



Australian Government  
Department of Defence  
Defence Science and  
Technology Organisation

Defence Science and Technology Organisation  
**APPROVAL OF PROVISION OF HOSPITALITY (PRIVATE/ PUBLIC SECTOR)**

**FOR SPECIAL EVENT:** SES Band 3, 0-9 (3 Star) or above approval required for the Provision for Hospitality.

**FOR EVENTS MANAGED WITHIN AUSTRALIA:**

SES Band 2, 0-8 (2 Star) or above approval required for the Provision for Hospitality over \$2,000; or

SES Band 1, 0-7 (1 Star) or above approval required for the Provision for Hospitality up to \$2,000.

**FOR EVENTS MANAGED OUTSIDE OF AUSTRALIA:**

SES Band 2, 0-8 (2 Star) or above approval required for the provision for Hospitality over \$2,000; or

Defence employed Head of Post or above approval required for the provision for Hospitality up to \$2,000.

Date Hospitality is expected to be provided:	Thursday 10 November 2016
Location of Hospitality:	Courgette Restaurant,
Purpose of Hospitality (Including reason why the provision of hospitality is appropriate):	Minister's Award for Achievement in Defence Science winners congratulatory Dinner.
Number of Defence Attendees:	5
Number of External Attendees:	2
Names of Other Commonwealth Agency Attendees (Include name of Agency)	Chief of Defence Force – ACM Mark Binskin
Total Number of Attendees:	7
Estimated Hospitality Amount (Incl GST):	\$1100 Incl GST

**Declaration by Requester**

I confirm that the provision of Hospitality is in accordance with DI(G) PERS 25 7.

Name of Requestor	Rank/Position Title	Employee ID	Signature	Date
s22	APS6/Awards Coordinator	s22		1 November 2016

Cost Centre	Account Code	WBS	Internal Order	Fund
862609	21065	DSC00051		99998
Confirmation of Funds Availability:	Name	Rank/Position Title	Signature	Date
	s22	Science Communications Manager	s22	November 2016



Australian Government  
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Defence Science and  
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Defence Science and Technology Organisation  
**APPROVAL OF PROVISION OF HOSPITALITY (PRIVATE/ PUBLIC SECTOR)**

Commitment Approval ( FINMAN 2 - Schedule 1 ) (Officials must not approve their own request.)

- ☐ Approved; I am satisfied that this provision of Hospitality complies with DI(G) PERS 25-7 and this proposal is an efficient, effective, economical and ethical use of Commonwealth resources that is not inconsistent with the policies of the Commonwealth.
- ☐ Declined
- ☐ Discuss.

Name of Approver	Rank/Position Title	Position Number	Signature	Date
s22	Chief of Staff	00116051	s22	1 MAR 16

I have consulted with a person who currently holds the required procurement competency (required if Delegate does not hold the relevant procurement competency).

Name of person consulted	Position Title	Position Number	Signature	Date
s22	Finance Officer	00109311	s22	1 MAR 16

1. Request to be submitted through Business Manager, Resource Manager or Equivalent prior to delegate signature.
2. Once approved all relevant documentation should be returned to Business Manager, Resource Manager or Equivalent for filing and entering details of hospitality onto divisional hospitality register.

#4

**Courgettes**

ABN 12107334912

**J d mussillon Pty Ltd**  
**courgette sabayon wateredge**  
**54 marcus clake street city**

Phone 02 6247 4042  
 Fax 02 6247 0887  
 Email info@courgette.com.au

**TAX INVOICE**

Page 1 of 1

To: **CAROLINA DR ALEX ZALINSKY**

Customer 8307

**Deliver To:**

Phone 61286384  
 Date 10/11/2016 22:13:55  
 Served by GARRY  
 Invoice # 167778-1

Stock Code	Description	Unit Cost	Quantity	Amount
40	Table 40			
1018	PERONI*	9.00	1.0	9.00
23004	Woodpark CHARD GLS*	14.00	1.0	14.00
20009	LARK HILL RIESLING GLS*	14.00	1.0	14.00
71002	PUREZZA SPARKLING*	6.00	1.0	6.00
7777	FOOD @88*	88.00	7.0	616.00
80306	QUAIL	0.00	1.0	0.00
90257	TROUT	0.00	6.0	0.00
81210	TUNA	0.00	2.0	0.00
90313	CHICKEN	0.00	1.0	0.00
122	BLOSSOM	0.00	3.0	0.00
80103	PORK	0.00	1.0	0.00
81102	LAMB	0.00	2.0	0.00
81301	SWORDFISH	0.00	3.0	0.00
91101	OYSTER	0.00	2.0	0.00
83002	MASH*	7.00	1.0	7.00
81208	BROCCOLINI*	7.00	1.0	7.00
83005	COS SALAD*	7.00	1.0	7.00
123	SEMIFREDDO	0.00	2.0	0.00
82102	BERRIES	0.00	3.0	0.00
90330	DANISH	0.00	2.0	0.00
7777	FOOD @88*	88.00	1.0	88.00
32063	BK CULT SYRAH*	70.00	2.0	140.00
71002	PUREZZA SPARKLING*	6.00	5.0	30.00
	CREDIT CARD			938.00

## PAYMENT DETAILS:

ACCOUNT NAME: J Mussillon Pty Ltd  
 BSB: 062-919  
 ACCOUNT: 1038 0658

\* Indicates taxable supply

Includes GST of \$85.27

**Total \$938.00****please send remittance slip**

3

Monday, 27 June 2016 3:53:56 PM

Dept. of Defence

# CMS Expense Summary Report

Document ID : AU03721720

Card Holder: DR THOMAS MCGORAM Account Type: Diners/MasterCard - Dual  
Account Holder: S22

Expense Type: DOM TAXI

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
29-05-2016	Diners00000021670555	CABCHARGE & SERVICE FEE	Limousines and Taxicabs	(1@56.39) 56.39 AUD	DTC-P1	51.26	5.13	56.39
				56.39 AUD				
						51.26	5.13	56.39

Expense Type: OS ACCOM

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
04-06-2016	MCard000000021740345	S33(a)(i)		(1@1698.21) 1698.21 CAD	P4	1810.67	0.00	1810.67
				1698.21 CAD				
31-05-2016	Diners00000021710028			(1@109.04) 109.04 USD	P4	157.97	0.00	157.97
31-05-2016	Diners00000021719366			(1@231.49) 231.49 USD	P4	333.95	0.00	333.95
04-06-2016	Diners00000021742313			(1@1060.71) 1060.71 USD	P4	1489.05	0.00	1489.05
				1401.24 USD				
						3791.64	0.00	3791.64

Expense Type: OS CARHIRE

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
04-06-2016	Diners00000021732686	HERTZ CAR RENTAL	Automobile Rental	(1@2684.99) 2684.99 USD	P4	3816.07	0.00	3816.07
04-06-2016	Diners00000021732686	HERTZ CAR RENTAL	Automobile Rental	(1@0.11) 0.11 USD	P4	0.16	0.00	0.16
16-06-2016	Diners00000021849989	HERTZ TOLL CHARGE	Limousines and Taxicabs	(1@31.20) 31.20 USD	P4	43.72	0.00	43.72
				2716.30 USD				
						3859.95	0.00	3859.95

Expense Type: OS FARES

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
24-05-2016	Diners00000021670556	UNITED AIRLINES INC BSP S	Airlines and Air Carriers	(1@7913.17) 7913.17 AUD	P2	7913.17	0.00	7913.17
				7913.17 AUD				
						7913.17	0.00	7913.17

PRINT

THE HERTZ CORPORATION

Phone 800-654-4173  
Fax  
Web www.hertz.com

**Hertz**

Rental Agreement No 657317581  
Invoice Date 06/04/2016  
Document 986001177094

REPRINT

Renter THOMAS RITCHIE  
MCGORAM  
Account No s22  
Oct.

