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2 7 AUG 2014 CHIEF MINISTER'S OFFICE

DATE: 27 08 2014

REF: 2014/2468-PGC

THE HON PETER CHANDLER MLA Minister for Education MEMORANDUM

TO: CHIEF MINISTER

FROM: MINISTER FOR EDUCATION

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 Anhul Province studying in the Northern Territory. The visit will involve meetings with the Anhul Province government and Ministry for Education, and also representatives of the Department of Foreign Affairs and Trade (DFAT) and Austrade, in both Anhul 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.





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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.

-----So long at sittings and without APPROVED/NOT APPROVED ADAM GILES 2 8 AUG 2014

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 (selffunded)
- 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.

TRIPS - MOVEMENT REQUISITION ACQUITTAL

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TRIPS - MOVEMENT REQUISITION ACQUITTAL

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TRIPS - MOVEMENT REQUISITION ACQUITTAL

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TRIPS - MOVEMENT REQUISITION

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VENDOR NO.:

NORTHERN TERRITORY GOVERNMENT MOVEMENT REQUISITION - OFFICIAL TRAVEL 14-JBOVI-9QB7P6 ARCHIVE ENVIRONMENT

Accounts payable use only

VOUCHER NO.:

APPROVAL STATUS: SENT FOR AUTO PAYMENT

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	,			-	Mode		No.			Used
	Darwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MO. MH144	Business	Yes	
01/11/2014 05:05 01/11/2014 09:30				stop	Air	•		Business Business	Yes	No
05:05 01/11/2014 09:30 07/11/2014	Kuala Lumpur	Lumpur Pu Dong	08:25 01/11/2014 14:30	stop	Air Air	Airlines Malaysian	MH144			No No
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TRIPS - MOVEMENT REQUISITION

Page 2 of 4

ACCOMMODATION DET	AILS					
Name & Address Phon	Checkin e Date	Checkout Date	Pymt. Du Status Da	Bookin	g # Rate/ Night	BO to Book
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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	**	<u> </u>	0.00	No
Grand Hyatt Hong Cong 1 Harbour Rd, long Kong	07/11/2014	08/11/2014	**		0.00	No
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TRIPS - MOVEMENT REQUISITION

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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: <u>xana@travellatitude.com.au</u> ABN: 25 109 118 649 Licence: 138

TAX INVOICE

DATE OF ISSUE DUE DA TE	24 Nov 2014 24 Nov 2014	CONSULTANT DATE DEPART	Jorge Fa 08 Nov 2		
PASSENGER	CHANDLER/PETERHON	TOTAL DUE	\$315.00		
SERVICE		AMOUNT A EXC GST TAX		MOUNT GST	AMOUNT INC GST
Miscellaneous Grand Hyatt Hong Kong Room Service Breakfast, CHANDLER/PETERHON	winch, Dinner and Personal Bar	\$180.00	\$0.00	\$0.00	\$180.00
Miscellaneous Hillon Hefel - Spa Irealme CHANDLER/PETERHON	ni	\$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 QUEENS DARWIN BRANCH SWIFT CODE QBAI BSB 125460 ACCOUNT NUMBEI Payment by credit card will attrac X8 on American Express & Diners	VAU4B. R 20518381 Na fee: Ha Sclub Jac	d to paid . Ima Ima eched	over	- .p	,

Phyllis Hatch

From: Sent: To: Cc: Subject:

Xana Kamitsis ≺xana@travellatitude.com.au≻ Monday, 9 March 2015 1:56 PM Travel DCM Rachael Shanahan 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 Behaif 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

1

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

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

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From: Xana Kamitsis [<u>malito:xana@travel/atitude.com.au]</u> Sent: Friday, 6 March 2015 2:49 PM To: Travel DCM Cc: Rachael Shanahan Subject: RE: Re Attached Tax Involce

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 (<u>xana@travellatitude.com.au</u>) Subject: Re Attached Tax Involce

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 involce 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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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.

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蚊店 Signature

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Hyall Gold Passport Summary

No Membanship to be credited.

