

## Domestic/Regional Travel – November 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	Sydney	Travel as part of relocation from Sydney to Adelaide	Attached	464.23	n/a
1	Sydney	Travel to Sydney for attendance at Transport and Infrastructure Council Meeting	Attached	596.96	n/a

Approved for publication – January 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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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

[CANCEL THIS TRIP](#)

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 08 Nov 18

Trip locator: YODKEQ

Date: 07 Nov 18

Traveler	Mr Anthony BRAXTONSMITH		<b>QUICK ITINERARY STATUS</b>
Service Center	CWT Service Centre Australia 33 KING WILLIAM STREET ADELAIDE SA 5000		<b>Flight</b> Confirmed
Direct	+61 8 8124 9360		<b>Hotel</b> None
Emergency Travel Service	+61 8 8124 9360 <i>*Additional service fees may apply</i>		<b>Rail</b> None
Fax	+61 8 8127 8027		<b>Car</b> None
Email	<a href="mailto:sagdom.adl.au@contactcwt.com">sagdom.adl.au@contactcwt.com</a>		

**⚠ IMPORTANT INFORMATION**

This document reflects the latest status of your booking. 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.*

Thu 08 November, 2018

E-Ticket 0813147194140 /Booking Reference WBMOXZ



**Flight QANTAS AIRWAYS QF1558** (operated by /QANTASLINK - NATIONAL JET SYSTEMS)

DEPARTURE Adelaide (ADL - Terminal MAIN) ARRIVAL Sydney Kingsford Smith (SYD - Terminal 3 DOMESTIC)

2:35PM - 08 Nov 18 5:00PM - 08 Nov 18

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

Booking status	Confirmed	Flight duration	01:55 (non-stop)
Equipment	Boeing 717-200	Meal available	Refreshment
Seat	Not specified	Frequent flyer card	QF0084227
Class	Economy/Coach (N)		
Free baggage allowance for adult traveler	1PC (Piece)		

Sun 11 November, 2018

E-Ticket 0813147194140 /Booking Reference WBMOXZ



**Flight QANTAS AIRWAYS QF743**

DEPARTURE Sydney Kingsford Smith (SYD - Terminal 3 DOMESTIC) ARRIVAL Adelaide (ADL - Terminal MAIN)

6:40PM - 11 Nov 18 8:15PM - 11 Nov 18

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

Booking status	Confirmed	Flight duration	02:05 (non-stop)
Equipment	Boeing 737-800 (Winglets)	Meal available	Dinner
Seat	Not specified	Frequent flyer card	QF0084227
Class	Economy/Coach (M)		
Free baggage allowance for adult traveler	1PC (Piece)		



**Do you need a hotel for this trip?**

There is no hotel reserved for this trip. We can help you find the best rates at more than 180,000 properties, including ones near your business site or meeting location.

**Call your service center to add a hotel to this reservation – or, if recommended by your travel policy, use your company online booking system.**



**Do you need a car for this trip?**

There is currently no rental car included in this reservation. We can help you get the best rates available at your destination.

**Call your service center or go to your online booking Web site to add a rental car to this reservation.**



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DOMESTIC - 45 MINUTES PRIOR  
INTERNATIONAL BUSINESS/FIRST CLASS - 90 MINUTES PRIOR  
INTERNATIONAL ECONOMY CLASS - 2 HOURS PRIOR

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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.safa.sa.gov.au/)

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WITHIN AUSTRALIA 1300 781 018  
OUTSIDE AUSTRALIA 61 8 8124 9360

-----AIRLINE CREDIT CARD SURCHARGE-----  
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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

----- ITINERARY QUOTE -----

PRICES QUOTED ARE PER PASSENGER UNLESS OTHERWISE ADVISED

QUOTE NUMBER - 1

TICKETING - TICKETS MUST BE ISSUED BY 30OCT

AIRLINE - QANTAS

FARE BASIS -NPTSAG03-MPTSAG03-

FARE - AUD 492.91

TAX - AUD 104.05

TOTAL AMOUNT - AUD 596.96

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

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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.

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## Your E-ticket

[VIEW YOUR ITINERARY ONLINE](#)**Trip on 23 Nov 18**Trip locator: **CLOZOJ**Date: **20 Nov 18**

**Traveler** Mr Anthony BRAXTONSMITH

**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  
*\*Additional service fees may apply*

**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**  
0813148183523  
0813148183524

**⚠ 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.

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**⚠ 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 |**

**Fri 23 November, 2018****E-Ticket 0813148183523 /Booking Reference TQNDMH****Flight QANTAS AIRWAYS QF766****DEPARTURE** Adelaide (ADL - Terminal MAIN)**ARRIVAL**Sydney Kingsford Smith (SYD - Terminal 3  
DOMESTIC)

