



THE HON PETER CHANDLER MLA
Minister for Education
MEMORANDUM

RECEIVED

27 AUG 2014
2014/2985-AGG
CHIEF MINISTER'S OFFICE

TO: CHIEF MINISTER **DATE:** 27/08/2014

FROM: MINISTER FOR EDUCATION **REF:** 2014/2468-PGC

RE: REQUEST FOR APPROVAL TO TRAVEL OVERSEAS

I propose to undertake official travel overseas for approximately six days during the period 1 to 11 November 2014 for the purpose of visiting Anhui Province and Shanghai, People's Republic of China. The visit is a reciprocal visit to the December 2013 delegation of 12 principals who participated in a leadership program hosted by the Centre for School Leadership, Charles Darwin University (CDU). The visit will develop further the 2000 Friendship Agreement between the Northern Territory and Anhui Province and also CDU's agreements and arrangements with universities in the province.

The primary purpose of the visit is to build on existing relationships to increase the number of international students from Anhui Province studying in the Northern Territory. The visit will involve meetings with the Anhui Province government and Ministry for Education, and also representatives of the Department of Foreign Affairs and Trade (DFAT) and Austrade, in both Anhui Province and Shanghai. A number of schools and universities will also be visited.

I will be accompanied by Anthony Jarvis, Senior Ministerial Adviser and from the Department of Education (DoE): Ken Davies, Chief Executive and Dr Kevin Gillan, Executive Director, Education Partnerships. This group will travel for approximately six days during the period of 1-11 November 2014.

The visit is part of an eleven day study tour for the Executive Development for Educational Leaders Program being provided by CDU for principals. The principals will also visit education facilities in Hong Kong, Special Administrative Regions, People's Republic of China. A full list of participants and their funding source is attached.

The itinerary of meetings for the proposed trip is being drafted by DoE in consultation with the Department of the Chief Minister, CDU, DFAT, Austrade and the Anhui Province Government and Department of Education.

The Vice-Chancellor, Professor Simon Maddocks, will be visiting Anhui Province in September 2014 and laying important groundwork for my visit.

I am seeking your approval to travel overseas to participate in the proposed study tour to Anhui Province and Shanghai for approximately six days during 1-11 November 2014.



PETER CHANDLER

26 AUG 2014

So long at sillys admin.



APPROVED/NOT APPROVED

ADAM GILES

28 AUG 2014

Released from under the Information Act
DC/MIR2015/025

ATTACHMENT A

ANHUI PROVINCE, PEOPLE'S REPUBLIC OF CHINA STUDY TOUR – 1-11 NOVEMBER 2014 PARTICIPANTS

Group 1: (fully funded by the Department of Education (DoE) except for Professor Peter Kell)


1. Hon Peter Chandler MLA, Minister for Education
2. Ken Davies, Chief Executive, DoE
3. Adviser to the Minister
4. Dr Kevin Gillan, Executive Director Education Partnerships, DoE
5. Professor Peter Kell, Head of School Education, Charles Darwin University (funded by CDU)

Group 2:

6. Gary Fry, Director, Centre for School Leadership (funded by CDU)
7. Pam Erfurt, President, Association of Northern Territory School Educational Leaders (self-funded)
8. Gail Barker, Executive Director, Association of Independent Schools of the Northern Territory (self-funded)
9. Julian Denholm, Chair, Association of Independent Schools of the Northern Territory (self-funded)
10. Two consultants, Queensland Education Leadership Institute (QELI) (funded by QELI)
11. Weifeng Mao, Interpreter, Languages Consultant, Curriculum Assessment and Standards, DoE (funded by DoE)

Principals participating in the Executive Development for Education Leaders Program (funded by DoE and a \$1000 personal contribution):

- | | |
|---------------------|--|
| 12. Sharon Reeves | Woodroffe Primary, Palmerston |
| 13. Daniel Murtas | Katherine South Primary, Katherine |
| 14. Edward Fabijan | Centralian Senior College, Alice Springs |
| 15. Andy Mison | NT Music School, Darwin |
| 16. Jenny Nash | Casuarina Senior College, Darwin |
| 17. Mark Monaghan | West Arnhem College, Jabiru |
| 18. Carolyn Edwards | Henbury School, Darwin |
| 19. Sabina Smith | Nhulunbuy High School, Nhulunbuy |
| 20. John Cleary | Casuarina Street Primary School, Katherine |
| 21. Ryan Martin | Batchelor Area School, Batchelor. |

	NORTHERN TERRITORY GOVERNMENT MOVEMENT REQUISITION ACQUITTAL - OFFICIAL TRAVEL ARCHIVE ENVIRONMENT		14-JBOVI-9QB7P6
	Accounts payable use only VENDOR No.: _____ VOUCHER No.: _____ APPROVAL STATUS: SENT FOR AUTO PAYMENT		

ACQUITTAL CONFIRMATION:	
Was travel completed in accordance with approved requisition? (As summarised below)	No
Reason for Change:	Reimbursements have been added

TRAVELLERS DETAILS	
Traveller's Name:	Peter Chandler
Traveller's ePASS User ID:	
Is the traveller listed in ePASS:	Non-ePASS registered user
Traveller's AGS Number:	79063046 Peter CHANDLER - Brennan MLA Chandler - 1043G2
Agency:	11-DCM Department of the Chief Minister-11
Cost Centre Unit:	HON P CHANDLER TRAVEL-117015
Cost Centre Code:	117015
Office location:	Parliament House Parliament Building Level 5 [03000A5]
Telephone:	0889286553
Supervisor:	Jan Wilschefski
Booking Officer:	Jessica Louise Adnams
Reason(s) for Travel:	Ministerial Travel: Overseas; Ministerial Travel
Portfolio:	Education
Detailed Reason for Travel:	Portfolio trip to China
Additional comments as attachment:	Minister Chandler Reimbursements - China.pdf P Chandler 01-09 Nov 14 9QB7P6 Amended Reimb.pdf

TRAVEL ITINERARY

Depart	From	To	Arrive	Stopover	Travel Mode	Provider	Flight No.	Class	Booked	FF Points Used
01/11/2014 05:05	Darwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MH144	Business	Yes	No
01/11/2014 09:30	Kuala Lumpur	Pu Dong Shanghai	01/11/2014 14:30	Destination	Air	Malaysian Airlines	MH388	Business	Yes	No
07/11/2014 14:05	Nanjing	Honk Kong	07/11/2014 16:40	Destination	Air	Honk Kong Dargon Airllnes	KA811	Business	Yes	No
08/11/2014 22:40	Honk Kong	Perth	09/11/2014 06:20	Transit stop	Air	Cathay Pacific Airways	CX137	Business	Yes	No
09/11/2014 08:30	Perth	Darwin	09/11/2014 13:35	Destination	Air	QANTAS Airways	QF792	Business	No	No

Type of Booking:	Multidestination							
Type of Travel:	International							
Other Services Required:								
Travel Package Deal (Airfare/Pickup/Accommodation)	No							
Air Bookings Insured for Cancellation:	No							
ACCOMMODATION DETAILS								
Name & Address	Phone	Checkin Date	Checkout Date	Pymt. Status	Due Date	Booking #	Rate/ Night	BO to Book
Hotel Waldorf Astoria Shanghai The Bund 2 Zhong Rd, Shanghai		01/11/2014	03/11/2014	**			0.00	No
Hotel Hilton Hefei198 Shengli Rd, Hefei 230011CN		03/11/2014	05/11/2014	**			0.00	No
Hotel Doubletree by Hilton Wuhu 15 Changjiang Middle Rd, JInWuhu		05/11/2014	07/11/2014	**			0.00	No
Grand Hyatt Hong Kong 1 Harbour Rd, Hong Kong		07/11/2014	08/11/2014	**			0.00	No
Total Amount:							0.00	
TRAVEL COSTS								
TA Profile: NTG TA								
Official Travel Period								
From: 01/11/2014 05:05 Hrs. To: 09/11/2014 13:35 Hrs.						Total 8 days and 8 hours (8 nights)		
Purpose	General Ledger Code	Tax Code	Units.Sub Unit	Unit Price/ Allowance	GST	Total (Inc GST)		
- Accommodation			0		0.00	0.00		
- Travel Fares				0.00	0.00	0.00		
- Travelling Allowance		Z00	0.0	0.00		0.00		
- Camping Allowance		Z00	0.0	0.00		0.00		
Variations to Official Allowances								
1. Breakfast Allowance		Z00	0	0.00		0.00		
2. Lunch Allowance		Z00	0	0.00		0.00		
3. Dinner Allowance		Z00	0	0.00		0.00		
4. Incidental Allowance		Z00	0	0.00		0.00		
Other Expenses/Allowances				Official Allowance?				
1. Reimbursement of taxi fares	117015364319	P10	No	40.61	3.69	40.61		
2. Reimbursement of Meals	117015346111	P10	No	402.56	36.60	402.56		
3.			No	0.00	0.00	0.00		

4.			No	0.00	0.00	0.00
5.			No	0.00	0.00	0.00
Total Travel Costs:					40.29	443.17
Total Official Allowances:					0.00	0.00
Cabcharge Vouchers						
Number of vouchers required:			0			
Recovery of Overpaid Allowances/Expenses						
1.		Z00	0	0.00		0.00
2.		Z00	0	0.00		0.00
Total Recovered:						0.00
Total Official Allowances Payable:					0.00	0.00
Payment in Advance						
Is an Advance Required?			Yes			
% Advance Required			100%			
Amount of Advance:						0.00
Balance Payable On Acquittal:						0.00

Received Payments / /20
Date Voucher Number

Witness / /20
Date

Comments:

All costs expenses are being covered by the Department of Education. Please note, we have already been supplied with Cabcharge Cards. 29/10 Checked AE 20/01 checking reimbursements with Robert AE 10/03 update have requested Latitude Travel to Issue two separate Tax Invoices. P Hatch 13/04 No amended invoice from Latitude travel, processing taxi reimb to Minister NIPS129742 PH checking with Lien for LTF before finalising. PH No LTF finalising ACQ PH