Join Hyatt Gold Psesport today and start saming points for slays, dising and more. Visit goldpassport.com,

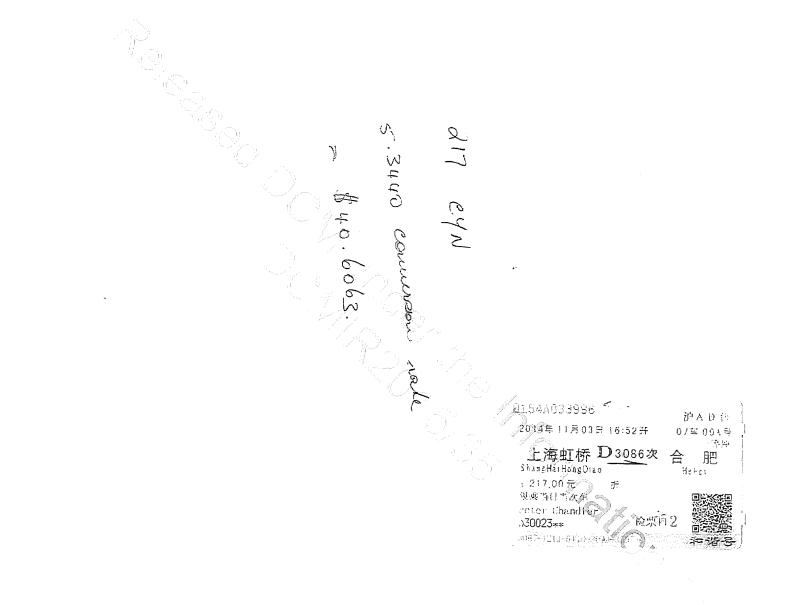
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受趋忽仪洒向 昏泪抱满道一韵 电路:(652) 2688 1234 何寬:(652) 2802 0677 驾励:hongkong.grand@hyalit.com

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FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED



Folio 18

Message to room on "

GRAND HYATT HONG KONG \$154 31

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BTELE

FAKEN BY

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 nould 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:

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 reciepts.

Thanks

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

'so providing Corporate Services to Jffice 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

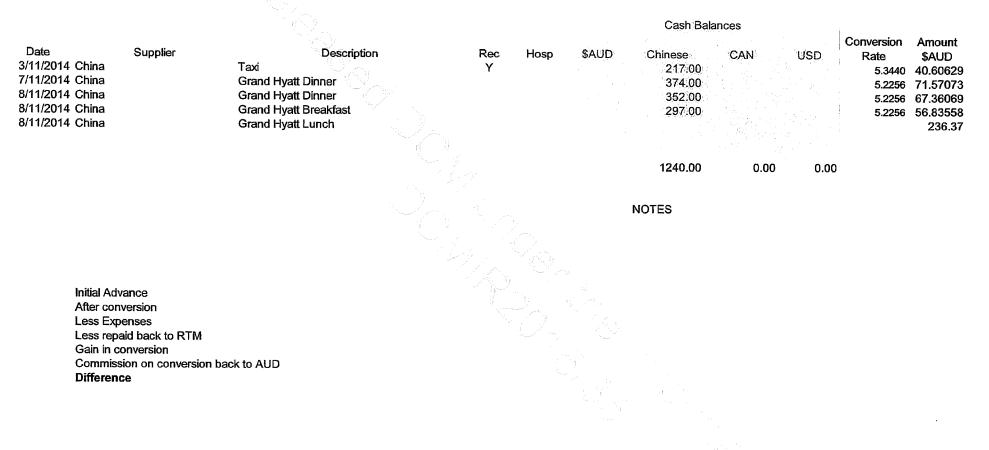
P ... <+61> 8 8999 6434 F ... <+61> 8 8999 7404

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



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

Total

Phyllis Hatch

From: Sent: To: Subject: Attachments: Jessica Louise Adnams Wednesday, 4 March 2015 11:46 AM Travel DCM RE: Re Reimbursement to the Minister for overseas travel. 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 Lattitude 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: <u>minister.chandler@nt.gov.au</u>

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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

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F <+61> 8 8999 7404

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

⊑ ... <u>travel.dcm@nt.qov.au</u>

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NORTHERN TERRITORY OF AUSTRALIA

PAYMENT / REFUND APPROVAL

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FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED

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Minister - China. \$183.14.