Direct All Inquiries To:  
THE HERTZ CORPORATION  
PO BOX 26120  
OKLAHOMA CITY, OK 73126-0120

THOMAS RITCHIE MCGORAM  
s47F  
AUSTRIA

RENTAL REFERENCE

Rental Agreement No 657317581  
Reservation ID G9302199404

MISCELLANEOUS INFORMATION

CC AUTH 702918 DATE 2016/05/29 AMT 2885 00

RENTAL DETAILS

Rate Plan IN AUAWAU OUT AUAWAU  
Rented On 05/29/2016 17 09 LOC# 182026  
WASHTN DULLES AP, DC  
Returned On 06/04/2016 08 59 LOC# 182026  
WASHTN DULLES AP, DC  
Car Description N/L NAVL SUN 3N VNA9601  
Veh No 7792153  
CAR CLASS Charged T MILEAGE In 5,023  
Rented P6 Out 4,600  
Reserved T Driven 423

RENTAL CHARGES

WEEKS	1 @ 908 00	908 00
SUBTOTAL		908 00
UPGRADE		1350 00
SUBTOTAL		2258 00
PERSONAL ACCIDENT INS		41 70
FUEL PURCHASE OPTION		80 37
CONCESSION FEE RECOVERY		27 54
PREMIUM EMERGENCY ROADSIDE SERVICE		53 94
EMERGENCY SICKNESS PROTECTION		30 00
UNINSURED MOTORIST PROTECTION		41 94
TAX	10 00%	151 50

AMOUNT DUE 2684 99 USD

THANK YOU FOR RENTING FROM HERTZ

Direct All Inquiries To:  
THE HERTZ CORPORATION

ALL CHARGES HAVE BEEN BILLED TO YOUR ACCOUNT

PO BOX 26120  
OKLAHOMA CITY, OK 73126-0120  
UNITED STATES

Phone  
Web

800-654-4173  
www.hertz.com

AMOUNT BILLED TO ACCOUNT

2684 99 USD

## Overseas Visit Authority

All fields must be completed. Where necessary use 'Not Applicable' (N/A)

### Part A - Visit approval

#### 1. Personnel proposing to travel

Employee ID	Printed name	Rank or title
s22	Thomas McGoram	s33(a)(i)
	s33(a)(i)	

#### 2. Other travellers in travel delegation (If over two, Group Head or Service Chief Approval required)

Employee ID	Printed name	Rank or title
s33(a)(i)		

#### 3. Delegations greater than five

The Secretary or CDF are the sole approval authority for delegations greater than five. A request for such travel must be signed by the relevant Group Head or Service Chief.

Employee ID	Printed name	Rank or title

#### 4. Executive, Division, Command, Branch, Unit and/or Directorate

Group or Service	Division or Command	Branch	Section or Unit
I&S	s33(a)(i)		

#### 5. Summary of overseas visit proposal

Participation in the s33(a)(i) forum for discussion of s33(a)(i)

**Part A - Visit approval (Continued)**

**6. Background**

Please see attached classified minute.

**7. Policy considerations**

Please see attached classified minute.

**8. Resource considerations**

s33(a)(i) will be funded from the s33(a)(i)

delegates will be funded by their own resources.

**9. Medical considerations**

Considerations of existing medical conditions - Members are encouraged to consider and discuss any medical condition that may impact on their suitability to safely travel. For further information refer to the Defence Workplace Relations Manual (DWRM) Chapter 16, Part 10, Overseas Travel

N/A

## Part A - Visit approval (Continued)

10. Consultation (including with overseas mission(s) and other organisations)  
s33(a)(i)

## Part B - Details of previous visits and any leave or spouse-accompanied travel associated with this visit proposal

## 1. Details of last visit for this purpose or related visits over past three years

Name	Dates	Purpose
s33(a)(i)		

## 2. Details of any spouse-accompanied travel being sought

N/A

**Part C - Cost estimate of overseas visit and supporting statements****1. Details of estimated cost of travel**

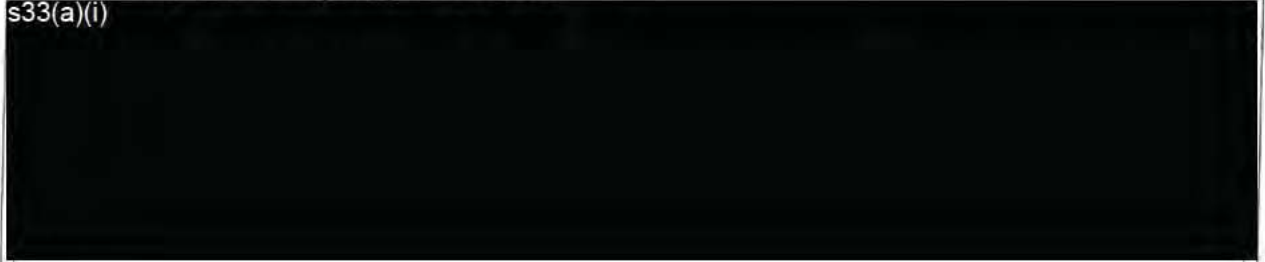
Airfares	Total expenses (\$)	Less external contributions (\$)	Net cost to Commonwealth (\$)
First class			
Business	\$40000.00		\$40000.00
Economy			
Departure tax			
Surface travel			
Rail or bus			
Self-drive hire cars	\$1000.00		\$1000.00
Taxis	\$500.00		\$500.00
Allowances			
Accommodation	\$15250.00		\$15250.00
Meals and incidentals	\$16000.00		\$16000.00
Equipment			
Baggage insurance			
Excess baggage			
Other (Specify)			
Other expenses (Approved separately)			
Formal entertainment			
Gifts (Protocol)			
Conference registration fees			
<b>Total</b>	<b>\$72750.00</b>		<b>\$72750.00</b>

**2. Details of organisation meeting expenses**

Organisation	Amount (\$)
s33(a)(i)	
	\$11625.00
	\$11625.00

**Part C - Cost estimate of overseas visit and supporting statements (Continued)****3. Justification for use of self-drive hire cars or taxis**

s33(a)(i)

**Statements supporting other expenses approved separately****4. Formal entertainment**

N/A

**5. Gifts for protocol purposes**

N/A

**6. Conference registration fee****\$20 CDN meeting fee per delegate, per day, to help offset costs of morning and afternoon refreshments and working lunches.**

s33(a

**TOM MCGORAM**

s33(a)(i)

s33(a)(i)

**s33(a)(i)**

17/3/16

## Part E - Approval

## 1. Member

I have read and understood my Overseas Visit Authority.