APPROVAL / WORKFLOW LOG

Date	Action	Actioned By	Role	Fwd. To	e-Mail Address
28/10/2014 14:22	Forwarded to delegate	Jessica Bovis (jbovl)	Booking Officer	Jan Wilschefski (jnw)	jan.wilschefski@nt.gov.au
28/10/2014 16:22	Forwarded to minister/travel clerk	Jan Wilschefski (jnw)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: Approved					
06/11/2014 15:59	Approved and forwarded to travel clerk	Travel Dcm (g110056)	Minister	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: approved for workflow - Ministerial attached 2014-2468, AE					
06/11/2014 16:08	Queued for auto payment	Phyllis Mary Hatch (phyh)	Agency Administrator		
06/11/2014 19:00	Sent for auto payment of \$0.00	TRIPS (System)	Auto Process		
10/11/2014 12:33	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change:					
14/01/2015 13:43	Forwarded to delegate	Jessica Louise Adnams (jadna)	Agency Administrator	Tim Baldwin (baldt)	tim.baldwin@nt.gov.au
Comments/Recommendations: Hi Tim, I have added Minister Chandler's reimbursements in expenses with a total of \$591.11. Could you please approve. Jess					
Modified Reason For Change: Reimbursements have been added					
14/01/2015 14:35	Forwarded to minister/travel clerk	Tim Baldwin (baldt)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au

Comments/Recommendations: Approved					
Modified Reason For Change: Reimbursements have been added					
16/01/2015 08:31	Approved and forwarded to travel clerk	Travel Dcm (g110056)	Minlster	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: approval for workflow process					
Modified Reason For Change: Reimbursements have been added					
20/01/2015 10:09	Saved acquittal	Travel Dcm (g110056)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
10/03/2015 09:48	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015 12:11	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015 12:18	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015 12:19	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015 12:28	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015 12:28	Queued for auto payment	Phyllis Mary Hatch (phyh)	Agency Administrator		
Comments/Recommendations: Modified Reason For Change: Reimbursements have been added					
13/04/2015 19:00	Sent for auto payment of \$0.00	TRIPS (System)	Auto Process		
INFORMATION REQUEST LOG					
REQUISITION AUDIT LOG					
Date	Updated by	Travel Costs	Off. Allow.	Payable	
28/10/2014 14:22	Jessica Bovis	\$0.00	\$0.00		
28/10/2014 16:22	Jan Wilschefski	\$0.00	\$0.00		
29/10/2014 08:14	Travel Dcm	\$0.00	\$0.00		
06/11/2014 15:27	Jessica Bovis	\$0.00	\$0.00		
06/11/2014 15:58	Travel Dcm	\$0.00	\$0.00		
06/11/2014 15:59	Travel Dcm	\$0.00	\$0.00		
06/11/2014 16:08	Phyllis Mary Hatch	\$0.00	\$0.00		
10/11/2014 12:33	Phyllis Mary Hatch	\$0.00	\$0.00		
13/01/2015 08:59	Phyllis Mary Hatch	\$0.00	\$0.00		
14/01/2015 13:43	Jessica Louise Adnams	\$591.11	\$0.00		
14/01/2015 14:35	Tim Baldwin	\$591.11	\$0.00		
16/01/2015 08:31	Travel Dcm	\$591.11	\$0.00		
20/01/2015 10:09	Travel Dcm	\$591.11	\$0.00		
10/03/2015 09:48	Phyllis Mary Hatch	\$591.11	\$0.00		
13/04/2015 12:11	Phyllis Mary Hatch	\$443.17	\$0.00		
13/04/2015 12:18	Phyllis Mary Hatch	\$443.17	\$0.00		
13/04/2015 12:19	Phyllis Mary Hatch	\$443.17	\$0.00		
13/04/2015 12:28	Phyllis Mary Hatch	\$443.17	\$0.00		
13/04/2015 12:28	Phyllis Mary Hatch	\$443.17	\$0.00		

NORTHERN TERRITORY GOVERNMENT MOVEMENT REQUISITION - OFFICIAL TRAVEL ARCHIVE ENVIRONMENT		14-JBOVI-9QB7P6								
Accounts payable use only										
VENDOR No.:		VOUCHER No.:								
APPROVAL STATUS: SENT FOR AUTO PAYMENT										
TRAVELLERS DETAILS										
Traveller's Name:	Peter Chandler									
Traveller's ePASS User ID:										
Is the traveller listed in ePASS:	Non-ePASS registered user									
Traveller's AGS Number:	79063046 Peter CHANDLER - Brennan MLA Chandler - 1043G2									
Agency:	11-DCM Department of the Chief Minister-11									
Cost Centre Unit:	HON P CHANDLER TRAVEL-117015									
Cost Centre Code:	117015									
Office location:	Parliament House Parliament Building Level 5 [03000A5]									
Telephone:	0889286553									
Supervisor:	Jan Wilschefski									
Booking Officer:	Jessica Bovis									
Reason(s) for Travel:	Ministerial Travel: Overseas; Ministerial Travel									
Portfolio:	Education									
Detailed Reason for Travel:	Portfolio trip to China									
Additional comments as attachment:	2014-2468-PGC Approved Memo.pdf									
TRAVEL ITINERARY										
Depart	From	To	Arrive	Stopover	Travel Mode	Provider	Flight No.	Class	FF Booked	Points Used
01/11/2014 05:05	Darwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MH144	Business	Yes	No
01/11/2014 09:30	Kuala Lumpur	Pu Dong Shanghai	01/11/2014 14:30	Destination	Air	Malaysian Airlines	MH388	Business	Yes	No
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08/11/2014 22:40	Honk Kong	Perth	09/11/2014 06:20	Transit stop	Air	Cathay Pacific Airways	CX137	Business	Yes	No
09/11/2014 08:30	Perth	Darwin	09/11/2014 13:35	Destination	Air	QANTAS Airways	QF792	Business	No	No
Type of Booking:	Multidestination									
Type of Travel:	International									
Other Services Required:										
Travel Package Deal (Airfare/Pickup/Accommodation)	No									
Air Bookings Insured for	No									

Cancellation:								
ACCOMMODATION DETAILS								
Name & Address	Phone	Checkin Date	Checkout Date	Pymt. Status	Due Date	Booking #	Rate/ Night	BO to Book
Hotel Waldorf Astoria Shanghai The Bund 2 Zhong Rd, Shanghai		01/11/2014	03/11/2014	**			0.00	No
Hotel Hilton Hefei198 ShengLi Rd, Hefei 230011CN		03/11/2014	05/11/2014	**			0.00	No
Hotel Doubletree by Hilton Wuhu 15 Changjiang Middle Rd, JinWuhu		05/11/2014	07/11/2014	**			0.00	No
Grand Hyatt Hong Kong 1 Harbour Rd, Hong Kong		07/11/2014	08/11/2014	**			0.00	No
Total Amount:							0.00	
TRAVEL COSTS								
TA Profile: NTG TA								
Official Travel Period								Total
From: 01/11/2014 05:05 Hrs. To: 09/11/2014 13:35 Hrs.						8 days and 8 hours (8 nights)		
Purpose	General Ledger Code	Tax Code	Units.Sub Unit	Unit Price/ Allowance	GST	Total (Inc GST)		
- Accommodation			0		0.00	0.00		
- Travel Fares				0.00	0.00	0.00		
- Travelling Allowance		Z00	0.0	0.00		0.00		
- Camping Allowance		Z00	0.0	0.00		0.00		
Variations to Official Allowances								
1. Breakfast Allowance		Z00	0	0.00		0.00		
2. Lunch Allowance		Z00	0	0.00		0.00		
3. Dinner Allowance		Z00	0	0.00		0.00		
4. Incidental Allowance		Z00	0	0.00		0.00		
Other Expenses/Allowances			Official Allowance?					
1.			No	0.00	0.00	0.00		
2.			No	0.00	0.00	0.00		
3.			No	0.00	0.00	0.00		
4.			No	0.00	0.00	0.00		
5.			No	0.00	0.00	0.00		
Total Travel Costs:					0.00	0.00		
Total Official Allowances:					0.00	0.00		
Cabcharge Vouchers								
Number of vouchers required:			0					

Recovery of Overpaid Allowances/Expenses						
1.			Z00	0	0.00	0.00
2.			Z00	0	0.00	0.00
Total Recovered:						0.00
Total Official Allowances Payable:					0.00	0.00
Payment in Advance						
	Is an Advance Required?	Yes				
	% Advance Required	100%				
Amount of Advance:						0.00
Balance Payable On Acquittal:						0.00
<p>Received Payments / /20 Date Voucher Number</p> <p>Witness / /20 Date</p>						
Comments:						
All costs expenses are being covered by the Department of Education. Please note, we have already been supplied with Cabcharge Cards. 29/10 Checked AE						
APPROVAL / WORKFLOW LOG						
Date	Action	Actioned By	Role	Fwd. To	e-Mail Address	
28/10/2014 14:22	Forwarded to delegate	Jessica Bovls (jbovl)	Booking Officer	Jan Wilschefski (jnw)	jan.wilschefski@nt.gov.au	
28/10/2014 16:22	Forwarded to minister/travel clerk	Jan Wilschefski (jnw)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au	
Comments/Recommendations: Approved						
06/11/2014 15:59	Approved and forwarded to travel clerk	Travel Dcm (g110056)	Minister	Travel Dcm (g110056)	travel.dcm@nt.gov.au	
Comments/Recommendations: approved for workflow - Ministerial attached 2014-2468, AE						
06/11/2014 16:08	Queued for auto payment	Phyllis Mary Hatch (phyh)	Agency Administrator			
06/11/2014 19:00	Sent for auto payment of \$0.00	TRIPS (System)	Auto Process			
INFORMATION REQUEST LOG						
Request From: Travel Dcm - HI Jessica, Can you please attach Ministerial so we can process. Thanks Ashlee						
Request To: Jessica Bovls - All done.						
REQUISITION AUDIT LOG						
Date	Updated by		Travel Costs	Off. Allow. Payable		
28/10/2014 14:22	Jessica Bovls		\$0.00	\$0.00		
28/10/2014 16:22	Jan Wilschefski		\$0.00	\$0.00		
29/10/2014 08:14	Travel Dcm		\$0.00	\$0.00		
06/11/2014 15:27	Jessica Bovls		\$0.00	\$0.00		
06/11/2014 15:58	Travel Dcm		\$0.00	\$0.00		
06/11/2014 15:59	Travel Dcm		\$0.00	\$0.00		
06/11/2014 16:08	Phyllis Mary Hatch		\$0.00	\$0.00		