GRAND HYATT HONG KONG 1 Harbour Road, Hong Kong Tel: (852) 2568 1234 Fax: (852) 2602 0677 E-mail: hongkong.grand@hyatl.com hongkong.grand.hyatl.com

房號 Room No	: 3313
入住日期 Arrival	67 NOV 14
退房日期 Departure	: 08 NOV 14
頁數 Page No.	: 1 of 1
日期 Date	: 08 NOV 14
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帳單資訊 INFORM	ATION INVOICE

餘額 Balance

 Voucher No.
 Confirmation 50918282

 公司名稱 Company
 Australian Consulate General

GRAND HYATT

Honourable Peter Chandler 23rd Floor Harbour Centre 26 Harbour Road Wanchal Austrelia

FIM DATE	項目 DESCRIPTION	储柱 REFERENCE	消費 DEBIT / 付款 CH	EÜIT
07 NOV 14	Room Service Dinner	CHECK# 5626 [621]	\$58.89 - 3	74.00
08 NOV 14	Room Service Breakfast	CHECK# 5653 [622]		52.00
08 NOV 14	Personal Bar	Line# 3313 :	\$124.24 1	40.00
08 NOV 14	Room Service Lunch	CHECK# 5685 [623]		9 7 .00
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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

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Hyall 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 Involce, please see front desk for eligibility details.

香港君悅酒店 香港港灣道一號 電話:(852)2598 1234 傳真:(852)2802 0677 電郵:hongkong grand@hyatt.com

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MESSAGE FOR ROOM NUMBER	Heneurable Peter Chandler	DATE TIME	00-NOV-14	
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Peter Chandler D30023** 检票日2

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THE NORTHERN TERRITORY OF AUSTRALIA STATUTORY DECLARATION

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

(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 matter the in numbered paragraphs

person

whom

legibly

whom

of person before

declaration is made

the

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.

Grand Hyatt Hong Kong total cost incurred \$195.77 for the purpose of 0 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.

41 day of MARCH Declared at DARWIN the 2015 (3) Signature of the (3) person making the . declaration (4) Signature of the Witnessed by: before Ļ the declaration is made (5)(5) Here insert full CUISE name of person before whom the declaration is made, inoues Street, Bellonark, NT written, typed or stamped (6) Here insert contact address or telephone number

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: <u>xana@travellatitude.com.au</u> ABN: 25 109 118 649 Licence: 138

TAX INVOICE

DATE OF ISSUE DUE DATE	24 Nov 2014 24 Nov 2014	CONSULTANT DATE DEPART	Jorge Fa 08 Nov 2		
PASSENGER	CHANDLER/PETERHON	TOTAL DUE	\$315.00		
SERVICE		AMOUNT AN EXC GST TAX		MOUNT	AMOUNT INC GST
Miscellaneous Grand Hyatt Hong Kong Room Service Breakfas CHANDLER/PETERHC	t, Lunch, Dinner and Personal Bar	\$180.00 ,) \$0.00	\$ 0.00	\$180.00
Miscellaneous Hilton Hefei - Spa treatr CHANDLER/PETERHC		\$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: Sent: To: Subject: Phyllis Hatch on behalf of Travel DCM Monday, 9 March 2015 8:31 AM Robert Csar 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
o: 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 (<u>xana@travellatitude.com.au</u>) 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 .orthern Territory Government

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

p ... <+61> 8 8999 7884

1 ... <461> 8 8999 6692

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

w....<u>www.nt.gov.au/dcm</u>

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

Phyllis Hatch

From: Sent: To: Subject: Attachments:

Phyllis Hatch Thursday, 4 June 2015 8:29 AM Jan Wilschefski Minister Chandlers trip to China 1-9November 2014 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

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o ... phyllis.hatch@nt.gov.au

