

DOMESTIC / REGIONAL TRAVEL DECLARATION

Chief Executive, Office for Recreation, Sport and Racing

REPORTING PERIOD – 01/12/2019 to 31/12/2019

No of travellers	Destination	Reasons for Travel	Travel Itinerary ⁵	Cost of Travel ⁶	Travel Receipts ⁷
1	Melbourne	Basketball Australia's Women and Girls Strategy	See attached	\$1,070.73	See attached

Approved for publication – 18 March 2020



Kylie Taylor
CHIEF EXECUTIVE

⁵ Scanned copies of itineraries to be attached (where available).

⁶ Excludes salary costs.

⁷ Scanned copies of all receipts/invoices to be attached.

DISCLAIMER: These details are correct as at the date approved for publication. Figures may have been rounded and have not been audited.

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Printed: 28-Nov-2019

Attention

SA Recreation Sport Racing

SAORSR CHIEF EXEC OFFICER

PO Box 219, Brooklyn Park, SA, 5032

Booking Details

Last Updated Date: 28 Nov 2019

Created Date: 27 Nov 2019


QBT Booking Reference: TSP3EG

Customer Number: 00013995

We are pleased to advise the following travel arrangements

Name of Passenger

Ms Kylie Taylor

Product	Flight Details	Departure	Arrival	Status	Other Info
	Virgin Australia VA206 Airline Reference: HTQJQL	06:35 02/12/2019 Mon Terminal 1 Adelaide: Adelaide Airport	08:25 02/12/2019 Mon Terminal 3 Melbourne: Tullamarine Airport	ECONOMY (H) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:20 Airline Meal: (S) Snack or Brunch Number of stops: 0 Check-in terminal: Terminal 1 Baggage allowance: 1PC

Remarks

ADL MEL - Dep: 02/12/2019 06:35 Terminal 1 /Arr: 02/12/2019 08:25 Terminal 3

ADL MEL - CO2/PAX* 67.00 KG ECO, 67.00 KG PRE

Product	Flight Details	Departure	Arrival	Status	Other Info
	Qantas QF691 Airline Reference: TSP3EG	16:55 03/12/2019 Tue Terminal 1 Melbourne: Tullamarine Airport	17:45 03/12/2019 Tue Terminal 1 Adelaide: Adelaide Airport	ECONOMY (K) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 1:20 Airline Meal: (R) Refreshments - complimentary Number of stops: 0 Check-in terminal: Terminal 1 Baggage allowance: 1PC

Remarks

MEL ADL - Dep: 03/12/2019 16:55 Terminal 1 /Arr: 03/12/2019 17:45 Terminal 1

MEL ADL - CO2/PAX* 66.96 KG ECO, 66.96 KG PRE

Pricing Description	Curr	Price	Tax	GST	Total
Service fees are excluded					
Air Fare (ADL/MEL) for Ms Kylie Taylor	AUD	331.26	23.43	35.47	390.16
Air Fare (MEL/ADL) for Ms Kylie Taylor	AUD	343.90	21.03	36.49	401.42

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

Customer References

ACCOUNT : 58661999
 DESTINATION : INTERSTATE
 REQUIREMENTS : FLIGHTS AND ACCOMMODATION
 RSNFORTVL : MEETING
 TVLRTYPE : CHIEF EXECUTIVE
 TRAVELBKR : CHRISTINE WYMAN

Fare Conditions

Fare Information: HZFD0
 Adelaide-Melbourne

TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Sunday Dec 01, 2019 11:59 PM
 All tickets will be issued at latest 1 business day prior to: Sunday Dec 01, 2019 11:59 PM

CHANGE CONDITIONS

Prior to departure of first flight
 - Reissue: Restrictions or penalties may apply
 - Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM
 - Revalidation: Not applicable (See reissue conditions)
 No-show for first flight
 - Reissue: Not allowed
 - Revalidation: Not applicable (See reissue conditions)
 After departure of first flight
 - Reissue: Not allowed
 - Revalidation: Not applicable (See reissue conditions)
 No-show for subsequent flight(s)
 - Reissue: Not allowed
 - Revalidation: Not applicable (See reissue conditions)
 Penalty may apply

REFUND CONDITIONS

Prior to departure of first flight
 - Refund: Restrictions or penalties may apply
 - Penalty may apply. Please check the complete fare rules.
 No-show for first flight
 - Refund: Not allowed
 After departure of first flight
 - Refund: Not allowed
 No-show for subsequent flight(s)
 - Refund: Not allowed