Trading as Winnellie Travel
 Shop 15, Winnellie Shopping Centre
 Stuart Highway, Winnellie NT 0821
 PO Box 12 Nightcliff NT 0814

Telephone +61 8 8941 1144 Facsimile +61 8 8941 1133
 Email: xana@travellatitude.com.au
 ABN: 25 109 118 649 Licence: 138

TAX INVOICE

DATE OF ISSUE 24 Nov 2014 CONSULTANT Jorge Favaro
 DUE DATE 24 Nov 2014 DATE DEPART 08 Nov 2016
 PASSENGER CHANDLER/PETERHON TOTAL DUE \$315.00

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT GST	AMOUNT INC GST
Miscellaneous Grand Hyatt Hong Kong Room Service Breakfast, Lunch, Dinner and Personal Bar CHANDLER/PETERHON	\$180.00	\$0.00	\$0.00	\$180.00
Miscellaneous Hilton Hefei - Spa treatment CHANDLER/PETERHON	\$135.00	\$0.00	\$0.00	\$135.00
GRAND TOTAL	\$315.00	\$0.00	\$0.00	\$315.00

PAYMENT DETAILS
 PLEASE PAY
 LATITUDE TRAVEL
 BANK OF QUEENSLAND
 DARWIN BRANCH
 SWIFT CODE QBANAU4B
 BSB 125460
 ACCOUNT NUMBER 20518381

Payment by credit card will attract a fee:
 2% on Visa, Mastercard or Bankcard
 3% on American Express & Diners Club

*Invoice to Minister
& paid.*

*Waiting on itemised
Tax Invoice. see
attached email,*

[Signature]

Phyllis Hatch

From: Xana Kamitsis <xana@travellatitude.com.au>
Sent: Monday, 9 March 2015 1:56 PM
To: Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Phyllis

I will most certainly do this for you

Thanks

Xana x

From: Phyllis Hatch [mailto:Phyllis.Hatch@nt.gov.au] **On Behalf Of** Travel DCM
Sent: Monday, 9 March 2015 1:29 PM
To: Xana Kamitsis; Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Xana,
Can I request that you split the costs please.

Invoice 1.

Please raise an invoice on Minister Chandler for the Spa Treatment with supporting documentation and send it to Minister Chandler
c/- DCM GPO Box 4396
Darwin NT 0801

Invoice 2 To DCM

Please raise a separate invoice on DCM itemised for the meals and other charges with supporting documentation and send it to
Minister Chandler
Dept of Chief Minister
GPO Box 4396
Darwin NT 0801

Many thanks for your patience.

Kind Regards

Phyllis Hatch
Travel Officer
Department of the Chief Minister
Northern Territory Government

Floor 3, NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

p . <+61> 8 8999 7884
41 8 8999 4992

e ... phyllis.hatch@nt.gov.au
w ... www.nt.gov.au/dcm

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No representation is given that attached files are free from viruses or other defects. Scanning for viruses is recommended.

From: Xana Kamitsis [<mailto:xana@travellatitude.com.au>]
Sent: Friday, 6 March 2015 2:49 PM
To: Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Phyllis

Thank you for your email. I am sorry it has taken some time to revert back to you. Jorge is no longer with Latitude so it took some time to work out why we in fact got involved with incidentals. However the hotel charged this on the company card when they charged all the accommodation I believe Jorge then spoke to Ms Rachel Shanahan and it was Rachel who in deed asked Jorge to invoice this on. If you need any further clarification or documentation on this issue please let me know and I will be happy to oblige.

Thanks and very warm regards

Xana x

From: Phyllis Hatch [<mailto:Phyllis.Hatch@nt.gov.au>] **On Behalf Of** Travel DCM
Sent: Monday, 16 February 2015 9:48 AM
To: Xana Kamitsis (xana@travellatitude.com.au)
Subject: Re Attached Tax Invoice

Dear Xana,

I have received the attached tax invoice and am seeking clarification.

The attached tax invoice (with no invoice number or customer name) relates to spa treatment and room service including breakfast, lunch, dinner and personal bar of Minister Chandler.

Spa treatment and Personal Bar are not official travel related expenses of the Department of the Chief Minister and are considered to be personal expenses.

I have been advised that the Minister attempted to pay his account at the Grand Hyatt (excluding accommodation expenses) but was advised the Hotel had already on-charged these costs to Latitude Travel.

I seek your relating to these expenses on the tax invoice that are required to be separated between official expenses and personal expenses.

Department of Chief Minister has a process in relation to meals etc which should not be charged back via a Travel Agent. This may have been done by the Grand Hyatt and not the fault of Latitude Travel.

Consequently, supporting documentation relating to the expenditure is required to establish responsibility for payment of the expenses.

As advised spa treatment and personal bar are not expenses of the Department of the Chief Minister.

Awaiting your reply.

Kind Regards

Phyllis Hatch
Travel Officer
Department of the Chief Minister
Northern Territory Government

Floor 3, NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

p ... <+61> 8 8999 7884
f .. <+61> 8 8999 6692
e ... phyllis.hatch@nt.gov.au
w ... www.nt.gov.au/dcm

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MINISTER - China
\$183.14

GRAND | HYATT

GRAND HYATT HONG KONG
1 Harbour Road, Hong Kong
Tel: (852) 2888 1234
Fax: (852) 2802 0977
E-mail: hongkong.grand@hyatt.com
hongkong.grand.hyatt.com

Honourable Peter Chandler
23rd Floor Harbour Centre
25 Harbour Road
Wanchai
Australia

房號 Room No : 3313
入住日期 Arrival : 07 NOV 14
退房日期 Departure : 08 NOV 14
頁數 Page No. : 1 of 1
日期 Date : 08 NOV 14
出納員 Cashier :
帳單號碼 Folio No. :
帳單類別 INFORMATION INVOICE

Voucher No. Confirmation 50918282
公司名稱 Company Australian Consulate General

日期 DATE	項目 DESCRIPTION	備註 REFERENCE	金額 DEBIT / CREDIT
07 NOV 14	Room Service Dinner	CHECK# 5828 (821)	374.00
08 NOV 14	Room Service Breakfast	CHECK# 5853 (822)	352.00
08 NOV 14	Personal Bar	Line# 3313:	140.00
08 NOV 14	Room Service Lunch	CHECK# 5865 (823)	297.00
總計 Total			1,183.00
餘額 Balance			1,183.00

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment does not do so.

簽名 Signature

Hyatt Gold Passport Summary

No Membership to be credited.

Join Hyatt Gold Passport today and start earning points for stays, dining and more.
Visit goldpassport.com.

Summary Invoice, please see front desk for eligibility details.

Paid by Latitude.



NORTHERN TERRITORY OF AUSTRALIA
PAYMENT / REFUND APPROVAL

Agency: DEPARTMENT OF THE CHIEF MINISTER

Name of Payee / Supplier: Peter Chandler
Courtesy titles to be shown (e.g. Mr, Ms, Mrs, Miss, Dr)

Payee / Supplier Address: #79063046
Post Code

Suppliers ABN: _____

Any special instructions?
eg "hold cheque" Please pay to AGS: 79063046

ACCOUNT PAYABLE USE ONLY	
Vendor Number	
Voucher Number	
Financial Year	<u>2014-15</u>

Invoice/Reference	Invoice Date	Due Date
<u>90BTP6</u>		<u>NOV</u>

Please Note: If the supplier is new the "NTG Supplier Payment Details" form will need to be completed

Line	General Ledger / Job Cost Code	Total Amount (GST Incl)	Total GST Amount	Tax Code
1	<u>117015/364311 364319</u> Description: <u>Reimbursement of Taxi Fares</u>	<u>40:61 188.55</u>	<u>17.14</u>	<u>N00 P10</u>
2	<u>117015/34611</u> Description: <u>Reimbursement of Meals</u>	<u>402.56</u>	<u>36.60</u>	<u>P10</u>
3	Description:			
4	Description:			
5	Description:			
6	Description:			
7	Description:			
8	Description:			

(1) GST INCLUSIVE INCLUDES TAX WHERE APPLICABLE.
(2) CALCULATE GST AMOUNT IF SUPPLY IS TAXABLE BY DIVIDING TOTAL AMOUNT (GST INCL) BY 11.

Total: 40:61
\$591.11 \$53.74

Attachment Total: 40:61

Grand Total: 40:61
\$591.11 \$53.74

PREPARED BY
Jessica Adnams
PRINT NAME

AGENCY DELEGATED OFFICER
I approve this claim for payment
Jan Wilschefski
PRINT NAME SIGNATURE
Director Corp Services / /20
POSITION TITLE DATE

ACCOUNTS PAYABLE USE ONLY
I have examined the claim and have verified the details to be correct
[Signature]
EXAMINING OFFICER
13/4/2015
DATE

FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED

June 2009 FP - Government Printer of the Northern Territory

Released Document from the Internet
Serial 20140305

d17 eyn

\$ 3440 commission rate

= \$ 40.6063.

2154A033996
2014年11月03日 16:52开
上海虹桥 D3086次 合肥
ShangHaiHongQiao HeFei
: 217.00元 票
银联借记卡
enter Chandler
J30023*** 检票前2
QR Code

Message to room only.

GRAND HYATT HONG KONG

\$154.31

Mr Peter Chandler

DATE 08-NOV-14
TIME 03:22

on. Chandler
to confirm your private hotel W/FV reservation on 8 November 2014
I take you to Shalin. A charge of HK\$980 will be levied to your
carding. Should you require any assistance, kindly contact the
extension 6
much.