6:15PM - 23 Nov 18

8:40PM - 23 Nov 18

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

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	01:55 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Dinner
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	QF0084227
<b>Class</b>	Economy/Coach (K)		
<b>Free baggage allowance for adult traveler</b>		<b>Not specified</b>	

**Sun 25 November, 2018****E-Ticket 0813148183524 /Booking Reference TQNDMH****Flight QANTAS AIRWAYS QF743****DEPARTURE** Sydney Kingsford Smith (SYD - Terminal 3  
DOMESTIC)**ARRIVAL**

Adelaide (ADL - Terminal MAIN)

6:40PM - 25 Nov 18

8:15PM - 25 Nov 18

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

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	02:05 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Dinner
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	QF0084227
<b>Class</b>	Economy/Coach (V)		
<b>Free baggage allowance for adult traveler</b>		<b>Not specified</b>	

**GENERAL INFORMATION**

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TICKETING BY THE MERCHANT FEE, SUBJECT TO THE  
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PRIVACY POLICY AND IF YOUR BOOKING IS MADE VIA A  
RESERVATION SYSTEM PROVIDER,GDS,WITH ITS PRIVACY POLICY.  
THESE ARE AVAILABLE AT [WWW.IATATRAVELCENTER.COM/PRIVACY](http://www.iatatravelcenter.com/privacy)  
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YOU SHOULD READ THIS DOCUMENTATION WHICH APPLIES TO YOUR  
BOOKING AND SPECIFIES FOR EXAMPLE HOW YOUR PERSONAL DATA  
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INTERNATIONAL ON 61 2 99786666 AND QUOTE POLICY  
NUMBER 0023171  
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EMAIL [SAICORP2@SA.GOV.AU](mailto:SAICORP2@SA.GOV.AU)  
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-----AIRLINE CREDIT CARD SURCHARGE-----  
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USING A CREDIT, CHARGE OR DEBIT CARD MAY BE SUBJECT TO  
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USED AND THE DESTINATION

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CARLSON WAGONLIT ABN 83069087538

----- ITINERARY QUOTE -----

FARE QUOTE NUMBER 1

ATTENTION-TRAVEL BOOKER DPTI

DATE QUOTED-20NOV18

CONSULTANT NAME-BIANCA MINERVINI

AIRLINE-QANTAS AIRWAYS

ROUTING-ADL / SYD

FARE BASIS-KPTSAG03

CONDITIONS -

- ADDITIONAL COLLECTION DUE TO USE OF CREDIT

MUST BE ISSUED BY-20NOV18

-BASE FARE - AUD 187.42

-TAX - AUD 90.00

-GST - AUD 9.69

-TOTAL - AUD 287.11

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

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

-----QANTAS RED DEAL FARE CONDITIONS-----

VALID FOR ALL ACCOUNTS WITH QCI NUMBER IN TICKET IMAGE.

VALID ON QF SERVICES

PRIOR TO THE DAY OF DEPARTURE REBOOKING AND REROUTING

IS PERMITTED SUBJECT TO CLASS AVAILABILITY BUT WILL

WILL INCUR A CHANGE FEE OF AUD99.00 INCL GST PLUS ANY

INCREASE IN PRICE FROM THE ORIGINAL FARE PURCHASED.

TICKETING MUST OCCUR WITHIN THE SAME TRANSACTION.

REBOOKING AND/OR REROUTING ON THE DAY OF DEPARTURE IS

NOT PERMITTED. THERE IS NO REFUND FOR CANCELLATIONS

PRIOR TO THE DAY OF DEPARTURE BUT THE TICKET VALUE IS

VALID FOR 12 MONTHS. THIS TICKET CAN BE HELD IN CREDIT

AND CAN ONLY BE USED FOR ONE NEW TRIP. ANY APPLICABLE

CHANGE FEES WILL APPLY AT THE TIME OF REBOOKING.

IN THE CASE OF NO SHOW OR CANCELLATION ON THE DAY OF

DEPARTURE THE FARE PAID IS FORFEITED.

NAME CHANGE IS PERMITTED BUT WILL NEED TO UPGRADE

TO FLEX FARE OR ABOVE AT CHANGE FEE OF

AUD99.00. ADDITIONAL FEES MAY APPLY

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#### E-TICKETS AND FARE DETAILS