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TRAVEL ITI	NERARY									
Depart	rom	То	Arrive	Stopover	Travel Mode	Provider	Flight No.	Class	Booked	FF Points Used
01/11/2014 05:05	arwin	Kuala Lumpur	01/11/2014 08:25	Transit stop	Air	Malaysian Airlines	MH144	Business	Yes	No
01/11/2014 K 09:30 L	luala umpur	Pu Dong Shanghai	01/11/2014 14:30	Destination	Air	Malaysian Airlines	MH388	Business	Yes	No
07/11/2014 N 14:05	lanjing	Honk Kong	07/11/2014 16:40	Destination	Air	Honk Kong Dargon Airlines	KA811	Business	Yes	No
08/11/2014 H 22:40 K	lonk iong	Perth	09/11/2014 06:20	Transit stop	Air	Cathay Pacific Airways	CX137	Business	Yes	No
09/11/2014 08:30	erth	Darwin	09/11/2014 13:35	Destination	Air	QANTAS Airways	QF792	Business	No	No

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TRIPS - MOVEMENT REQUISITION ACQUITTAL

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Type of Travel:		nternati	onal				
Other Services Require Travel Package Deal	<u>a:</u>			•			
(Airfare/Pickup/Accomr	nodation) ¹	10					
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ACCOMMODATION DETAILS	5						
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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	**		<u></u>	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
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TRIPS - MOVEMENT REQUISITION ACQUITTAL

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Is an Advance Required? Yes % Advance Required 100% Amount of Advance: 0.0 Balance Payable On Acquittal: 0.0 Received Payments / /20 Witness Date Voucher Number / /20 Voucher Number / /20 Witness Date Voucher Number / /20 Witness Date Voucher Number / /20 Witness Date Voucher Number / /20 Witness Date Voucher Number / /20 Seen supplied with Cabcharge Cards. 29/10 Checked AE 20/01 checking reimbursements with Robe Kill 2013 update have requested Latitude travel, processing taxi reimb to Minister NIP5129742 PH checking vith Lien for LTF before finalising. PH No LTF finalising ACQ PH APPROVAL / WORKFLOW LOG Booking Jan Wilschefski jan.wilschefski@nt.gov 8/10/2014 Forwarded to delegate Jessica Bovis (jbovi) Booking Jan Wilschefski@nt.gov.au Ginments/Recommendations: Approved Griticos Minister Travel Dcm (g110056) travel.dcm@nt.gov.au Ginments/Recommendations: approved Mylis Mary Hatch Agency (phyl)			Total Official Al	lowances	Payable		0.00	0.00
% Advance Required 100% Amount of Advance: 0.0 Balance Payable On Acquittal: 0.0 Balance Payable On Acquittal: 0.0 Received Payments / /20 Date Voucher Number / /20 Witness /20 Date Voucher Number / /20 Witness /20 Date Voucher Number // /20 Witness Date Voucher Number // /201 Date Voucher Action Actional Sing ACQ PH // PROVAL / WORKFLOW LOC Provent de delegate Jessica Bovis (jbovi) Booking Jan Wilschefski (jnwilschefski (jnw.u.dom@nt.gov.au // /2014 Forwarded to minister/travel Jan Wilschefski (jn) Delegate Travel Dcm (g110056) travel.dcm@nt.gov.au // /2014 Mecommentations: Approved <td>Paymen</td> <td>t in Advance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Paymen	t in Advance						
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Balance Payable On Acquittal: O.C Image: Comments image: Comme	% Ad	vance Required		100%				
/ /20 Date Voucher Number / /20 Date Voucher Number / /20 Witness Date Comments: Date Nil costs expenses are being covered by the Department of Education. Please note, we have already peen supplied with Cabcharge Cards. 29/10 Checked AE 20/01 checking reimbursements with Robe XE 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 vith Lien for LTF before finalising, PH No LTF finalising ACQ PH Approval / WorkFLow Loc Pate Action Actioned By Role Forwarded to delegate Jessica Bovis (jbovi) Booking Jan Wilschefski jan.wilschefski jan.wilschefski jan.wilschefski jan.wilschefski ign.yo.au Grinoments/Recommendations: Approved Fravel Dcm Gril/10214 Forwarded to minister/travel Jan Wilschefski (jnw) Delegate Sylo Travel Dcm (g110056) travel.dcm@nt.gov.au Gomments/Recommendations: approved of Forworkflow - Ministerial attached 2014-2468. AE Forwarded to alup ayment of 9:00 \$0.00 Gyl1/2014 Sent for auto payment of 9:00 Phyllis Mary Hatch (phyh) Administrator Gril/2014 Seved ac			Ar	nount of	Advance:	, AN,		0.00
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TRIPS - MOVEMENT REQUISITION ACQUITTAL