Atton

TAKEN BY **BTELE**

Phyllis Hatch

From: Jessica Louise Adnams
Sent: Wednesday, 28 January 2015 2:37 PM
To: Travel DCM
Cc: Pieta Denholm
Subject: RE: Re Reimbursement to the Minister for overseas travel.

Follow Up Flag: Follow up
Flag Status: Completed

Hi Ashlee,

Thank you I will amend accordingly. Please also note that the Grand Hyatt is in Hong Kong therefore we need to use the HKD rate not the Chinese rate.

I will need to speak to the Minister about getting a receipt for the Grand Hyatt.

I am not too sure why Latitude Travel has sent us an invoice it is all a bit blazae. Like you said Minister Chandler would just be getting reimbursed upon return.

I'll amend all accordingly and will send through a revise Payment form and will obtain a receipt from the Minister for the Grand Hyatt.

Thank you

Jessica Adnams

Ministerial Assistant | Hon. Peter Chandler MLA
Deputy Chief Minister
Minister for Lands and Planning
Minister for Police, Fire and Emergency Services
Minister for Defence Industries and Veterans Support

5th Floor Parliament House
GPO Box 3146, Darwin NT 0801

P: +61 8928 6555

+61 8928 6632

E: minister.chandler@nt.gov.au

From: Ashlee Edwards **On Behalf Of** Travel DCM
Sent: Wednesday, 28 January 2015 2:20 PM
To: Jessica Louise Adnams
Cc: Pieta Denholm
Subject: Re Reimbursement to the Minister for overseas travel.

Hi Jess,

Re the attached claim form for Minister Chandler-

Cost code for reimbursement of overseas taxis is 364319.

Cost code for reimbursement of meals is 346312.

Re the Grand Hyatt:

Folio 20

There is no proof of payment attached. I am able to accept a receipt with a nil balance from the Grand Hyatt and if receipts cannot be provided, then a statutory declaration will be required to be submitted for reimbursement.

Latitude Invoice:

In relation to the Latitude Tax Invoice, can you provide me with more information? How were the payments made? Also spa treatments are a personal expense and therefore not reimbursable.

Please refer to the attached excel doc I have itemised the charges as per the documents you have provided, being taxi and Grand Hyatt charges.

Meals and incidentals are not meant to be charged via a Travel Agent. It is on reimbursement to the Minister on return of travel following submission of claim form and receipts.

Thanks

Ashlee Edwards

Travel Officer | Business Services
Department of the Chief Minister
Northern Territory Government of Australia

Also providing Corporate Services to
Office of the Commissioner for Public Employment
Office of the Chief Minister
Office of the Leader of the Opposition

Floor 3 , NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

F ... <+61> 8 8999 6434
F ... <+61> 8 8999 7404
E ... Ashlee.Edwards@nt.gov.au
E ... travel.dcm@nt.gov.au
W ... <http://www.nt.gov.au/dcm/>

Our Vision: Creating a public sector that provides the highest quality service to Territorians

Our Values: Commitment to Service | Ethical Practice | Respect | Accountability | Impartiality | Diversity

Acquittal of Out of Pocket expenses Minister Peter Chandler 14-JBOVI-9QB7P6

Date	Supplier	Description	Rec	Hosp	\$AUD	Cash Balances			Conversion Rate	Amount \$AUD
						Chinese	CAN	USD		
3/11/2014	China	Taxi	Y			217.00			5.3440	40.60629
7/11/2014	China	Grand Hyatt Dinner				374.00			5.2256	71.57073
8/11/2014	China	Grand Hyatt Dinner				352.00			5.2256	67.36069
8/11/2014	China	Grand Hyatt Breakfast				297.00			5.2256	56.83558
8/11/2014	China	Grand Hyatt Lunch								236.37
						1240.00	0.00	0.00		

NOTES

Initial Advance
 After conversion
 Less Expenses
 Less repaid back to RTM
 Gain in conversion
 Commission on conversion back to AUD
Difference

Total

Phyllis Hatch

From: Jessica Louise Adnams
Sent: Wednesday, 4 March 2015 11:46 AM
To: Travel DCM
Subject: RE: Re Reimbursement to the Minister for overseas travel.
Attachments: Amended Reimbursement Min Chandler1.pdf

Hey Ashlee,

Please see attached amended Payment form and a stat dec for the Grand Hyatt Hong Kong.

Could you please just confirm for me that all is correct before I attach these amended forms in trips?
Also the only details I have on Minister Chandlers \$180.00 reimbursement on the Latitude Travel invoice is that the expenses were for various room service meals that he had while in China.

Thank you

Jessica Adnams

Ministerial Assistant | Hon. Peter Chandler MLA
Minister for Education
Minister for Transport
Minister for Infrastructure
Minister for Veterans Support
Minister for Police, Fire and Emergency Services

5th Floor Parliament House
GPO Box 3146, Darwin NT 0801

P: +61 8928 6555

F: +61 8928 6632

E: minister.chandler@nt.gov.au

From: Ashlee Edwards **On Behalf Of** Travel DCM
Sent: Wednesday, 28 January 2015 2:20 PM
To: Jessica Louise Adnams
Cc: Pieta Denholm
Subject: Re Reimbursement to the Minister for overseas travel.

Hi Jess,

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Cost code for reimbursement of overseas taxis is 364319.

Cost code for reimbursement of meals is 346312.

Re the Grand Hyatt:

There is no proof of payment attached. I am able to accept a receipt with a nil balance from the Grand Hyatt and if receipts cannot be provided, then a statutory declaration will be required to be submitted for reimbursement.

Latitude Invoice:

Folio 24

In relation to the Latitude Tax Invoice, can you provide me with more information? How were the payments made? Also spa treatments are a personal expense and therefore not reimbursable.

Please refer to the attached excel doc I have itemised the charges as per the documents you have provided, being taxi and Grand Hyatt charges.

Meals and incidentals are not meant to be charged via a Travel Agent. It is on reimbursement to the Minister on return of travel following submission of claim form and receipts.

Thanks

Ashlee Edwards

Travel Officer | Business Services
Department of the Chief Minister
Northern Territory Government of Australia

Also providing Corporate Services to

Office of the Commissioner for Public Employment
Office of the Chief Minister
Office of the Leader of the Opposition

Floor 3 , NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

P ... <+61> 8 8999 6434

F ... <+61> 8 8999 7404

E ... Ashlee.Edwards@nt.gov.au

E ... travel.dcm@nt.gov.au

W ... <http://www.nt.gov.au/dcm/>

Our Vision: Creating a public sector that provides the highest quality service to Territorians

Our Values: Commitment to Service | Ethical Practice | Respect | Accountability | Impartiality | Diversity



NORTHERN TERRITORY OF AUSTRALIA
PAYMENT / REFUND APPROVAL

Agency: **DEPARTMENT OF THE CHIEF MINISTER**

Name of Payee / Supplier: **Peter Chandler**
 Courtesy titles to be shown (e.g. Mr, Ms, Mrs, Miss, Dr)

Payee / Supplier Address: _____
 Post Code _____

Suppliers ABN: _____

ACCOUNT PAYABLE USE ONLY	
Vendor Number	_____
Voucher Number	_____
Financial Year	_____

Any special instructions?
 eg "hold cheque" **Please pay to AGS: 790 630 46**

Invoice/Reference	Invoice Date	Due Date

Please Note: If the supplier is new the "NTG Supplier Payment Details" form will need to be completed

Line	General Ledger / Job Cost Code	Total Amount (GST Incl) ¹	Total GST Amount ²	Tax Code
1	117015/364319	40.61	3.69	P10
	Description: Reimbursement of Taxi Fares			
2	117015/346312	375.77	34.16	P10
	Description: Reimbursement of Meals			
3				
	Description:			
4				
	Description:			
5				
	Description:			
6				
	Description:			
7				
	Description:			
8				
	Description:			

(1) GST INCLUSIVE INCLUDES TAX WHERE APPLICABLE.
 (2) CALCULATE GST AMOUNT IF SUPPLY IS TAXABLE BY DIVIDING TOTAL AMOUNT (GST INCL) BY 11.

Total:	\$416.38	\$37.85
Attachment Total:		
Grand Total:	\$416.38	\$37.85

PREPARED BY
Jessica Adnams
 PRINT NAME

AGENCY DELEGATED OFFICER
 I approve this claim for payment

Jan Wilschefski
 PRINT NAME
 SIGNATURE
Director Corp Services
 POSITION TITLE
 / /20
 DATE

ACCOUNTS PAYABLE USE ONLY
 I have examined the claim and have verified the details to be correct.

 EXAMINING OFFICER
 / /20
 DATE

FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED

Minister - China.
\$183.14.

GRAND | HYATT

GRAND HYATT HONG KONG
1 Harbour Road, Hong Kong
Tel: (852) 2688 1234
Fax: (852) 2802 0677
E-mail: hongkong.grand@hyatt.com
hongkong.grand.hyatt.com

Honourable Peter Chandler
23rd Floor Harbour Centre
25 Harbour Road
Wanchai
Australia

房號 Room No : 3313
入住日期 Arrival : 07 NOV 14
退房日期 Departure : 08 NOV 14
頁數 Page No. : 1 of 1
日期 Date : 08 NOV 14
出納員 Cashier :
帳單號碼 Folio No. :
帳單資訊 INFORMATION INVOICE

Voucher No. Confirmation 50918282
公司名稱 Company Australian Consulate General

日期 DATE	項目 DESCRIPTION	備註 REFERENCE	消費 DEBIT / 付款 CREDIT
07 NOV 14	Room Service Dinner	CHECK# 5626 [621]	358.89 → 374.00
08 NOV 14	Room Service Breakfast	CHECK# 5653 [622]	352.00
08 NOV 14	Personal Bar	Line# 3313 :	\$124.24 { 140.00
08 NOV 14	Room Service Lunch	CHECK# 5685 [623]	297.00
總計 Total			1,163.00
餘額 Balance			1,163.00

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment does not do so.