Signature s22	Printed name N/A	Date
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## 2. Unit recommendation

Travel request is recommended.

Signature s22	Printed name TOM MCGORAM	Position s33(a)(i)	Position number s33(a)	Date 14/10
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## 3. Funds availability

I certify that funds are available.

Cost centre s33(a)(i)	Account code	Sub ledger identifier	WBS code
Signature s22	Printed name	Position s33(a)(i)	Position number s33(a) 6/4/16

## 4. Section 23 Commitment Approver (Part A, B or C must be completed)

## a. Travel for up to two Defence personnel

Must be SES Band 2 or Two Star Officers and above (SES Band 1 and 1 Star officers can only approve an overseas visit when they are authorised to do so on behalf of the approving authority and not as delegates in their own right).

Section 23 Commitment Approver - Travel as requested is approved:

Signature s22	Printed name Peter Baxter	Position number	Position title Dep Sec 5	Date 18/4/16
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or recommended for Group Head or Service Chief endorsement:

Signature s22	Printed name s33(a)(i)	Position number s33(a)	Position title s33(a)(i)	Date 13 APR 16
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## b. Travel for up to five Defence personnel

Must be Group Head or Service Chief.

Section 23 Commitment Approver - Travel as requested is approved:

Signature	Printed name PETER BAXTER	Position number	Position title DEP SEC SP&I	Date APR 16
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or recommended for Secretary or CDF endorsement (justification attached):

Signature	Printed name	Position number	Position title	Date
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## c. Travel for more than five Defence personnel

Must be Secretary or CDF.

Section 23 Commitment Approver - Travel as requested is approved:

Signature	Printed name	Position number	Position title	Date
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# Trip Budget

Traveller: McGoram, Thomas (Mr) Travel Request No: TRN249177  
 Trip Purpose Printed: 18/05/2016 2:11 PM

Travel Rate Category: Senior Leadership Group  
 Travel Request No: TRN249177  
 Trip Description: QCPC & DC JUN 2016  
 Dates: Sun 29 May 16 Duty starts Canberra - Mon 13 Jun 16 Duty ends Canberra

## Summary (Australian Dollars)

Travel Card Expense	Travel Card	Other	Total	Estimated	Confirmed	Total
Accommodation	\$3,757.04		\$3,757.04			
Meals & Incidentals	\$4,031.77		\$4,031.77	\$3,757.04		\$3,757.04
Other Expenses	\$10,567.67		\$10,567.67	\$4,031.77	\$4,031.77	\$4,031.77
Sub Total	\$18,356.48	\$0.00	\$18,356.48	\$10,567.67		\$10,567.67
Grand Total	\$18,356.48	\$0.00	\$18,356.48	\$14,324.71	\$4,031.77	\$18,356.48

I have read and understood this travel budget.

Name T. MCGORAM

Date 18/5/16

## Approval

### Recommendation

Signed S22

The travel as requested is recommended.

Name T. MCGORAM

s33(a)(i)

Appointment

Date

18/5/16

### Funds Availability

I certify that funds are available

Cost Centre s33(a)(i)

s33(a)

WBS

-

## Signed S23

Supervisor approval

Name s33(a)(i)

s33(a)(i)

Appointment

Date

18/5/16

Travel Budget is approved.

Name S3

s33(a)(i)

Appointment

Date

18/5/16

## Signed

Name s3

s33(a)(i)

Appointment

Date

18/5/16

# Trip Budget

Travel Request No.: TRN249177

Traveller: McGoram, Thomas (Mr)

Printed: 18/05/2016 2 11 PM

Accommodation Location	Hotel	Days	Currency	Amount	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
WASHINGTON DC	S33(a)(i)	1	USD	120 00	0 7711	155 62		155 62
		1	USD	250 00	0 7711	324 21		324 21
		4	USD	950 00	0 7711	1,232 01		1,232 01
OTTAWA		7	CAD	2,000 00	0 9779	2,045 20		2,045 20
Total Accommodation						3,757 04	0 00	3,757 04

Meals Location	Type	Currency	Days	Rate	Total	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
Sydney	Breakfast	AUD	1	28 20	28 20				
	Lunch	AUD	0		0 00				
	Dinner	AUD	0		0 00				
Total Sydney					28 20	1 0000		28 20	
WASHINGTON DC	Breakfast	USD	0		0 00				
	Lunch	USD	0		0 00				
	Dinner	USD	1	94 00	94 00				
Total WASHINGTON DC					94 00	0 7711		121 90	
WASHINGTON DC	Breakfast	USD	1	47 00	47 00				
	Lunch	USD	1	47 00	47 00				
	Dinner	USD	1	94 00	94 00				
Total WASHINGTON DC					188 00	0 7711		243 81	
WASHINGTON DC	Breakfast	USD	5	47 00	235 00				
	Lunch	USD	4	47 00	188 00				
	Dinner	USD	4	94 00	376 00				
Total WASHINGTON DC					799 00	0 7711		1,036 18	

Traveller: McGorram, Thomas (Mr)

### Trip Budget

Travel Request No: TRN249177

Printed: 18/05/2016 2 11 PM

OTTAWA	Breakfast	CAD	7	68 75	481 25
	Lunch	CAD	3	68 75	206 25
	Dinner	CAD	7	137 50	962 50
		CAD			<u>1,650.00</u>
					<b>Total OTTAWA</b>
Sydney	Breakfast	AUD	1	28 20	
	Lunch	AUD	0		28 20
	Dinner	AUD	0		0 00
		AUD			0 00
					<u>28.20</u>
					<b>Total Sydney</b>
<b>Total Meals</b>				1 0000	28 20

1,687 29

0 9779

<b>Incidentals</b>				0.00	3,145.58	3,145.58
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Location	Type	Currency	Days	Rate	Total	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
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Sydney	Whole Days	AUD	1	26 80	26 80
	Long Stay	AUD	0		0 00
		AUD			<u>26.80</u>
					<b>Total Sydney</b>

26 80

WASHINGTON DC

First Day	50%	USD		46 00	23 00
	5	USD		46 00	230 00
	100%	USD		46 00	46 00
		USD			<u>299.00</u>
					<b>Total WASHINGTON DC</b>

387 76

0 7711

OTTAWA

First Day	50%	CAD		58 00	29 00
	6	CAD		58 00	348 00
	100%	CAD		58 00	58 00
		CAD			<u>435.00</u>
					<b>Total OTTAWA</b>

444 83

0 9779

Sydney

Whole Days	1	AUD		26 80	26 80
	0	AUD			0 00
		AUD			<u>26.80</u>
					<b>Total Sydney</b>

26 80

1 0000

# Trip Budget

Traveller: McGoram, Thomas (Mr) Travel Request No: TRN249177  
 Total Incidentals Printed: 18/05/2016 2 11 PM  
 0.00 886.19 886.19

