the tax code TPND in EMS.
4. A tax invoice/receipt is not able to be provided because: (tick applicable)
 - the tax invoice/receipt has been lost
 - the goods/services are of a type where a tax invoice/receipt cannot reasonably be expected to be provided by the supplier
 - other reason (please specify). _____

Cardholder: SCOTT ASHBY

Manager: _____

 Name

4 / 7 / 2017

_____/_____/20____

Signature

Date

This form is to be authorised and attached to any transaction in the EMS that does not have a valid tax invoice/receipt.