簽名 Signature

Hyatt Gold Passport Summary

No Membership to be credited.

Join Hyatt Gold Passport today and start earning points for stays, dining and more.
Visit goldpassport.com.

Summary Invoice, please see front desk for eligibility details.

GRAND HYATT HONG KONG

\$154.31

MESSAGE FOR ROOM NUMBER	Honourable Peter Chandler SS19	DATE TIME	08-NOV-14 00:22
-------------------------	--------------------------------	-----------	-----------------

MESSAGE FROM OF

Good Evening Hon. Chandler

We are pleased to confirm your private hotel MPV reservation on 8 November 2014 at 08:30 hours to take you to Shatin. A charge of HK\$980 will be levied to your room account accordingly. Should you require any assistance, kindly contact the Bell Desk on Extension 8.

Thank you very much.

Eddie
Bell & Transportation

TAKEN BY BTELE

D154A033996

2014年11月03日 16:52开

沪A D 挂

07至00A 挂

上海虹桥 D3086次 合肥

ShangHaiHongQiao HeFei

¥ 217.00元 折

限乘当日当次车

Peter Chandler

D30023**

检票口2

3087-1211-5110-30AD-3599 挂



Released COM Under the DCM/R2014/0050

THE NORTHERN TERRITORY OF AUSTRALIA
STATUTORY DECLARATION

(1) Insert full name and address of person making declaration

I, Peter Glen Chandler residing at 32 Gosse Circuit, Gunn, Palmerston NT 0832

solemnly and sincerely declare that I incurred the following expense while on Ministerial travel in China between the dates of 7 November 2014 and 8 November 2014.

(2) Here insert the matter declared to, either directly following the word "declare" or, if the matter is lengthy, insert the words "as follows" and thereafter set out the matter in numbered paragraphs

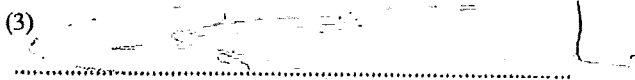
- Grand Hyatt Hong Kong total cost incurred \$195.77 for the purpose of purchasing meals.

A statement of ourstanding expenses was provided however I declare that the receipt of payment for these expenses has been misplaced.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

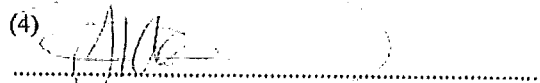
Declared at Darwin the 4th day of March 2015

(3) Signature of the person making the declaration

(3) 

(4) Signature of the person before whom the declaration is made

Witnessed by:

(4) 

(5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped

(5) Jessica Louise Adams

(6) Here insert contact address or telephone number of person before whom the declaration is made

(6) 5 Groves Street, Bellbrack NT 0832

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.

NOTE: This written statutory declaration must comply with Part 4 of the Oaths Affidavits and Declarations Act.

NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.



Trading as Winnellie Travel
 Shop 15, Winnellie Shopping Centre
 Stuart Highway, Winnellie NT 0821
 PO Box 12 Nightcliff NT 0814

Telephone +61 8 8941 1144 Facsimile +61 8 8941 1133
 Email: xana@travellatitude.com.au
 ABN: 25 109 118 649 Licence: 138

TAX INVOICE

DATE OF ISSUE 24 Nov 2014
 DUE DATE 24 Nov 2014

CONSULTANT Jorge Favaro
 DATE DEPART 08 Nov 2015

PASSENGER CHANDLER/PETERHON TOTAL DUE \$315.00

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT GST	AMOUNT INC GST
Miscellaneous Grand Hyatt Hong Kong Room Service Breakfast, Lunch, Dinner and Personal Bar CHANDLER/PETERHON	\$180.00	\$0.00	\$0.00	\$180.00
Miscellaneous Hilton Hefei - Spa treatment CHANDLER/PETERHON	\$135.00	\$0.00	\$0.00	\$135.00
GRAND TOTAL	\$315.00	\$0.00	\$0.00	\$315.00

PAYMENT DETAILS
 PLEASE PAY
 LATITUDE TRAVEL
 BANK OF QUEENSLAND
 DARWIN BRANCH
 SWIFT CODE QBANAU4B
 BSB 125460
 ACCOUNT NUMBER 20518381

Payment by credit card will attract a fee:
 2% on Visa, Mastercard or Bankcard
 3% on American Express & Diners Club

Phyllis Hatch

From: Phyllis Hatch on behalf of Travel DCM
Sent: Monday, 9 March 2015 8:31 AM
To: Robert Csar
Subject: FW: Re Attached Tax Invoice

Hi Robert,
Finally had a response from Latitude regarding the Spa Treatment Tax Invoice for Minister Chandler.

It would be our advice for them to invoice the Minister direct for the Spa Treatment and other charges to DCM and to provide additional paperwork/documentation supporting the charges.

Phyl

From: Xana Kamitsis [<mailto:xana@travellatitude.com.au>]
Sent: Friday, 6 March 2015 2:49 PM
To: Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Phyllis

Thank you for your email. I am sorry it has taken some time to revert back to you. Jorge is no longer with Latitude so it took some time to work out why we in fact got involved with incidentals. However the hotel charged this on the company card when they charged all the accommodation I believe Jorge then spoke to Ms Rachel Shanahan and it was Rachel who in deed asked Jorge to invoice this on. If you need any further clarification or documentation on this issue please let me know and I will be happy to oblige.

Thanks and very warm regards

(ana x

From: Phyllis Hatch [<mailto:Phyllis.Hatch@nt.gov.au>] **On Behalf Of** Travel DCM
Sent: Monday, 16 February 2015 9:48 AM
To: Xana Kamitsis (xana@travellatitude.com.au)
Subject: Re Attached Tax Invoice

Dear Xana,

I have received the attached tax invoice and am seeking clarification.

The attached tax invoice (with no invoice number or customer name) relates to spa treatment and room service including breakfast, lunch, dinner and personal bar of Minister Chandler.

Spa treatment and Personal Bar are not official travel related expenses of the Department of the Chief Minister and are considered to be personal expenses.

I have been advised that the Minister attempted to pay his account at the Grand Hyatt (excluding accommodation expenses) but was advised the Hotel had already on-charged these costs to Latitude Travel.

I seek your relating to these expenses on the tax invoice that are required to be separated between official expenses and personal expenses.

Department of Chief Minister has a process in relation to meals etc which should not be charged back via a Travel Agent. This may have been done by the Grand Hyatt and not the fault of Latitude Travel.

Consequently, supporting documentation relating to the expenditure is required to establish responsibility for payment of the expenses.

As advised spa treatment and personal bar are not expenses of the Department of the Chief Minister.

Awaiting your reply.

Kind Regards

Phyllis Hatch

Travel Officer

Department of the Chief Minister

Northern Territory Government

Floor 3, NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

p ... <+61> 8 8999 7884

f ... <+61> 8 8999 6692

e ... phyllis.hatch@nt.gov.au

w ... www.nt.gov.au/dcm

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If you have received this message in error, please advise the sender.

No representation is given that attached files are free from viruses or other defects. Scanning for viruses is recommended.

Phyllis Hatch

From: Phyllis Hatch
Sent: Thursday, 4 June 2015 8:29 AM
To: Jan Wilschefski
Subject: Minister Chandlers trip to China 1-9November 2014
Attachments: img-604082216-0001.pdf

Hi Jan,

This is the Ministerial and MR and Acquittal for Minister Chandlers trip to China.

The trip was paid for by Dept of Education.

The Minister submitted reimbursement for amount of \$591.11, you will see from the paperwork this included an invoice from Latitude Travel for Spa treatment.

There was no proof of payment for any of the items except a taxi receipt which was reimbursed to the Minister total \$40.61

There is an email to Latitude travel to submit two separate invoices one to DCM with supporting documentation and one to the Minister for spa treatment

No invoices were forthcoming and Minister Chandler paid Latitude travel for the spa treatment direct.

Phyllis Hatch
Travel Officer
Department of the Chief Minister
Northern Territory Government


Floor 3, NT House, 22 Mitchell Street, Darwin GPO Box 4396, Darwin, NT 0801, Australia

p ... <+61> 8 8999 7884
f ... <+61> 8 8999 6692
e ... phyllis.hatch@nt.gov.au
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	NORTHERN TERRITORY GOVERNMENT MOVEMENT REQUISITION ACQUITTAL - OFFICIAL TRAVEL ARCHIVE ENVIRONMENT	14-JBOVI-9QB7P6
	Accounts payable use only	
VENDOR No.:	VOUCHER No.:	
APPROVAL STATUS: SENT FOR AUTO PAYMENT		

ACQUITTAL CONFIRMATION:	
Was travel completed in accordance with approved requisition? (As summarised below)	No
Reason for Change:	Reimbursements have been added
TRAVELLERS DETAILS	
Traveller's Name:	Peter Chandler
Traveller's ePASS User ID:	
Is the traveller listed in ePASS:	Non-ePASS registered user
Traveller's AGS Number:	79063046 Peter CHANDLER - Brennan MLA Chandler - 1043G2
Agency:	11-DCM Department of the Chief Minister-11
Cost Centre Unit:	HON P CHANDLER TRAVEL-117015
Cost Centre Code:	117015
Office location:	Parliament House Parliament Building Level 5 [03000A5]
Telephone:	0889286553
Supervisor:	Jan Wilschefski
Booking Officer:	Jessica Louise Adnams
Reason(s) for Travel:	Ministerial Travel: Overseas; Ministerial Travel
Portfolio:	Education
Detailed Reason for Travel:	Portfolio trip to China
Additional comments as attachment:	Minister Chandler Reimbursements - China.pdf P Chandler 01-09 Nov 14 9QB7P6 Amended Reimb.pdf