Fare Information: KPTSAG03
Melbourne-Adelaide

TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Saturday Nov 30, 2019 11:59 PM
All tickets will be issued at latest 1 business day prior to: Sunday Dec 01, 2019 11:59 PM

CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Saturday Nov 28, 2020 12:00 AM

After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

REFUND CONDITIONS

Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

No-show for first flight

- Refund: Restrictions or penalties may apply

After departure of first flight

- Refund: Not allowed

No-show for subsequent flight(s)

- Refund: Not allowed

Additional Information (Please read your itinerary carefully)

Hotel Bookings

If there is a hotel confirmed in your booking we have arranged a chargeback for your room only. If you have any issues when arriving or departing the hotel please call our 24 hour support desk on 1300 138 766. Please note you may be asked for a bond or asked for a credit card for incidentals.

Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

Check In (Domestic)

For domestic flights departing from Australian domestic terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

Contact Details

Please provide local phone contact numbers for stopover cities.

Electronic Tickets

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

No Show / Cancellation Fees

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

QBT Privacy Notice

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at www.qbt.travel You can gain access to the information QBT holds about you by contacting your dedicated Account Manager.

Reconfirmation

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

Seating and Meals

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

Ticketing Policy

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown. Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

Terminals

If your flight is on **Qantas** and your flight number is between **QF1** and **QF399** your flight departs from the **International terminal**.

All other Qantas flights depart from Domestic Terminals.

if your flight is on **Jetstar** and your flight number is between **JQ1** to **JQ241** your flight departs from the **International terminal**. ** except for **JQ100** and **JQ103** which use the domestic terminal. Please check the terminal number on your itinerary.

The recommended check in time is 120 minutes prior to departure.

***** Itinerary End *****

Travel Allowance

Form must be attached to a certified, approved & coded AR20. Ensure form is COMPLETED ELECTRONICALLY.

Name: Kylie Taylor

Travel to: Melbourne

Reason: Attend Basketball Australia's Women and Girls Strategy Workshop

Depart Adelaide Date: 2/12/2019

Time: 6.35am

Arrive Adelaide Date: 3/12/2019

Time: 5.45pm

Date:	02-Dec-19	Date:	03-Dec-19	Date:		Date:		Date:	
Breakfast	\$24.90	Breakfast	\$24.90	Breakfast		Breakfast		Breakfast	
Lunch	\$24.90	Lunch		Lunch		Lunch		Lunch	
Dinner	\$45.35	Dinner		Dinner		Dinner		Dinner	
Incidentals		Incidentals	\$13.20	Incidentals		Incidentals		Incidentals	
TOTAL	\$95.15	TOTAL	\$38.10	TOTAL	\$0.00	TOTAL	\$0.00	TOTAL	\$0.00

CLAIM: \$133.25

Date:		Date:		Date:		Date:		Date:	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Lunch		Lunch		Lunch		Lunch		Lunch	
Dinner		Dinner		Dinner		Dinner		Dinner	
Incidentals		Incidentals		Incidentals		Incidentals		Incidentals	
TOTAL	\$0.00	TOTAL	\$0.00	TOTAL	\$0.00	TOTAL	\$0.00	TOTAL	\$0.00

CLAIM: \$0.00

TOTAL CLAIM: \$133.25

Please note: If you are attending a Conference/Seminar/Meeting and Breakfast, Lunch or Dinner are included you are not entitled to Travel Allowance for that meal or included in Accommodation.

If you return from Travel early and have been paid a Travel Allowance you must notify Sharon Kelly-Bartlett.

Customer Details

Name: SAORSR CHIEF EXEC OFFICER
(ABN: 81213956472)
PO BOX 219
BROOKLYN PARK SA 5032

Passenger: Taylor Kylie Ms


Invoice Details

Invoice Number: 2072586
Invoice Date: 29-Nov-2019
QBT Booking Reference: 6788238 / TSP3EG
Customer Number: 00013995
Customer Reference/s: Traveller Type: CHIEF
EXECUTIVE
Travel Booker: CHRISTINE
WYMAN
Reason for Travel: MEETING
Travel Requirements: FLIGHTS
AND ACCOMMODATION
Destination Type: INTERSTATE
Account Code: 58661999