Other Expenses	Group	Type	Description	Currency	Qty	Amount	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
Domestic										
Cash Withdrawal Fee			s33(a)(i)	AUD		2 20	1 0000	2 20		2 20
Public Transport		Taxi		AUD	1	75 00	1 0000	75 00		75 00
Overseas										
Cash Withdrawal Fee				AUD		156 87	1 0000	156 87		156 87
Other Travel Costs		O/S Car Hire		USD	1	1,200 00	0 7711	1,556 22		1,556 22
		Other		USD	4	150 00	0 7711	194 53		194 53
Public Transport		Taxi		CAD	2	100 00	0 9779	102 26		102 26
		Taxi		CAD	1	150 00	0 9779	153 39		153 39
Airfares		Airfares		AUD	1	8,250 00	1 0000	8,250 00		8,250 00
Domestic										
Cash Withdrawal Fee				AUD		2 20	1 0000	2 20		2 20
Public Transport		Taxi		AUD	1	75 00	1 0000	75 00		75 00
Total Other Expenses								10,567.67	0.00	10,567.67
Grand Total								14,324.71	55.00	18,356.48

After Travel Certification File Reference

Where changes occur affecting the itinerary and/or budget of the original trip, a revised budget must be submitted to the delegate for approval Where any other changes have occurred affecting the estimates provided above, provide details below for approval by your delegate

I certify that the approved journey has been undertaken in accordance with the details shown above

Traveller: McGorram, Thomas (Mr)  
Except for:

Trip Budget

Travel Request No: TRN249177  
Printed: 27/06/2016 5:08 PM

over ASD Estimates due to lower US & can exchange rates  
car hire over budget

Signed S22 Name T. McGorram  
Proposal Approver S23 commitment approved  
Travel is approved  
Signed S22 Name S33(a)(i) S33(a)

Date 22/7/16  
Date 29/7/16

Appointment S33(a)(i)

See new budget calculator attached giving actual expenses.

Traveller: McGoram, Thomas (Mr)

Travel Request No: TRN249177  
Printed: 27/06/2016 5:08 PM

**Trip Budget** *Actual expense*

**Trip Purpose**

Travel Rate Category: Senior Leadership Group

Travel Request No: TRN249177

Trip Description: QCPC & DC JUN 2016

Dates: Sun 29 May 16 Duty starts Canberra - Mon 13 Jun 16 Duty ends Canberra

**Summary (Australian Dollars)**

Travel Card Expense	Travel Card	Other	Total	Estimated	Confirmed	Total
Accommodation	\$3,553.79		\$3,553.79		\$3,553.79	\$3,553.79
Meals & Incidentals	\$2,945.27		\$2,945.27		\$2,945.27	\$2,945.27
Other Expenses	\$11,833.98		\$11,833.98	\$117.81	\$11,716.17	\$11,833.98
Sub Total	\$18,333.04	\$0.00	\$18,333.04	\$117.81	\$18,215.23	\$18,333.04
Grand Total	\$18,333.04	\$0.00	\$18,333.04	\$117.81	\$18,215.23	\$18,333.04

Member \_\_\_\_\_ I have read and understood this travel budget

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Approval**

**Recommendation** \_\_\_\_\_ The travel as requested is recommended.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_

**Funds Availability**

I certify that funds are available

Signed \_\_\_\_\_ Name \_\_\_\_\_ Cost Centre \_\_\_\_\_ Account Code \_\_\_\_\_ WBS \_\_\_\_\_

**Proposal Approver**

Travel Budget is approved.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_

# Trip Budget

Traveller: McGorram, Thomas (Mr)

Travel Request No. TRN249177

Printed: 27/06/2016 5:08 PM

Accommodation Location	Hotel	Days	Currency	Amount	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
WASHINGTON DC	S33(a)(i)	1	USD	109.04	0.7711		141.41	141.41
		1	USD	231.49	0.7711		300.21	300.21
OTTAWA		4	USD	1,080.71	0.7711		1,375.58	1,375.58
Total Accommodation		7	CAD	1,898.21	0.9779		1,736.59	1,736.59
Meals						0.00	3,553.79	3,553.79

Location	Type	Currency	Days	Rate	Total	Exchange Rate	Estimated (AUD)	Confirmed (AUD)	Total (AUD)
Sydney	Breakfast	AUD	0	28.20	0.00				
	Lunch	AUD	0		0.00				
	Dinner	AUD	0		0.00				
	Total Sydney	AUD			0.00				
WASHINGTON DC	Breakfast	USD	0		0.00	1.0000		0.00	
	Lunch	USD	0		0.00				
	Dinner	USD	1	94.00	94.00				
	Total WASHINGTON DC	USD			94.00				
WASHINGTON DC	Breakfast	USD	1	47.00	47.00	0.7711		121.90	
	Lunch	USD	1	47.00	47.00				
	Dinner	USD	1	94.00	94.00				
	Total WASHINGTON DC	USD			188.00				
WASHINGTON DC	Breakfast	USD	1	47.00	47.00	0.7711		243.81	
	Lunch	USD	4	47.00	188.00				
	Dinner	USD	4	94.00	376.00				
	Total WASHINGTON DC	USD			611.00	0.7711		792.37	

# Trip Budget

Traveller: McGoram, Thomas (Mr)  
 Printed: 27/06/2016 5 08 PM

OTTAWA	Breakfast	CAD	0	68 75	0 00
	Lunch	CAD	0	68 75	0 00
	Dinner	CAD	7	137 50	962 50
	Total OTTAWA	CAD			962 50
Sydney	Breakfast	AUD	0	28 20	0 00
	Lunch	AUD	0		0 00
	Dinner	AUD	0		0 00
	Total Sydney	AUD			0 00
Total Meals				0 00	2,142.33

Incidentals		Exchange Rate		Estimated (AUD)	Confirmed (AUD)	Total (AUD)
Location	Type	Currency	Days	Rate	Total	
Sydney	Whole Days	AUD	0	26 80	0 00	
	Long Stay	AUD	0		0 00	
	Total Sydney	AUD			0 00	
WASHINGTON DC	First Day	USD	50%	46 00	23 00	
	Whole Days	USD	5	46 00	230 00	
	Last Day	USD	100%	46 00	46 00	
	Total WASHINGTON DC	USD			299 00	
OTTAWA	First Day	CAD	0%	58 00	0 00	
	Whole Days	CAD	6	58 00	348 00	
	Last Day	CAD	100%	58 00	58 00	
	Total OTTAWA	CAD			406 00	
Sydney	Whole Days	AUD	0	26 80	0 00	
	Long Stay	AUD	0		0 00	
	Total Sydney	AUD			0 00	
				0 9779	387 76	415 18

Traveller: McGoram, Thomas (Mr)  
Total Incidentals

Travel Request No: TRN249177

Printed: 27/06/2016 5 08 PM

Other Expenses		0.00	802.94	802.94
Group	Type	Description	Exchange Rate	Total (AUD)
Domestic				
Public Transport	Taxi			
Overseas				
Cash Withdrawal Fee				
Other Travel Costs	O/S Car Hire			
Public Transport	Taxi			
Airfares	Airfares			
<b>Total Other Expenses</b>				
<b>Grand Total</b>				
<b>After Travel Certification</b>				

Where changes occur affecting the itinerary and/or budget of the original trip, a revised budget must be submitted to the delegate for approval. Where any other changes have occurred, the estimates provided above, provide details below for approval by your delegate	File Reference

I hereby certify that the approved journey has been undertaken in accordance with the details shown above

# Trip Diary - Actual Expense

Traveller: McGoram, Thomas (Mr)

Printed: 27/06/2016 5:07 PM Travel Request No: TRN249177

## Trip Purpose

Travel Rate Category: Senior Leadership Group

Travel Request No: TRN249177

Trip Description: QCPC & DC JUN 2016

## Trip Summary

Note: This is based on information entered into JTravel. Travellers should refer to travel itineraries for details of actual times and confirmed booking details.