TRAVEL ITINERARY										
Depart	From	To	Arrive	Stopover	Travel Mode	Provider	Flight No.	Class	Booked	FF Points Used
01/11/2014 05:05	Darwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MH144	Business	Yes	No
01/11/2014 09:30	Kuala Lumpur	Pu Dong Shanghai	01/11/2014 14:30	Destination	Air	Malaysian Airlines	MH388	Business	Yes	No
07/11/2014 14:05	Nanjing	Honk Kong	07/11/2014 16:40	Destination	Air	Honk Kong Dargon Airlines	KA811	Business	Yes	No
08/11/2014 22:40	Honk Kong	Perth	09/11/2014 06:20	Transit stop	Air	Cathay Pacific Airways	CX137	Business	Yes	No
09/11/2014 08:30	Perth	Darwin	09/11/2014 13:35	Destination	Air	QANTAS Airways	QF792	Business	No	No

Type of Booking:	Multidestination
Type of Travel:	International
Other Services Required:	
Travel Package Deal (Airfare/Pickup/Accommodation)	No
Air Bookings Insured for Cancellation:	No

ACCOMMODATION DETAILS

Name & Address	Phone	Checkin Date	Checkout Date	Pymt. Status	Due Date	Booking #	Rate/ Night	BO to Book
Hotel Waldorf Astoria Shanghai The Bund 2 Zhong Rd, Shanghai		01/11/2014	03/11/2014	**			0.00	No
Hotel Hilton Hefei198 ShengLi Rd, Hefei 230011CN		03/11/2014	05/11/2014	**			0.00	No
Hotel Doubletree by Hilton Wuhu 15 Changjiang Middle Rd, JinWuhu		05/11/2014	07/11/2014	**			0.00	No
Grand Hyatt Hong Kong 1 Harbour Rd, Hong Kong		07/11/2014	08/11/2014	**			0.00	No

Total Amount: 0.00

TRAVEL COSTS

TA Profile: NTG TA
Official Travel Period **Total**
 From: 01/11/2014 05:05 Hrs. To: 09/11/2014 13:35 Hrs. 8 days and 8 hours (8 nights)

	Purpose	General Ledger Code	Tax Code	Units.Sub Unit	Unit Price/ Allowance	GST	Total (Inc GST)
-	Accommodation			0		0.00	0.00
-	Travel Fares				0.00	0.00	0.00
-	Travelling Allowance		Z00	0.0	0.00		0.00
-	Camping Allowance		Z00	0.0	0.00		0.00

Variations to Official Allowances

1.	Breakfast Allowance		Z00	0	0.00		0.00
2.	Lunch Allowance		Z00	0	0.00		0.00
3.	Dinner Allowance		Z00	0	0.00		0.00
4.	Incidental Allowance		Z00	0	0.00		0.00

Other Expenses/Allowances				Official Allowance?			
1.	Reimbursement of taxi fares	117015364319	P10	No	40.61	3.69	40.61
2.	Reimbursement of Meals	117015346111	P10	No	402.56	36.60	402.56
3.				No	0.00	0.00	0.00

4.			No	0.00	0.00	0.00
5.			No	0.00	0.00	0.00
Total Travel Costs:					40.29	443.17
Total Official Allowances:					0.00	0.00
Cabcharge Vouchers						
	Number of vouchers required:		0			
Recovery of Overpaid Allowances/Expenses						
1.		Z00	0	0.00		0.00
2.		Z00	0	0.00		0.00
Total Recovered:						0.00
Total Official Allowances Payable:					0.00	0.00
Payment in Advance						
	Is an Advance Required?		Yes			
	% Advance Required		100%			
Amount of Advance:						0.00
Balance Payable On Acquittal:						0.00

Received Payments / /20
Date Voucher Number

Witness / /20
Date

Comments:

All costs expenses are being covered by the Department of Education. Please note, we have already been supplied with Cabcharge Cards. 29/10 Checked AE 20/01 checking reimbursements with Robert AE 10/03 update have requested Latitude Travel to issue two seperate Tax Invoices. P Hatch 13/04 No amended invoice from Latitude travel, processing taxi reimb to Minister NIPS129742 PH checking with Lien for LTF before finalising. PH No LTF finalising ACQ PH

APPROVAL / WORKFLOW LOG

Date	Action	Actioned By	Role	Fwd. To	e-Mail Address
28/10/2014 14:22	Forwarded to delegate	Jessica Bovis (jbovi)	Booking Officer	Jan Wilschefski (jnw)	jan.wilschefski@nt.gov.au
28/10/2014 16:22	Forwarded to minister/travel clerk	Jan Wilschefski (jnw)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: Approved					
06/11/2014 15:59	Approved and forwarded to travel clerk	Travel Dcm (g110056)	Minister	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: approved for workflow - Ministerial attached 2014-2468. AE					
06/11/2014 16:08	Queued for auto payment	Phyllis Mary Hatch (phyh)	Agency Administrator		
06/11/2014 19:00	Sent for auto payment of \$0.00	TRIPS (System)	Auto Process		
10/11/2014 12:33	Saved acquittal	Phyllis Mary Hatch (phyh)			
Comments/Recommendations:					
Modified Reason For Change:					
14/01/2015 13:43	Forwarded to delegate	Jessica Louise Adnams (jadna)	Agency Administrator	Tim Baldwin (baldt)	tim.baldwin@nt.gov.au
Comments/Recommendations: Hi Tim, I have added Minister Chandler's reimbursements in expenses with a total of \$591.11. Could you please approve. Jess					
Modified Reason For Change: Reimbursements have been added					
14/01/2015 14:35	Forwarded to minister/travel clerk	Tim Baldwin (baldt)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au

Comments/Recommendations: Approved					
Modified Reason For Change: Reimbursements have been added					
16/01/2015	Approved and forwarded to	Travel Dcm	Minister	Travel Dcm	travel.dcm@nt.gov.au
08:31	travel clerk	(g110056)		(g110056)	
Comments/Recommendations: approval for workflow process					
Modified Reason For Change: Reimbursements have been added					
20/01/2015	Saved acquittal	Travel Dcm			
10:09		(g110056)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
10/03/2015	Saved acquittal	Phyllis Mary Hatch			
09:48		(phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015	Saved acquittal	Phyllis Mary Hatch			
12:11		(phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015	Saved acquittal	Phyllis Mary Hatch			
12:18		(phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015	Saved acquittal	Phyllis Mary Hatch			
12:19		(phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015	Saved acquittal	Phyllis Mary Hatch			
12:28		(phyh)			
Comments/Recommendations:					
Modified Reason For Change: Reimbursements have been added					
13/04/2015	Queued for auto payment	Phyllis Mary Hatch	Agency		
12:28		(phyh)	Administrator		
Comments/Recommendations: Modified Reason For Change: Reimbursements have been added					
13/04/2015	Sent for auto payment of	TRIPS (System)	Auto Process		
19:00	\$0.00				

INFORMATION REQUEST LOG**REQUISITION AUDIT LOG**

Date	Updated by	Travel Costs	Off. Allow. Payable
28/10/2014 14:22	Jessica Bovis	\$0.00	\$0.00
28/10/2014 16:22	Jan Wilschefski	\$0.00	\$0.00
29/10/2014 08:14	Travel Dcm	\$0.00	\$0.00
06/11/2014 15:27	Jessica Bovis	\$0.00	\$0.00
06/11/2014 15:58	Travel Dcm	\$0.00	\$0.00
06/11/2014 15:59	Travel Dcm	\$0.00	\$0.00
06/11/2014 16:08	Phyllis Mary Hatch	\$0.00	\$0.00
10/11/2014 12:33	Phyllis Mary Hatch	\$0.00	\$0.00
13/01/2015 08:59	Phyllis Mary Hatch	\$0.00	\$0.00
14/01/2015 13:43	Jessica Louise Adnams	\$591.11	\$0.00
14/01/2015 14:35	Tim Baldwin	\$591.11	\$0.00
16/01/2015 08:31	Travel Dcm	\$591.11	\$0.00
20/01/2015 10:09	Travel Dcm	\$591.11	\$0.00
10/03/2015 09:48	Phyllis Mary Hatch	\$591.11	\$0.00
13/04/2015 12:11	Phyllis Mary Hatch	\$443.17	\$0.00
13/04/2015 12:18	Phyllis Mary Hatch	\$443.17	\$0.00
13/04/2015 12:19	Phyllis Mary Hatch	\$443.17	\$0.00
13/04/2015 12:28	Phyllis Mary Hatch	\$443.17	\$0.00
13/04/2015 12:28	Phyllis Mary Hatch	\$443.17	\$0.00

Γ Γ

Released DCM under the information act
DCM/R2015/35



NORTHERN TERRITORY OF AUSTRALIA
PAYMENT / REFUND APPROVAL

Agency: **DEPARTMENT OF THE CHIEF MINISTER**

Name of Payee / Supplier: **Peter Chandler**
 Courtesy titles to be shown (e.g. Mr, Ms, Mrs, Miss, Dr)

Payee / Supplier Address: **#79063046**
 Post Code

Suppliers ABN: _____

Any special instructions?
 eg "hold cheque" **Please pay to AGS: 79063046**

ACCOUNT PAYABLE USE ONLY	
Vendor Number	
Voucher Number	
Financial Year	2014-15

Invoice/Reference	Invoice Date	Due Date
90BTP6		NON

Please Note: If the supplier is new the "NTG Supplier Payment Details" form will need to be completed

Line	General Ledger / Job Cost Code	Total Amount (GST Incl) ¹	Total GST Amount ²	Tax Code
1	117015/364311 364319	40,61 188.55	17.14	N00 P10
Description: Reimbursement of Taxi Fares				
2	117015/34611	402.56	36.60	P10
Description: Reimbursement of Meals				
3				
Description:				
4				
Description:				
5				
Description:				
6				
Description:				
7				
Description:				
8				
Description:				

(1) GST INCLUSIVE INCLUDES TAX WHERE APPLICABLE.
 (2) CALCULATE GST AMOUNT IF SUPPLY IS TAXABLE BY DIVIDING TOTAL AMOUNT (GST INCL) BY 11.