Comments/Recommendations: Approved Modified Reason For Change: Reimbursements have been added 16/01/2015 Approved and forwarded to Travel Dcm Travel Dcm Minister 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 Travel Dcm Saved acquittal 10:09 (g110056) Comments/Recommendations: Modified Reason For Change: Reimbursements have been added 10/03/2015 Phyllis Mary Hatch Saved acquittal 09:48 (phyh) **Comments/Recommendations:** Modified Reason For Change: Reimbursements have been added 13/04/2015 Phyllis Mary Hatch Saved acquittal 12:11 (phyh) **Comments/Recommendations:** Modified Reason For Change: Reimbursements have been added 13/04/2015 Phyllis Mary Hatch Saved acquittal 12:18 (phyh) **Comments/Recommendations:** Modified Reason For Change: Reimbursements have been added 13/04/2015 Phyllis Mary Hatch Saved acquittal 12:19 (phyh) Comments/Recommendations: Modified Reason For Change: Reimbursements have been added 13/04/2015 Phyllis Mary Hatch Saved acquittal 12:28 (phyh) Comments/Recommendations: Modified Reason For Change: Reimbursements have been added 13/04/2015 Phyllis Mary Hatch Agency Queued for auto payment 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

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TRIPS - MOVEMENT REQUISITION ACQUITTAL

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Jr.		PAYME	NT / REFUN	ID APPROVAL	
	Agency:	DEPARTMENT OF T	HE CHIEF MINIS	TER	ACCOUNT PAYABLE USE ONLY
Na	me of Payee / Supplier:	Peter Chandler Courtesy tilles to be shown	(e.g. Mr, Ms, Mrs, Mi	s, Dr)	Vendor Number
Pa	ayee / Supplier Address:	# 790630	46	Code	Voucher Number
	Suppliers ABN:				Financial Year 2014 - 15
An	y special instructions? eg "hold cheque"	Please pay to AGS: 79 Invoice/Reference 90 B7 P6		Date Due Date	
Pleas	se Note: If the supplier is n	ew the "NTG Supplier Payment	L Details" form will need		t line
Line	G	eneral Ledger / Job Cost Co	de	Total Amount (GST Incl ¹)	Total GST Amount ² Tax Code
1	117015/364311	364319		4.0:61 188:55	-17.14 NOO -17.14 P10
	Description: Reimburs	sement of Taxi Fares	-1	-	- -
2	117015/34611	and the second		402.56	36:60
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(1) G	Description: ST INCLUSIVE INCLUDES 1			40:61	
(2) C/ DIVID	ALCULATE GST AMOUNT I ING TOTAL AMOUNT (GST	INCL) BY 11.	Tota	\$591.11	-\$53.74
	PREPAR	(ED/BÅ	Attachment Tota		
Je	essica Adnams PRINT N	IAME	Grand Tota	1: <u>40,07</u> \$591.11	+\$53.74
Tai	AGENC)	Y DELEGATED OFFICER		ACCOUNT	S PAYABLE USE ONLY
	an Wilschefski PRINT NAME	SIGNAT	URE	Jel Sel	+\$53.74 SPAYABLE USE ONLY Id have verified the details to be correct Mining OFFICER I 4 /20 / 5 DATE
DI	irector Corp Service POSITION TITLE		/20 PATE	/3	1 4 120 / 5 DATE

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FORWARD TO ACCOUNTS PAYABLE, WITH INVOICE ATTACHED





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: <u>xana@travellatitude.com.au</u> ABN: 25 109 118 649 Licence: 138

€£H.