Date	Local Time	Event
Sun 29 May 16	5:30 AM	Duty starts Canberra
Sun 29 May 16	9:45 AM	Duty ends Sydney
Sun 29 May 16	4:35 PM	Arrival WASHINGTON DC
Sat 04 Jun 16	12:35 PM	Departure WASHINGTON DC
Sat 04 Jun 16	2:03 PM	Arrival OTTAWA
Sat 11 Jun 16	1:57 PM	Departure OTTAWA
Mon 13 Jun 16	6:45 AM	Duty starts Sydney
Mon 13 Jun 16	9:55 AM	Duty ends Canberra

## Meals & Incidentals

Your meals and incidentals budget is based on a daily rate dependent on location, travel rate category and travel policy. Based on the details provided in your travel plan the following meals and incidentals have been included in your travel budget.

Date	Location	Currency	Breakfast	Lunch	Dinner	Incidentals	Total
Sun 29 May 16	Sydney	AUD	-	-	-	-	0.00
Total Sydney		AUD	0.00	0.00	0.00	0.00	0.00
Total		AUD					0.00
Sun 29 May 16	WASHINGTON DC	USD	-	-	94.00	23.00	117.00
Mon 30 May 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Tue 31 May 16	WASHINGTON DC	USD	-	47.00	94.00	46.00	187.00
Wed 01 Jun 16	WASHINGTON DC	USD	-	47.00	94.00	46.00	187.00
Thu 02 Jun 16	WASHINGTON DC	USD	-	47.00	94.00	46.00	187.00
Fri 03 Jun 16	WASHINGTON DC	USD	-	47.00	94.00	46.00	187.00
Sat 04 Jun 16	WASHINGTON DC	USD	47.00	-	-	46.00	93.00
Total WASHINGTON DC		USD	94.00	235.00	564.00	299.00	1,192.00
Total		USD					1,192.00 1180
Sat 04 Jun 16	OTTAWA	CAD	-	-	137.50	-	137.50
Sun 05 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Mon 06 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Tue 07 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Wed 08 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Thu 09 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Fri 10 Jun 16	OTTAWA	CAD	-	-	137.50	58.00	195.50
Sat 11 Jun 16	OTTAWA	CAD	-	-	-	58.00	58.00
Total OTTAWA		CAD	0.00	0.00	962.50	406.00	1,368.50
Total		CAD					1,368.50 1300

Traveller: McGoram, Thomas (Mr)

### Trip Diary

Printed: 27/06/2016 5 07 PM Travel Request No: TRN249177

Date	Location	Currency	Breakfast	Lunch	Dinner	Incidentals	Total
Mon 13 Jun 16	Sydney	AUD	-	-	-	-	0.00
	Total Sydney	AUD	0.00	0.00	0.00	0.00	0.00
	Total	AUD					0.00

### Accommodation

Your travel budget includes the following anticipated accommodation charges

Location	Hotel	Days	Currency	Amount
Sydney				
WASHINGTON DC	s33(a)(i)	0	AUD	0.00
		1	USD	109.04 ✓
		1	USD	231.49 ✓
OTTAWA		4	USD	1,060.71 ✓
Sydney		7	CAD	1,698.21 ✓
		0	AUD	0.00

### Other Expenses

The following other expenses have been included in your travel card budget

Group	Type	Description	Currency	Amount
Public Transport	Taxi	s33(a)(i)		
Cash Withdrawal Fee			AUD	56.39 ✓
Other Travel Costs	O/S Car Hire		AUD	117.61 33.90 ✓
Public Transport	Taxi		USD	2,716.30 ✓
			CAD	41.74 ✓
Airfares	Airfares		AUD	8,094.47 ✓

UNDER M&I USD 12  
 UNDER M&I CAD 68.50  
 UNDER C.Fees AUD 83.91

### Trip Diary

Traveller: McGoram, Thomas (Mr)

Printed: 25/05/2016 10:15 AM Travel Request No: TRN249177

#### Trip Purpose

Travel Rate Category: Senior Leadership Group

Travel Request No: TRN249177

Trip Description: QCPC & DC JUN 2016

#### Trip Summary

Note: This is based on information entered into Travel. Travellers should refer to travel itineraries for details of actual times and confirmed booking details.

Date	Local Time	Event
Sun 29 May 16	5:30 AM	Duty starts Canberra
Sun 29 May 16	9:45 AM	Duty ends Sydney
Sun 29 May 16	4:35 PM	Arrival WASHINGTON DC
Sat 04 Jun 16	12:35 PM	Departure WASHINGTON DC
Sat 04 Jun 16	2:03 PM	Arrival OTTAWA
Sat 11 Jun 16	1:57 PM	Departure OTTAWA
Mon 13 Jun 16	6:45 AM	Duty starts Sydney
Mon 13 Jun 16	9:55 AM	Duty ends Canberra

#### Meals & Incidentals

Your meals and incidentals budget is based on a daily rate dependent on location, travel rate category and travel policy. Based on the details provided in your travel plan the following meals and incidentals have been included in your travel budget.

Date	Location	Currency	Breakfast	Lunch	Dinner	Incidentals	Total
Sun 29 May 16	Sydney	AUD	28.20	-	-	26.80	55.00
Total Sydney		AUD	28.20	0.00	0.00	26.80	55.00
Total		AUD					55.00
Sun 29 May 16	WASHINGTON DC	USD	-	-	94.00	23.00	117.00
Mon 30 May 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Tue 31 May 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Wed 01 Jun 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Thu 02 Jun 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Fri 03 Jun 16	WASHINGTON DC	USD	47.00	47.00	94.00	46.00	234.00
Sat 04 Jun 16	WASHINGTON DC	USD	47.00	-	-	46.00	93.00
Total WASHINGTON DC		USD	282.00	235.00	564.00	299.00	1,380.00
Total		USD					1,380.00
Sat 04 Jun 16	OTTAWA	CAD	-	-	137.50	29.00	166.50
Sun 05 Jun 16	OTTAWA	CAD	68.75	68.75	137.50	58.00	333.00
Mon 06 Jun 16	OTTAWA	CAD	68.75	-	137.50	58.00	264.25
Tue 07 Jun 16	OTTAWA	CAD	68.75	-	137.50	58.00	264.25
Wed 08 Jun 16	OTTAWA	CAD	68.75	-	137.50	58.00	264.25
Thu 09 Jun 16	OTTAWA	CAD	68.75	-	137.50	58.00	264.25
Fri 10 Jun 16	OTTAWA	CAD	68.75	-	137.50	58.00	264.25
Sat 11 Jun 16	OTTAWA	CAD	68.75	68.75	-	58.00	195.50
Total OTTAWA		CAD	481.25	137.50	962.50	435.00	2,016.25
Total		CAD					2,016.25

Traveller: McGoram, Thomas (Mr)

### Trip Diary

Printed: 25/05/2016 10:15 AM Travel Request No: TRN249177

Date	Location	Currency	Breakfast	Lunch	Dinner	Incidentals	Total
Mon 13 Jun 16	Sydney	AUD	28.20	-	-	26.80	55.00
Total Sydney		AUD	28.20	0.00	0.00	26.80	55.00
Total		AUD				26.80	55.00

### Accommodation

Your travel budget includes the following anticipated accommodation charges.