Total:	40,61 \$591.11	\$53.74
Attachment Total:		
Grand Total:	40,61 \$591.11	\$53.74

PREPARED BY
Jessica Adnams
PRINT NAME

AGENCY DELEGATED OFFICER
I approve this claim for payment
Jan Wilschefski
PRINT NAME
SIGNATURE
Director Corp Services
POSITION TITLE
/ / 20
DATE

ACCOUNTS PAYABLE USE ONLY
I have examined the claim and have verified the details to be correct.
<i>P. Hadch</i>
EXAMINING OFFICER
13/4 12015
DATE

FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED


Released Document under the Information Act

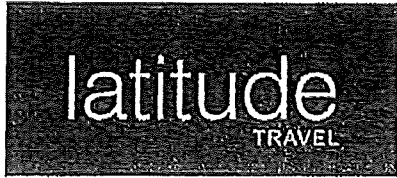
217 eyn

5.3440 conversion rate

\$40.6063.

E154A033996
 2014年11月03日 16:52开
 沪A D 售
 07车 00A号
 上海虹桥 D3086次 合肥
 ShangHaiHongQiao HeFei
 217.00元
 银乘当日当次车
 Peter Chandler
 030023**
 检票机2
 和谐号





Trading as Winnellie Travel
 Shop 15, Winnellie Shopping Centre
 Stuart Highway, Winnellie NT 0821
 PO Box 12 Nightcliff NT 0814

Telephone +61 8 8941 1144 Facsimile +61 8 8941 1133
 Email: xana@travellatitude.com.au
 ABN: 25 109 118 649 Licence: 138

TAX INVOICE

DATE OF ISSUE 24 Nov 2014 CONSULTANT Jorge Favaro
 DUE DATE 24 Nov 2014 DATE DEPART 08 Nov 2015

PASSENGER CHANDLER/PETERHON TOTAL DUE \$315.00

SERVICE	AMOUNT EXC GST	AMOUNT TAX / LEVY	AMOUNT GST	AMOUNT INC GST
Miscellaneous Grand Hyatt Hong Kong Room Service Breakfast, Lunch, Dinner and Personal Bar CHANDLER/PETERHON	\$180.00	\$0.00	\$0.00	\$180.00
Miscellaneous Hillon Hefel - Spa treatment CHANDLER/PETERHON	\$135.00	\$0.00	\$0.00	\$135.00
GRAND TOTAL	\$315.00	\$0.00	\$0.00	\$315.00

PAYMENT DETAILS
 PLEASE PAY
 LATITUDE TRAVEL
 BANK OF QUEENSLAND
 DARWIN BRANCH
 SWIFT CODE QBANAU4B
 BSB 125460
 ACCOUNT NUMBER 20518381

*Invoiced to Minister
& paid.*

Payment by credit card will attract a fee:
 2% on Visa, Mastercard or Bankcard
 3% on American Express & Diners Club

*Waiting on itemised
Tax Invoice. See
attached email,*

RF

MINISTER - China
\$183.14

GRAND | HYATT

GRAND HYATT HONG KONG
1 Harbour Road, Hong Kong
Tel: (852) 2588 1234
Fax: (852) 2802 0677
E-mail: hongkong.grand@hyatt.com
hongkong.grand.hyatt.com

Honourable Peter Chandler
23rd Floor Harbour Centre
25 Harbour Road
Wanchai
Australia

房號 Room No : 3313
入住日期 Arrival : 07 NOV 14
退房日期 Departure : 08 NOV 14
頁數 Page No. : 1 of 1
日期 Date : 08 NOV 14
出納員 Cashier :
帳單號碼 Folio No. :
帳單資訊 INFORMATION INVOICE

Voucher No. Confirmation 50918282
公司名稱 Company Australian Consulate General

日期 DATE	項目 DESCRIPTION	備註 REFERENCE	消費 DEBIT / 付款 CREDIT
07 NOV 14	Room Service Dinner	CHECK# 5626 [621]	\$53.89 374.00
08 NOV 14	Room Service Breakfast	CHECK# 5653 [622]	352.00
08 NOV 14	Personal Bar	Line# 3313 :	\$124.24 { 140.00
08 NOV 14	Room Service Lunch	CHECK# 5685 [623]	297.00
總計 Total			1,163.00
餘額 Balance			1,163.00

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment does not do so.

簽名 Signature

Hyatt Gold Passport Summary

No Membership to be credited.

Join Hyatt Gold Passport today and start earning points for stays, dining and more.
Visit goldpassport.com.

Summary Invoice, please see front desk for eligibility details.

Paid by Latitude.

Message to room only.

GRAND HYATT HONG KONG

\$154.31

Mr Peter Chandler	DATE TIME
	08-NOV-13 08:22

on, Chandler
to confirm your private hotel APV reservation on 8 November 2013
, take you to Shatin. A charge of HK\$680 will be levied to your
accordingly. Should you require any assistance, kindly contact the
extension 8.
much.

ation

TAKEN BY STELE

Phyllis Hatch

From: Xana Kamitsis <xana@travellatitude.com.au>
Sent: Monday, 9 March 2015 1:56 PM
To: Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Phyllis

I will most certainly do this for you

Thanks

Xana x

From: Phyllis Hatch [mailto:Phyllis.Hatch@nt.gov.au] **On Behalf Of** Travel DCM
Sent: Monday, 9 March 2015 1:29 PM
To: Xana Kamitsis; Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Xana,
Can I request that you split the costs please.

Invoice 1.

Please raise an invoice on Minister Chandler for the Spa Treatment with supporting documentation and send it to Minister Chandler
c/- DCM GPO Box 4396
Darwin NT 0801

Invoice 2 To DCM

Please raise a separate invoice on DCM itemised for the meals and other charges with supporting documentation and send it to
Minister Chandler
Dept of Chief Minister
GPO Box 4396
Darwin NT 0801

Many thanks for your patience.

Kind Regards

Phyllis Hatch
Travel Officer
Department of the Chief Minister
Northern Territory Government

Floor 3, NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

ph . <+61> 8 8999 7884

1 . 81 . 8 8999 4997

e ... phyllis.hatch@nt.gov.au
w ... www.nt.gov.au/dcm

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From: Xana Kamitsis [<mailto:xana@travellatitude.com.au>]
Sent: Friday, 6 March 2015 2:49 PM
To: Travel DCM
Cc: Rachael Shanahan
Subject: RE: Re Attached Tax Invoice

Dear Phyllis

Thank you for your email. I am sorry it has taken some time to revert back to you. Jorge is no longer with Latitude so it took some time to work out why we in fact got involved with incidentals. However the hotel charged this on the company card when they charged all the accommodation I believe Jorge then spoke to Ms Rachel Shanahan and it was Rachel who in deed asked Jorge to invoice this on. If you need any further clarification or documentation on this issue please let me know and I will be happy to oblige.

Thanks and very warm regards

Xana x

From: Phyllis Hatch [<mailto:Phyllis.Hatch@nt.gov.au>] **On Behalf Of** Travel DCM
Sent: Monday, 16 February 2015 9:48 AM
To: Xana Kamitsis (xana@travellatitude.com.au)
Subject: Re Attached Tax Invoice

Dear Xana,

I have received the attached tax invoice and am seeking clarification.

The attached tax invoice (with no invoice number or customer name) relates to spa treatment and room service including breakfast, lunch, dinner and personal bar of Minister Chandler.

Spa treatment and Personal Bar are not official travel related expenses of the Department of the Chief Minister and are considered to be personal expenses.

I have been advised that the Minister attempted to pay his account at the Grand Hyatt (excluding accommodation expenses) but was advised the Hotel had already on-charged these costs to Latitude Travel.

I seek your relating to these expenses on the tax Invoice that are required to be separated between official expenses and personal expenses.

Department of Chief Minister has a process in relation to meals etc which should not be charged back via a Travel Agent. This may have been done by the Grand Hyatt and not the fault of Latitude Travel.

Consequently, supporting documentation relating to the expenditure is required to establish responsibility for payment of the expenses.

As advised spa treatment and personal bar are not expenses of the Department of the Chief Minister.

Awaiting your reply.

Kind Regards

Phyllis Hatch
Travel Officer
Department of the Chief Minister
Northern Territory Government

Floor 3, NT House, 22 Mitchell Street, Darwin
GPO Box 4396, Darwin, NT 0801, Australia

p ... <+61> 8 8999 7884
f .. <+61> 8 8999 6692
e ... phyllis.hatch@nt.gov.au
w ... www.nt.gov.au/dcm

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DCM/R2015/35



THE HON PETER CHANDLER MLA
Minister for Education
MEMORANDUM

RECEIVED

27 AUG 2014
2014/2985-AGG
CHIEF MINISTER'S OFFICE

TO: CHIEF MINISTER

DATE: 27/08/2014

FROM: MINISTER FOR EDUCATION

REF: 2014/2468-PAC

RE: REQUEST FOR APPROVAL TO TRAVEL OVERSEAS

I propose to undertake official travel overseas for approximately six days during the period 1 to 11 November 2014 for the purpose of visiting Anhui Province and Shanghai, People's Republic of China. The visit is a reciprocal visit to the December 2013 delegation of 12 principals who participated in a leadership program hosted by the Centre for School Leadership, Charles Darwin University (CDU). The visit will develop further the 2000 Friendship Agreement between the Northern Territory and Anhui Province and also CDU's agreements and arrangements with universities in the province.

The primary purpose of the visit is to build on existing relationships to increase the number of international students from Anhui Province studying in the Northern Territory. The visit will involve meetings with the Anhui Province government and Ministry for Education, and also representatives of the Department of Foreign Affairs and Trade (DFAT) and Austrade, in both Anhui Province and Shanghai. A number of schools and universities will also be visited.

I will be accompanied by Anthony Jarvis, Senior Ministerial Adviser and from the Department of Education (DoE): Ken Davies, Chief Executive and Dr Kevin Gillan, Executive Director, Education Partnerships. This group will travel for approximately six days during the period of 1-11 November 2014.

The visit is part of an eleven day study tour for the Executive Development for Educational Leaders Program being provided by CDU for principals. The principals will also visit education facilities in Hong Kong, Special Administrative Regions, People's Republic of China. A full list of participants and their funding source is attached.