Product Details

	Ex GST	GST	Total
 Description: Domestic Air Tickets - Virgin Australia Full Routing: ADL/MEL First Departure Date: 02 Dec 2019 Ticket No: 6318384521/1 Booking Class: H Flight No: VA0206 Taxes: \$23.43	354.69	35.47	390.16

Product Details

	Ex GST	GST	Total
 Description: Domestic Air Tickets - Qantas Full Routing: MEL/ADL First Departure Date: 03 Dec 2019 Ticket No: 6318384527/1 Booking Class: K Flight No: QF0691 Taxes: \$21.03	364.93	36.49	401.42

Fee Details

	Ex GST	GST	Total
 QBT Domestic Online Booking Fee	5.00	0.50	5.50
QBT South Australia Government Levy	1.00	0.10	1.10

Total:

	Ex GST	GST	Total
 Total Tax Invoice	725.62	72.56	798.18

Payment Details

Total Payment

0.00

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Wyman, Christine (ORSR)

From: market@theoaksgroup.com.au
Sent: Thursday, 28 November 2019 10:41 AM
To: Wyman, Christine (ORSR)
Subject: Oaks on Market: Booking Confirmation 70583SC000753



Booking Confirmation

[Tax invoice](#)

Dear Kylie Taylor,

Thank you for choosing to stay with us at **Oaks on Market**. We are pleased to confirm your reservation as follows:

Confirmation Number 70583SC000753 (confirmed on Thursday, November 28, 2019)

Room Type 1 x Studio Apartment

Number of Guests 1

Arrival Date Monday, December 02, 2019 (1 Nights)

Departure Date Tuesday, December 03, 2019

Rate FLASH SALE!

Limited Time Only!

Enjoy 30% off for staying 1 night.

- *Includes Complimentary Wi-Fi for the Duration of your Stay*
- *Daily Housekeeping*
- *Flexible cancellation policy – cancel up to 48 hours before check in time*
- *No need to prepay – pay for your booking when you arrive*
- *Please note, discounts are based on the 'Best Flexible Rate'. In some instances, the 'Best Flexible Rate' may be closed over your selected dates.*

Monday, December 02, 2019 AUD 139.30

Total Price

AUD 139.30

AUD 0.00 paid

All rates are inclusive of GST where applicable

About Oaks on Market

Address: 60 Market Street, Melbourne, 03000, Victoria, Australia

Phone: 61-3-86311111

Email: market@theoaksgroup.com.au

[Oaks on Market Website](#)

For travellers seeking central, contemporary, self-contained accommodation in this lively city, Oaks on Market in Melbourne promises this and more with an array of stylish rooms and luxury facilities.

Check in from: 14:00 (2:00 PM)

Check out from: 10:00 (10:00 AM)

Car parking information: There is a public car park at the bottom end of Market Street (Secure Parking) fees do apply. Oaks on Market guests are eligible for a discounted rate, validate your car park ticket at the hotel front desk prior to collecting your vehicle.

About Your Studio Apartment

- **Free WiFi**
- 1 King or 1 Queen or 2 Single beds
- Kitchenette

Modern and inviting, Studio Apartments feature a kitchenette, generous living and dining area, work desk and separate bathroom.

Sleeps 3 guests maximum

Children under 12 stay free when sharing existing bedding. If separate full bed is required, please enter number of children. Cots are subject to availability - please contact the hotel directly to book.

Guest Details

Name: Kylie Taylor

Email: christine.wyman@sa.gov.au

Phone: 0428 111 829

Special Requests:

Please Note: Special requests, such as bedding, are noted but cannot be guaranteed. Please contact your hotel directly to confirm.

Booking Payment & Conditions

Payment Type: VISA

Reservations must be guaranteed to a major credit card and the full payment is required on arrival. Full [Terms & Conditions](#). Changes and cancellations are permitted up until 2pm hotel local time within 48 hours prior to arrival. Changes or cancellations within this time will be charged in full. No shows will also be charged in full. This rate is guaranteed to a major credit card, and full payment is required on arrival at the hotel. Please note that all card payments made at the hotel will incur a transaction fee. A valid photo ID and a \$1 Credit Card pre-authorization will be required upon check in. This will be refunded to you after your departure. Please note, cash is not an acceptable form of bond payment.

If you would like to check or amend your reservation, [click here to do so online](#).



We look forward to your arrival! If there is anything we can do to make your stay more enjoyable, please don't hesitate to contact us.

Oaks Hotels & Resorts Limited - ABN 70 113 972 366

Oaks on Market

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