Ticket Number: 0813148183523

IATA: 02349804

Issued: 20 Nov 18

Traveler: MR ANTHONY BRAXTONSMITH

Base: AUD 412.82

Taxes: UO 0.69, UO 43.08, WG 5.53, QR 19.36

Total Ticket: AUD 188.11

Ticket Number: 0813148183524

IATA: 02349804

Issued: 20 Nov 18

Traveler: MR ANTHONY BRAXTONSMITH

Base: AUD 226.13

Taxes: UO 25.10, WG 5.53, QR 19.36

Total Ticket: AUD 276.12

Additional Fees: 2.91

Form of payment: Vxxxxxxxxxxxx9495

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

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# Travel Approval

Process ID: 545009

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: 3029080

Contact number: 84021749

Surname: BRAXTON-SMITH

Given name: ANTHONY

Division: OFFICE OF THE CE

Directorate: OFFICE OF THE CE

Section: OFFICE OF THE CE

Email address: TONY.BRAXTON-SMITH@SA.GOV.AU

Initiated by: Sue Edwards

### ▲ Additional Travellers

Are there additional travellers? ☐ No ☒ Yes

Name	Employee No	Contact No	Division	Directorate	Section
TE POHE, JULIENNE	2701062	8402 1749	PEOPLE AND BUSINESS	PEOPLE AND BUSINESS	PEOPLE AND BUSINESS

### ▲ Date of Travel

Departure: 08/11/2018

Return: 09/11/2018

### ▲ Destination



- Sydney, New South Wales

## ▲ Reason for Travel

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

Reason(s) for Travel Details:

Travel to Sydney for Transport and Infrastructure Council meeting.

## ▲ Expense Estimates

Is car park required? ☐

Accommodation: 900.00

Flights: 1,000.00

Other: 100.00

Ferry / Hire Car / Airport Transfers:

**Total: \$2,000.00**

## ▲ Project Related / External Funding / Cost Recovery

Funding type: Departmental Funding ☒

Funding agency: DPTI

Further information if required:

## ▲ Travel Requirements

Flight Details:

Thursday, 8 November QF1558 Dep Adel 1435 Arr Syd 1700 Friday 9 November QF759 Dep Syd 1355 Arr Adel 1530 -NB FOR JULIENNE TEPOHE AND JEREMY CONWAY ONLY Sunday 11 November QF743 Dep Syd 1840 Arr Adel 2015 - NB FOR TONY BRAXTON-SMITH ONLY

Accommodation Details:

Check in Parkroyal Darling Harbort 8 November / Check out 9 November 3 x rooms

Other Details:

## ▲ Achieved Travel Arrangements

Accommodation: 930.00

Parkroyal Darling  
Harbour, 150 Day  
Street, Sydney  
3 x Deluxe Darlina

Flights: 1,438.84

8/11/18 QF1558  
depart Adelaide  
2.35pm arrive Sydney  
5.00pm

Other:

Ferry / Hire Car / Airport Transfers:

**Total: \$2,368.84**Has the lowest fare been achieved? ☒ Yes ☐ No

## ▲ Process History

Activity	Response Comments	Completed By	Completed Date
Travel Approval	Approved	Julienne Tepohe	30/10/2018 12:00
Travel Arranger	Travel Arranged	Jillian Johnson	30/10/2018 16:44
Final Report	Travel Approval Complete	Sue Edwards	09/11/2018 11:04

## Your Comments



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



# Travel Approval

Process ID: 548389

Final Report

## 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: 3029080

Contact number: 8402 1749

Surname: BRAXTON-SMITH

Given name: ANTHONY

Division: OFFICE OF THE CE

Directorate: OFFICE OF THE CE

Section: OFFICE OF THE CE

Email address: TONY.BRAXTON-SMITH@SA.GOV.AU

Initiated by: Sue Edwards

### ▲ Additional Travellers

Are there additional travellers? ☒ No ☐ Yes

### ▲ Date of Travel

Departure: 23/11/2018

Return: 25/11/2018

### ▲ Destination

- sydney, New South Wales

## ▲ Reason for Travel

Reason for Travel: Core Business Activity



Reason(s) for Travel Details:

Relocation travel as approved by Commissioner of Public Sector Employment

## ▲ Expense Estimates

Is car park required? ☐

Accommodation:

Flights: 600.00

Other:

Ferry / Hire Car / Airport Transfers:

**Total: \$600.00**

## ▲ Project Related / External Funding / Cost Recovery

Funding type: Departmental Funding



Funding agency: DPTI

Further information if required:

## ▲ Travel Requirements

Flight Details:

Friday, 23 Nov QF766 dep 1815 arr 2040 Sunday, 25 Nov QF743 dep 1840 arr 2015

Accommodation Details:

Not required

Other Details:

## ▲ Achieved Travel Arrangements

Accommodation: Flights: 

23/11/18 QF766  
depart Adelaide  
6.15pm arrive Sydney  
8.40pm

Other: Ferry / Hire Car / Airport Transfers: **Total: \$464.23**Has the lowest fare been achieved? ☒ Yes ☐ No

## ▲ Process History

Activity	Response	Comments	Completed By	Completed Date
Travel Approval	Forward		Julienne Tepohe	20/11/2018 09:28
Travel Approval	Approved		Wayne Buckerfield	20/11/2018 14:13
Travel Arranger	Travel Arranged		Jillian Johnson	20/11/2018 17:09

## Your Comments

## Attachments