Location	Hotel	Days	Currency	Amount
Sydney	s33(a)(i)	0	AUD	0.00
WASHINGTON DC	s33(a)(i)	1	USD	120.00
	s33(a)(i)	1	USD	250.00
OTTAWA	s33(a)(i)	4	USD	950.00
Sydney	s33(a)(i)	7	CAD	2,000.00
	s33(a)(i)	0	AUD	0.00

### Other Expenses

The following other expenses have been included in your travel card budget.

Group	Type	Description	Currency	Amount
Cash Withdrawal Fee		s33(a)(i)	AUD	2.20
Public Transport	Taxi	s33(a)(i)	AUD	75.00
Cash Withdrawal Fee		s33(a)(i)	AUD	154.06
Public Transport	Taxi	s33(a)(i)	CAD	150.00
	Taxi	s33(a)(i)	CAD	100.00
Other Travel Costs	O/S Car Hire	s33(a)(i)	USD	1,200.00
	Other	s33(a)(i)	USD	150.00
	Other	s33(a)(i)	CAD	100.00
Airfares	Airfares	s33(a)(i)	AUD	8,200.00
Cash Withdrawal Fee		s33(a)(i)	AUD	2.20
Public Transport	Taxi	s33(a)(i)	AUD	75.00

USD

Hotel UNDER \$200.00

Hotel UNDER \$200.00

Cash UNDER \$140.00

Parking UNDER \$100.00

Net UNDER \$1,924.00 (11,982.00)

AUD

Hotel UNDER \$700.00

Hotel UNDER \$200.00

Taxi UNDER \$200.00

Hotel UNDER \$1,000.00

Net UNDER

12,000.00 (13,000.00)

AUD

Hotel UNDER 110

Hotel UNDER 120.00

Taxi UNDER 93.00

Airfares UNDER 100.53

420.83 UNDER

AUD UNDER 1786.32

AUD UNDER 1198.01

HOTEL

ER USD. 70

CAD. 91

AUD

BUDGET CALC

ACTUAL

USD ER. 7711

141.41

157.97

300.21

333.95

1375.58

1489.05

CAD ER. 9779

1736.59

1810.67

CAR HIRE USD

3522.63

3859.95

TAXI CAD

42.68

46.17

AUD

AIRFARE

8094.47

8094.47

DOM TAXI

56.39

56.39

Cash fees

117.81

33.90

M&I

2945.27

3255.87

18,338.04

19,138.39

s22

s22

Sent:

Tuesday, 10 October 2017 12:38 PM

s22

In reference to your enquiry regarding the "Taxi" charge highlighted within the attached workbook. AIRCDRE Rodgers utilised Highland Chauffeur Hire Car for transport between Berrima NSW to Sydney airport return, totalling a cost of \$ 470.86.

The other option was payment of own means, airport parking and tolls equalling an estimated total of \$504.14.

AIRCDRE Rodgers was on duty travel 03 – 05 Apr 17 ( TVDL-0049/2017) for the Air Command Board in Brisbane. Highland Chauffeur did not generate a tax invoice until 03 May 17, and it seems I acquitted the expense in June 2017.

Please find attached the TBC and HCHC tax invoice associated with the charge in question.

Kind Regards,

s22

s22

Card Holder	Reference Number	Transaction date	Merchant Name
MR BOB RODGERS	MCARD000000024403719	08/05/2017	HERSHEL PTY LTD
<b>MR BOB RODGERS Total</b>			



# RECEIPT

Robert Rodgers  
Attention: **S22**  
F4-2-074  
28 Scherger Ave  
FAIRBAIRN ACT 2609  
AUSTRALIA

Payment Date  
8 May 2017

Sent Date  
8 May 2017

ABN:  
62 617 884 714

Hershel Pty Ltd  
P.O Box 1218  
MITTAGONG NSW 2575  
AUSTRALIA

Total AUD paid	470.86
----------------	--------

Invoice Date	Reference	Payment Reference	Invoice Total	Amount Paid	Still Owing
3 May 2017	INV-0088	Payment - Robert Rodgers - April Car Transfer	470.86	470.86	0.00
			Total AUD	470.86	0.00

# Trip Budget

Travel Request No: TRN296386

Printed: 30/03/2017 10:18 AM

TVDL-0049/2017

Traveller: Rodgers, Robert (AIRCDE)

## Trip Purpose

Travel Rate Category: Senior Leadership Group

Travel Request No: TRN296386

Trip Description: ACB Brisbane 04-05 Apr 17

Dates: Air Command Board Brisbane 04-05 Apr 17

Mon 03 Apr 17 Duty starts Canberra - Wed 05 Apr 17 Duty ends Brisbane

## Summary (Australian Dollars)

Travel Card Expense	Travel Card	Other	Total
Accommodation	\$446.00		\$446.00
Meals & Incidentals	\$334.95		\$334.95
Other Expenses	\$1,687.87		\$1,687.87
Sub Total	\$2,468.82	\$0.00	\$2,468.82
Grand Total	\$2,468.82	\$0.00	\$2,468.82

MemS22 I have read and understood this travel budget.

Signature [Redacted] Name P. P. B. D. G. E. L. I

Date 30 MAR 17

## Approval

Recommendation S22 The travel as requested is recommended.

Signed [Redacted] Name S22

Funds Availability Cost Centre D20401

I certify that funds are available

Signed S22 [Redacted]

Proposal Approver S22 Travel Budget is approved

Signed [Redacted] Name [Redacted]

Appointment COS Date 30 MAR 17

Int. Order Account Code WBS DCPES-DGRES

Appointment EHA10-DGRES Date 30 MAR 17

Appointment COS Date 30 MAR 17

## Trip Budget

Travel Request No: TRN296386

Printed: 30/03/2017 10:18 AM

Traveller: Rodgers, Robert (AIRCDRE)

Accommodation					Total
Location	Type	Days	Rate	Amount	
Canberra	Non-Contract	2	0.00	0.00	
	Contract	2	223.00	446.00	446.00
	Special accommodation	2	0.00	0.00	
	Service accommodation	2	0.00	0.00	
Total Accommodation					446.00

Meals					Total
Location	Type	Days	Rate	Total	
Canberra	Breakfast	2	28.80	57.60	
	Lunch	2	40.75	81.50	
	Dinner	2	57.05	114.10	
	AUD		Total Canberra	253.20	
Total Meals					253.20

Incidentals					Total
Location	Type	Days	Rate	Total	
Canberra	Whole Days	3	27.25	81.75	
	Long Stay	0		0.00	
	AUD		Total Canberra	81.75	
Total Incidentals					81.75

Other Expenses				Total
Group	Type	Description	Qty	Amount
Domestic				
Fares	Airfares			1,294.47
				1,294.47

# Trip Budget

Travel Request No: TRN296386  
Printed: 30/03/2017 10:18 AM

Traveller: Rodgers, Robert (AIRCORE)

## Domestic

Cash Withdrawal Fee			13.40	13.40
Public Transport	Taxi			
Other Travel Costs	Airport Parking	Airport to hotel return	2	200.00
		Canberra Airport parking 3 days	3	180.00
Total Other Expenses				1,687.87
Grand Total				1,687.87 780.95 2,468.82

## After Travel Certification

File Reference

Where changes occur affecting the itinerary and/or budget of the original trip, a revised budget must be submitted to the delegate for approval. Where any other changes have occurred affecting the estimates provided above, provide details below for approval by your delegate.

