

## Domestic/Regional Travel (1 October 2018 – 31 October 2018)

### Minister Ridgway MLC and Ministerial Staff

No of travellers	Destination	Reasons for Travel	Total Cost of Travel	Travel Receipts
2	Melbourne	Trade and Investment Ministers Meeting (TIMM)	<b>Minister</b> Flights: \$620.53 <b>Chief of Staff</b> Flights: \$634.94	See Attached
1	Canberra	Memorandum of Understanding between Tonsley and Adlershof	<b>Minister</b> Flights: \$839.64 Accommodation: \$132.00	See Attached

Approved for publication – 12 November 2018

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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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: DEPT OF TRADE TOURISM AND INV  
 MINISTER FOR TRADE, TOURISM &  
 INVESTMENT LEVEL 4  
 11 WAYMOUTH ST  
 ADELAIDE SA 5001

LOCATOR :  
 OUR REF :  
 AGENT :

ABN: 93 360 648 417      T A X   I N V O I C E  
 \*\*\* D U P L I C A T E \*\*\*

INV NO:  
 DATE: 21SEP18  
 PAGE: 1

FOR: MR SCOTT ANDREW JUSTIN KOMPOHA  
 ORDER NUMBER:  
 COST CENTRE:

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
ADELAIDE	MELBOURNE	QANTAS AIR	670 M	OK	02OCT	06:00	07:50	BREAK	1PC
			73H						
MELBOURNE	ADELAIDE	QANTAS AIR	697 M	OK	02OCT	17:45	18:35	BREAK	1PC
			73H						

----- C O S T -----

QANTAS AIRWAYTKT NO	QF	2993 610488	INCL	41.30	TAX	550.82
					GST	55.08
DOM TRX FEE	TKT NO	DTF		1		26.40
					GST	2.64
*** TOTAL EXCLUDING GST						577.22
*** TOTAL GST						57.72
*** TOTAL CHARGES THIS INVOICE ***						634.94
*** BALANCE DUE THIS INVOICE ****						634.94

.....  
 .....  
 PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030



# Your E-ticket

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 15 Oct 18

Date: 12 Oct 18

<b>Traveler</b>	<b>Mr John David Wickham RIDGWAY</b>	<b>YOUR TRIP IS NOW FULLY CONFIRMED</b>
<b>Service Center</b>	<b>CWT Service Centre Australia</b> 33 KING WILLIAM STREET ADELAIDE SA 5000	
<b>Direct</b>	+61 8 8124 9360	
<b>Emergency Travel Service</b>	+61 8 8124 9360 *Additional service fees may apply	
<b>Fax</b>	+61 8 8127 8027	
<b>Email</b>	<a href="mailto:sadom.adl.au@contactcwt.com">sadom.adl.au@contactcwt.com</a>	

### ⚠ 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 |

Mon 15 October, 2018

#### Flight QANTAS AIRWAYS QF686



<b>DEPARTURE</b>	<b>Adelaide (ADL - Terminal MAIN)</b>	<b>ARRIVAL</b>	<b>Melbourne (MEL - Terminal 1)</b>
	13:00 - 15 Oct 18		14:50 - 15 Oct 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>	
<b>Class</b>	Economy/Coach (M)		
<b>Free baggage allowance for adult traveler</b>		1PC (Piece)	
<b>Notes:</b>			

Mon 15 October, 2018

#### Flight QANTAS AIRWAYS QF818



<b>DEPARTURE</b>	<b>Melbourne (MEL - Terminal 1)</b>	<b>ARRIVAL</b>	<b>Canberra (CBR)</b>
	15:30 - 15 Oct 18		16:35 - 15 Oct 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>	
<b>Class</b>	Economy/Coach (M)		
<b>Free baggage allowance for adult traveler</b>		1PC (Piece)	
<b>Notes:</b>			

Mon 15 October, 2018

#### Hotel PAVILION ON NORTHBOURNE



<b>LOCATION</b>	<b>242 NORTHBOURNE AVENUE, CANBERRA AU</b>	<b>CONTACT</b>	<b>Tel. 61 2 62476888</b>
	2602, AU		<b>Fax 61 2 62487866</b>

<b>Booking status</b>	Confirmed	<b>Night(s)</b>	1
<b>Departure date</b>	Tue 16 Oct 18	<b>Room rate</b>	15 Oct AUD 132.00
<b>Room type</b>	DLX	<b>Total amount</b>	AUD 132.00
<b>Rate description</b>	CARLSON WAGONLIT TRAVEL 35SQM 1QN OR1QN 1SGL 32 LCD TV IN RM MAGS ENS FREE PKG AIRCON WFI AVAIL DBL GLZD WDWS MOVIES 10 PCT COM NEW PREM REST BAR FOC SECURE PKG FOC SHTL CBD APRT FOC NWSP 5MIN DRVE TO CBD YES CWT (CWT) 24H CANCEL 24 HOURS PRIOR TO ARRIVAL		
<b>Guaranteed</b>	YES		
<b>Rate code</b>	CWT (CWT)		
<b>Cancellation policy</b>	24H CANCEL 24 HOURS PRIOR TO ARRIVAL		

**Notes:**  
 PAYMENT CHARGEBACK TO CWT  
 GUARANTEED BY CWT  
 CANCELLATION POLICY PLEASE SEE DETAILS BELOW IN NOTES FIELD  
 CANCELLATION RULES CXL BY 2PM THE DAY BEFORE TO AVOID PENALTY  
 OF ONE NGTS ACCOMM  
 COST/NIGHT ROOM 132.00 AUD  
 ROOM ONLY CHARGE BACK TO CWT. ARR QF818 1635

Tue 16 October, 2018



**Flight QANTAS AIRWAYS QF713**

<b>DEPARTURE</b>	Canberra (CBR)	<b>ARRIVAL</b>	Adelaide (ADL - Terminal MAIN)
	06:00 - 16 Oct 18		07:20 - 16 Oct 18

Please allow sufficient time for check-in and security procedures

<b>Booking status</b>	Confirmed	<b>Flight duration</b>	01:50 (non-stop)
<b>Equipment</b>	Boeing 737-800 (Winglets)	<b>Meal available</b>	Breakfast
	Passenger		
<b>Seat</b>	Not specified	<b>Frequent flyer card</b>	
<b>Class</b>	Economy/Coach (M)		
<b>Free baggage allowance for adult traveler</b>			1PC (Piece)

**Notes:**

**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 CWT'S 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.  
 FOR MORE INFORMATION ON AIRLINES PRIVACY/DATA  
 PROTECTION POLICY PLEASE COPY AND PASTE THE FOLLOWING  
 LINK INTO YOUR WEB BROWSER. PAGE LINK - [BIT.LY/SUPPLIERS-TERMS](http://bit.ly/suppliers-terms)

**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)

Issued: 12 Oct 18

Traveler: MR JOHN DAVID WICKHAM RIDGWAY  
Base: AUD 674.07  
Taxes: UO 76.33, WG 11.06, QR 78.18

**Total Ticket:** AUD 839.64

Form of payment: IV

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

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