The itinerary of meetings for the proposed trip is being drafted by DoE in consultation with the Department of the Chief Minister, CDU, DFAT, Austrade and the Anhui Province Government and Department of Education.

The Vice-Chancellor, Professor Simon Maddocks, will be visiting Anhui Province in September 2014 and laying important groundwork for my visit.

I am seeking your approval to travel overseas to participate in the proposed study tour to Anhui Province and Shanghai for approximately six days during 1-11 November 2014.



PETER CHANDLER

26 AUG 2014

So long as safety is not an issue.

APPROVED/NOT APPROVED



ADAM GILES

28 AUG 2014

Released DCM under the Information Act
DCM/R20-5830

ANHUI PROVINCE, PEOPLE'S REPUBLIC OF CHINA STUDY TOUR – 1-11 NOVEMBER 2014 PARTICIPANTS

Group 1: (fully funded by the Department of Education (DoE) except for Professor Peter Kell)

1. Hon Peter Chandler MLA, Minister for Education
2. Ken Davies, Chief Executive, DoE
3. Adviser to the Minister
4. Dr Kevin Gillan, Executive Director Education Partnerships, DoE
5. Professor Peter Kell, Head of School Education, Charles Darwin University (funded by CDU)

Group 2:

6. Gary Fry, Director, Centre for School Leadership (funded by CDU)
7. Pam Erfurt, President, Association of Northern Territory School Educational Leaders (self-funded)
8. Gail Barker, Executive Director, Association of Independent Schools of the Northern Territory (self-funded)
9. Julian Denholm, Chair, Association of Independent Schools of the Northern Territory (self-funded)
10. Two consultants, Queensland Education Leadership Institute (QELI) (funded by QELI)
11. Weifeng Mao, Interpreter, Languages Consultant, Curriculum Assessment and Standards, DoE (funded by DoE)

Principals participating in the Executive Development for Education Leaders Program (funded by DoE and a \$1000 personal contribution):

- | | |
|---------------------|--|
| 12. Sharon Reeves | Woodroffe Primary, Palmerston |
| 13. Daniel Murtas | Katherine South Primary, Katherine |
| 14. Edward Fabijan | Centralian Senior College, Alice Springs |
| 15. Andy Mison | NT Music School, Darwin |
| 16. Jenny Nash | Casuarina Senior College, Darwin |
| 17. Mark Monaghan | West Arnhem College, Jabiru |
| 18. Carolyn Edwards | Henbury School, Darwin |
| 19. Sabina Smith | Nhulunbuy High School, Nhulunbuy |
| 20. John Cleary | Casuarina Street Primary School, Katherine |
| 21. Ryan Martin | Batchelor Area School, Batchelor. |

Depart	From	To	Arrive	Stopover	Travel Mode	Provider	Flight No.	Class	Booked	FF Points Used
01/11/2014 05:05	Darwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MH144	Business	Yes	No
01/11/2014 09:30	Kuala Lumpur	Pu Dong Shanghai	01/11/2014 14:30	Destination	Air	Malaysian Airlines	MH388	Business	Yes	No
07/11/2014 14:05	Nanjing	Honk Kong	07/11/2014 16:40	Destination	Air	Honk Kong Dargon Airlines	KA811	Business	Yes	No
08/11/2014 22:40	Honk Kong	Perth	09/11/2014 06:20	Transit stop	Air	Cathay Pacific Airways	CX137	Business	Yes	No
09/11/2014 08:30	Perth	Darwin	09/11/2014 13:35	Destination	Air	QANTAS Airways	QF792	Business	No	No
Type of Booking:					Multidestination					
Type of Travel:					International					
Other Services Required:										
Travel Package Deal (Airfare/Pickup/Accommodation)					No					
Air Bookings Insured for					No					

Cancellation:																																																																																																																																																																												
ACCOMMODATION DETAILS																																																																																																																																																																												
Name & Address	Phone	Checkin Date	Checkout Date	Pymt. Status	Due Date	Booking #	Rate/Night	BO to Book																																																																																																																																																																				
Hotel Waldorf Astoria Shanghai The Bund 2 Zhong Rd, Shanghai		01/11/2014	03/11/2014	**			0.00	No																																																																																																																																																																				
Hotel Hilton Hefei198 ShengLi Rd, Hefei 230011CN		03/11/2014	05/11/2014	**			0.00	No																																																																																																																																																																				
Hotel Doubletree by Hilton Wuhu 15 Changjiang Middle Rd, JinWuhu		05/11/2014	07/11/2014	**			0.00	No																																																																																																																																																																				
Grand Hyatt Hong Kong 1 Harbour Rd, Hong Kong		07/11/2014	08/11/2014	**			0.00	No																																																																																																																																																																				
Total Amount:							0.00																																																																																																																																																																					
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Official Travel Period							Total																																																																																																																																																																					
From: 01/11/2014 05:05 Hrs. To: 09/11/2014 13:35 Hrs.							8 days and 8 hours (8 nights)																																																																																																																																																																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:25%;">Purpose</th> <th style="width:10%;">General Ledger Code</th> <th style="width:10%;">Tax Code</th> <th style="width:10%;">Units.Sub Unit</th> <th style="width:10%;">Unit Price/ Allowance</th> <th style="width:10%;">GST</th> <th style="width:10%;">Total (Inc GST)</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>Accommodation</td> <td></td> <td></td> <td style="text-align:center;">0</td> <td></td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>-</td> <td>Travel Fares</td> <td></td> <td></td> <td></td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>-</td> <td>Travelling Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0.0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>-</td> <td>Camping Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0.0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td colspan="9">Variations to Official Allowances</td> </tr> <tr> <td>1.</td> <td>Breakfast Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>2.</td> <td>Lunch Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>3.</td> <td>Dinner Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>4.</td> <td>Incidental Allowance</td> <td></td> <td style="text-align:center;">Z00</td> <td style="text-align:center;">0</td> <td style="text-align:right;">0.00</td> <td></td> <td style="text-align:right;">0.00</td> </tr> <tr> <td colspan="4">Other Expenses/Allowances</td> <td style="text-align:center;">Official Allowance?</td> <td colspan="4"></td> </tr> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td style="text-align:center;">No</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td style="text-align:center;">No</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> <td style="text-align:center;">No</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> <td style="text-align:center;">No</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> <td style="text-align:center;">No</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td colspan="6" style="text-align:right;">Total Travel Costs:</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td colspan="6" style="text-align:right;">Total Official Allowances:</td> <td style="text-align:right;">0.00</td> <td style="text-align:right;">0.00</td> </tr> <tr> <td colspan="9">Cabcharge Vouchers</td> </tr> <tr> <td></td> <td colspan="3">Number of vouchers required:</td> <td style="text-align:center;">0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Purpose	General Ledger Code	Tax Code	Units.Sub Unit	Unit Price/ Allowance	GST	Total (Inc GST)	-	Accommodation			0		0.00	0.00	-	Travel Fares				0.00	0.00	0.00	-	Travelling Allowance		Z00	0.0	0.00		0.00	-	Camping Allowance		Z00	0.0	0.00		0.00	Variations to Official Allowances									1.	Breakfast Allowance		Z00	0	0.00		0.00	2.	Lunch Allowance		Z00	0	0.00		0.00	3.	Dinner Allowance		Z00	0	0.00		0.00	4.	Incidental Allowance		Z00	0	0.00		0.00	Other Expenses/Allowances				Official Allowance?					1.				No	0.00	0.00	0.00	2.				No	0.00	0.00	0.00	3.				No	0.00	0.00	0.00	4.				No	0.00	0.00	0.00	5.				No	0.00	0.00	0.00	Total Travel Costs:						0.00	0.00	Total Official Allowances:						0.00	0.00	Cabcharge Vouchers										Number of vouchers required:			0				
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Recovery of Overpaid Allowances/Expenses						
1.			Z00	0	0.00	0.00
2.			Z00	0	0.00	0.00
Total Recovered:						0.00
Total Official Allowances Payable:						0.00
Payment in Advance						
Is an Advance Required?		Yes				
% Advance Required		100%				
Amount of Advance:						0.00
Balance Payable On Acquittal:						0.00

Received Payments / /20
Date Voucher Number

Witness / /20
Date

Comments:

All costs expenses are being covered by the Department of Education. Please note, we have already been supplied with Cabcharge Cards. 29/10 Checked AE

APPROVAL / WORKFLOW LOG

Date	Action	Actioned By	Role	Fwd. To	e-Mail Address
28/10/2014 14:22	Forwarded to delegate	Jessica Bovis (jbovi)	Booking Officer	Jan Wilschefski (jnw)	jan.wilschefski@nt.gov.au
28/10/2014 16:22	Forwarded to minister/travel clerk	Jan Wilschefski (jnw)	Delegate	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: Approved					
06/11/2014 15:59	Approved and forwarded to travel clerk	Travel Dcm (g110056)	Minister	Travel Dcm (g110056)	travel.dcm@nt.gov.au
Comments/Recommendations: approved for workflow - Ministerial attached 2014-2468. AE					
06/11/2014 16:08	Queued for auto payment	Phyllis Mary Hatch (phyh)	Agency Administrator		
06/11/2014 19:00	Sent for auto payment of \$0.00	TRIPS (System)	Auto Process		

INFORMATION REQUEST LOG

Request From: Travel Dcm - Hi Jessica, Can you please attach Ministerial so we can process. Thanks Ashlee

Request To: Jessica Bovis - All done.

REQUISITION AUDIT LOG

Date	Updated by	Travel Costs	Off. Allow. Payable
28/10/2014 14:22	Jessica Bovis	\$0.00	\$0.00
28/10/2014 16:22	Jan Wilschefski	\$0.00	\$0.00
29/10/2014 08:14	Travel Dcm	\$0.00	\$0.00
06/11/2014 15:27	Jessica Bovis	\$0.00	\$0.00
06/11/2014 15:58	Travel Dcm	\$0.00	\$0.00
06/11/2014 15:59	Travel Dcm	\$0.00	\$0.00
06/11/2014 16:08	Phyllis Mary Hatch	\$0.00	\$0.00

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