I certify that the approved journey has been undertaken in accordance with the details shown above.

## Except for:

Instead of own means and airport parking, Highland Claret were used to and from home locality (Berlone, Southern Highlands) to airport and return.

S22

Signed

Name

R. P. RODGERS

Date

27/4/17

## Proposal Approver

Travel is approved.

Signed

Name

Appointment

Date

## Cost Comparison - Duty Travel/Leave

Employee ID <b>s22</b>	Rank <b>AIRCDRE</b>	Family name <b>Rodgers</b>	Initials <b>R</b>
Movement order number	Passenger(s) names		
From <b>Berrima, NSW</b>	To <b>Canberra</b>	Date of travel <b>03 Apr 17 to 17 Apr 17</b>	

### Section 1 - Entitled means comparison

Serial	Item	a. Air		b. Rail		c. Other	
		Days	Hours	Days	Hours	Days	Hours
1	Time taken for travel						
2	Wages (See note 1) per hour						
3	Travel Allowance (TA) (See note 2)						
4	Ancillary transport (See note 3) a. Departure point b. Intermediate point c. Arrival point						
5	Fares (See note 4) (Sleeper costs to be included)		<b>\$429.60</b>				
6	Excess baggage						
7	Cost totals		<b>\$429.60</b>				
8	Entitled means (Most economical)		<b>\$429.60</b>				

### Section 2 - Own means comparison

Serial	a. Vehicle allowance	b. Entitled means
9	Total <b>382</b> km at <b>77</b> cents per km <b>\$294.14</b>	Entitled means costs as per Serial 8 <b>\$429.60</b>
10	Plus cents per km for passengers (See note 5)	Plus fares for passengers at each (See note 6)
11	Travel Allowance or Meal Allowance as per entitled means travel	
12	Wages as per entitled means travel	
13	Cost totals (See note 7) <b>\$294.14</b>	Cost totals (See note 7) <b>\$429.60</b>
14	Less travelling allowance from Serial 11 and wages from Serial 12	Less travelling allowance from Serial 11 and wages from Serial 12
16	Vehicle Allowance total <b>\$294.14</b>	Entitled Means total <b>\$429.60</b>
17	Total amount payable (Lesser of totals at serial 16) <b>\$294.14</b>	

### Comparative statement completed by

Printed name <b>s22</b>	Rank <b>CPL</b>	Date <b>30 Mar 17</b>	Signature (Double click to digitally sign) <b>s22</b>
----------------------------	--------------------	--------------------------	--



## SLG Domestic Travel Budget Calculator & Authority

### Section A

#### Personal Details

Version 10.00

Family Name	First Name	Rank / Title	Employee ID	File Reference
Zelinsky	Alex	Dr	s22	

#### Reason for travel

Travel to Sydney to host The 51st meeting of The Technical Cooperation Principals  
Travel to Lorne, Victoria for Roberts

CASG

Will the DTC be used for this trip?

☐

Yes

No

#### Official duty times

Departure date Commencement time\* (24hr clock eg 0800)

25 Sep 16 1400

Return date End time\* (24hr clock eg 1700)

30 Sep 16 2230

\*Note: These times will be used to calculate your meals and incidentals entitlements. Refer to pop-up help for policy relating to official duty times

#### Estimated cost of travel

Please complete the following cost elements. Enter confirmed amounts if known or use the buttons to access calculation sheets. Estimated costs should include GST

#### Fares and Booking Fees

\$1,631.70

#### Meals & Incidentals\*

\$441.30

Provided meals have been deducted

#### Cash withdrawal fees (if applicable)

\$17.85

#### Accommodation

\$1,214.00

#### Car Hire

\$0.00

#### Taxi / Public transport

\$700.00

\* Estimate

#### Other costs

\$200.00

\* Describe other costs below the expenditure delegation to the approval of other costs

#### Own means travel

\$0.00

#### TMC and WoAG Fees

\$29.70

#### Total

\$4,234.35

#### Comments

4 nights in Sydney  
1 night in Lorne, Victoria

Inclusive of 2H/6360 Journey from Melbourne Airport to Lorne, Vic at 2100hr

Airport Parking

#### Member's Signature

I have read and understood this travel budget.

Signed Name Date  
Alex Zelinsky

Note: Further approval (section C) must be gained from a Section 23 Commitment Approver prior to any additional expenditure (in excess of the "Total") being incurred

Funding Codes	Cost Centre	GL Account Code	WBS	Fund	Internal Order

#### Funds Availability (CASG Use Only)

I certify that funds are available

Signed	Date	
Name	Position	Position Number

#### Section 23 Commitment Approver

Travel is approved.

Signed	Date	
s22	15/12/17	
Name	Position	Position Number
Chris Knox	CFO DST Group	504242

Prior Approval: Where verbal/written approval was given from the Section 23 Commitment Approver prior to the budget being signed, the Section 23 Commitment Approver is to record the date verbal approval was given

☐ Written approval attached

Date

Important updates:

From 01 July 2014, the Financial Management and Accountability Act 1997 (FMA), and the Commonwealth Authorities and Companies Act 1997 (CAC) was replaced with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)

FMA Regulation 9 Delegation approvals for spending proposals will now be done under section 23(3) of the PGPA Act and will be referred to as Section 23 Commitment Approver.

## Section B

### After Travel Certification

File Reference

#### After travel certification

All travellers must complete the After Travel Certification in accordance with FINMAN 5 Chapter 5 - Commonwealth Credit Cards and Credit Vouchers.

I certify that the approved journey has been undertaken in accordance with the details shown above.  
Except for:

#### Member's Signature

Signed

Alex Zelinsky

Date

Did changes occur to your travel itinerary that increased the original 'Total' budget?

☐ NO

After signing the After Travel Certification, store all travel documentation as per Defence Records Management Policy Manual

☐ YES

Complete below

#### Note:

If there is an increase to the original 'Total' budget, verbal or written approval must have been obtained from the Section 23 Commitment Approver prior to the expenditure being incurred. This approval must be detailed at Section C.

Where verbal or written approval was not obtained, this must be reported in your Group's Certificate of Compliance return.