TAX INVOICE

DATE OF ISSUE DUE DATE	24 Nov 2014 24 Nov 2014	CONSULTANT DATE DEPART		Favaro v 2015	
PASSENGER	CHANDLER/PETERHON	TOTAL DUE	\$315.	00	
SERVICE		AMOUNT AN EXC GST TAX	IOUNT	AMOUNT GST	AMOUNT INC GST
Miscel laneous Grand Hyatt Hong Kong Room Service Breakfas CHANDLER/PETERHO	t, Lûnch, Dinner and Personal Ba	\$180.00 ar	\$0.00	\$0.00	\$180.00
Miscellaneous Hillon Hefei - Spa Irean CHANDLER/PETERHO		\$135.00	\$0.00	\$0.00	\$135.00
GRAND TOTAL		\$315.00	\$0.00	\$0.00	\$315.00
PAYMENT DETAILS PLEASE PAY LATITUDE TRAVI BANK OF QUEEN DARWIN BRANC SWIFT CODE QB BSB 125460 ACCOUNT NUME Payment by credit card will at 2% on Visa, Mastercard or Ba 3% on American Express & DI	H ANAU4B	uid to paid. Waiting oc Imu		-1-**	
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GRAND HYATT

Honourable Peter Chandler 23rd Floor Harbour Centre 25 Harbour Road Wanchai Australia GRAND HYATT HONG KONG 1 Harbour Read, Hong Kong Tel: (852) 2588 1334 Fax: (852) 2680 20677 E-mall: hongkong.grand@hyait.com hongkong.grand.hyait.com

 房號 Room No
 : 3313

 入住日掬 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 Cashler
 :

 破單銃彈 Folio No.
 :

 概單銃彈 INFORMATION INVOICE

Voucher No. 公司名稱 Cor	Confirmation 50918282 npany Australian Consulate Gener	al		
HI DATE	項目 DESCRIPTION	(ALL REFERENCE	消费 DEBIT / 付	K CREDIT
07 NOV 14	Room Service Dinner	CHECK# 5626 [621]	के छ <i>न्ह</i>	-+ 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]	- <u> </u>	297.00
	an a		總計 Total	1,163.00
			餘頓 Balance	1,163.00

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

笯名 Signature

Hyall Gold Passport Summary. No Membership to be crediled.

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

Summary Involce, please see front desk for eligibility details.

Ratifude ley

著港当份酒店 香港港灣道一號 常話:(662) 2586 1234 傍英:(652) 2802 0677 尾印:hongkong.grand@hyatt.com

Folio 42

Message

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BTELE

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Phyllis Hatch

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

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

w ... <u>www.nt.gov.au/dcm</u>

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From: Xana Kamítsis [<u>mailto:xana@travellatitude.com.au]</u> 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 (<u>xana@travellatitude.com.au</u>) Subject: Re Attached Tax Invoice

Dear Xana,

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

The attached tax involce (with no involce 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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RECEIVED

THE HON PETER CHANDLER MLA Minister for Education MEMORANDUM

27 AUG 2014 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.

So long at sittings and not an APPROVED/NOT APPROVED ADAM GILES 2 8 AUG 2014

ALTER.

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 (selffunded)
- 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.

TRIPS - MOVEMENT REQUISITION

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NORTHERN TERRITORY GOVERNMENT MOVEMENT REQUISITION - OFFICIAL TRAVEL 14-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

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Depart	From	То	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 E Type of T	ravel:	auiroda		Multidest Internatio		7				
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Air Booki	ngs Insu	red for		No						

Cano	ellation:	
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ACCOMMODATION	DETAILS	5						
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.

8 days and 8 hours (8 nights)

Total

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	Purpose	General Ledger Code	Tax Code	Units.Sub Unit	Unit Price/ Allowance	GST	Total (Inc GST)
-	Accommodation			0		0.00	0.00
<u> </u>	Travel Fares				0.00	0.00	0.00
	Travelling Allowance		Z00	0.0	0.00		0.00
	Camping Allowance	<u> </u>	Z00	0.0	0.00		0.00
	riations to Official Allov	vances					
	Breakfast Allowance		Z00	0	0.00		0.00
	Lunch Allowance		Z00	0	0.00		0.00
<u></u>	Dinner Allowance		Z00	0	0.00		0.00
4.	Incidental Allowance		Z00	0	0.00		0.00
Otł	her Expenses/Allowanc	es		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 T	ravel Costs:		0.00	0.00
		Tota	l Official /	Allowances:		0.00	0.00
Cal	bcharge Vouchers						
	Number of vouchers re	quired:		0			

TRIPS - MOVEMENT REQUISITION

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Is an	Advance Require	red?	Yes					
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TRIPS - MOVEMENT REQUISITION

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