## Section C

### Documentation of prior verbal/written approval for additional expenses

Where verbal/written approval was given from the Section 23 Commitment Approver prior to additional expenses being incurred, the Section 23 Commitment Approver is to record the date of the approval or attach the original approval

☐ Written Approval Attached

OR Complete below

#### Section 23 Commitment Approver

Signed	Date	Date Prior Verbal Approval Provided
Name	Position	Position Number

#3

# Live taxi

Live taxi

EFTPOS by Westpac

Tax Invoice

ABN 38799681007  
TAXI ID VHB-928  
DRIVER ID 595002  
TRANS 29092016010004  
PICK UP Airport  
DROP OFF Hotel

FARE \$ 380.00  
(inc. GST)  
SVC FEE \$ 34.55  
GST ON SVC FEE \$ 3.46  
-----  
TOTAL \$ 418.01

Merchant ID 24353542  
Terminal ID 72879388  
Date 29 SEP 16  
Time 23:12

Inv/ROC # 000005

DINERS  
Card ....4064(s)

Account Type Credit

SALE AUD\$418.01

TOTAL AUD\$418.01  
-----

APPROVED 00

Auth ID 148214

Transaction Inquiries  
series@livetaxi.mobi

CARDHOLDER COPY \*\*\*



Australian Government  
Department of Defence

Travel Rates  
ver 05/11/15

## SLG Domestic Travel Budget Calculator & Authority

### Section A

#### Personal Details

Version 16.00

Family Name Zelinsky	First Name Alex	Rank / Title Dr	Employee ID s22	File Reference
Reason for travel Travel to Adelaide for DST Group Leadership Meeting			Will the DTC be used for this trip? <input type="checkbox"/> CASG <input type="radio"/> Yes <input type="radio"/> No	

#### Official duty times

Departure date 27 Jun 16	Commencement time* (24hr clock eg 0800) 2020
Return date 30 Jun 16	End time* (24hr clock eg 1700) 2205

\*Note: These times will be used to calculate your meals and incidentals entitlements. Refer to pop-up help for policy relating to official duty times.

#### Estimated cost of travel

Please complete the following cost elements. Enter confirmed amounts if known or use the buttons to access calculation sheets. Estimated costs should include GST

Cost Element	Amount	Comments
Fares and Booking Fees	\$2,032.70	
Meals & Incidentals*	\$350.50	All lunches provided
Provided meals have been deducted		
Cash withdrawal fees (if applicable) <small>* Calculated at 4% Minus and Maximums</small>	\$14.39	
Accommodation	\$646.00	
Car Hire	\$0.00	
Taxi / Public transport	\$300.00	
Other costs <small>* Delegation must ensure they hold the appropriate delegation for the approval of other costs.</small>	\$300.00	
Own means travel	\$0.00	
TMC and WoAG Fees	\$29.70	
<b>Total</b>	<b>\$3,682.29</b>	

Member's Signature I have read and understood this travel budget.

Signed s22	Name Alex Zelinsky	Date
---------------	-----------------------	------

(Note: Travel approval (section 23) must be given from a Section 23 Commitment Approver prior to any additional expenditure (in excess of the "Total") being incurred.

Funding Codes	Cost Centre 861000	GL Account Code	WBS	Fund	Internal Order
---------------	-----------------------	-----------------	-----	------	----------------

#### Funds Availability (CASG Use Only)

Signed	I certify that funds are available	
Date	Date	
Name	Position	Position Number

#### Section 23 Commitment Approver

Signed s22	Travel is approved	
Date	Date 27/6/16	
Name Chris Knott	Position CFO DST Group	Position Number 504242

Prior Approval- Where verbal/written approval was given from the Section 23 Commitment Approver prior to the budget being signed, the Section 23 Commitment Approver is to record the date verbal approval was given

☐ Written approval attached

Date
------

#5b

MA UNIQUE SERVICES PTY LTD

## Receipt of Sale

Paid By: Dr Zelinsky  
Sa  
  
SA

Date: 29/11/16  
Reference: Dr Zelinsky  
Subject: Travel

Description	Quantity	Unit Price	Total
A/P /Adelaide Club	1	\$34.60	\$34.60
Adelaide Club/ DSTG	1	\$64.75	\$64.75
DSTG/City/ Mt Lofty House	1	\$130.00	\$130.00
Mt Lofty House/Airport	1	\$81.00	\$81.00
GST No GST			
Adjustments			
Amount Paid			\$310.35

## Notes:

Thank you for your booking. It has been a pleasure doing business with you.

Mary

## Paid To:

MA Unique Services  
PO Box 133 Welland SA 5007  
ABN 54857928281  
Facebook.com/MAUniqueServices

Tuesday, 7 February 2017 14:09:17

Dept. of Defence

**CMS Expense Summary Report**

Document ID : AU03922409

Card Holder MR IVAN INGHAM Account Type Diners/MasterCard - Dual  
 Account Holder ██████████  
 Expense Type DOM ACCOM

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
30-11-2016	Diners00000023098427	AOT HOTELS	Lodging.Hotels, Motels, Resorts	(1@149.00) 149.00 AUD	DTC-P1	135.45	13.55	149.00
06-12-2016	Diners00000023146543	AOT HOTELS	Lodging.Hotels, Motels, Resorts	(1@1016.00) 1016.00 AUD	DTC-P1	923.64	92.36	1016.00
				<b>1165.00 AUD</b>				
						<b>1059.09</b>	<b>105.91</b>	<b>1165.00</b>

Expense Type DOM MEALS INC

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
29-11-2016	Diners00000023091860	TRAVELEX	Manual Cash Disbursement ** formerly Tours/Holidays/Vacations	(1@30.60) 30.60 AUD	P5	30.60	0.00	30.60
29-11-2016	Diners00000023091861	TRAVELEX	Manual Cash Disbursement ** formerly Tours/Holidays/Vacations	(1@408.00) 408.00 AUD	P5	408.00	0.00	408.00
				<b>438.60 AUD</b>				
						<b>438.60</b>	<b>0.00</b>	<b>438.60</b>

Expense Type DOM TAXI

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
01-12-2016	Diners00000023105679	ATLAS LIMOUSINES SER	Limousines and Taxicabs	(1@300.00) 300.00 AUD	DTC-P1	272.73	27.27	300.00
				<b>300.00 AUD</b>				
						<b>272.73</b>	<b>27.27</b>	<b>300.00</b>

Expense Type Z\_FEES

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
29-11-2016	Diners00000023091862	CASH ADVANCE FEE	Payment / Fee	(1@0.52) 0.52 AUD	P2	0.52	0.00	0.52
29-11-2016	Diners00000023091863	CASH ADVANCE FEE	Payment / Fee	(1@6.93) 6.93 AUD	P2	6.93	0.00	6.93
				<b>7.45 AUD</b>				
						<b>7.45</b>	<b>0.00</b>	<b>7.45</b>



## Domestic Travel Budget Calculator & Authority

### Section A

#### Personal Details

Version 12.00

Family Name	First Name	Rank / Title	Employee ID	File Reference
INGHAM	IVAN	CAPT	s22	

#### Reason for travel

OP Manitou Debriefings

#### CASG

☐

Will the DTC be used for this trip?

Yes ☒ No ☐

#### Official duty times

Departure date Commencement time\* (24hr clock eg 0800)

28 Nov 16 0645

Return date End time\* (24hr clock eg 1700)

01 Dec 16 1655

\*Note: These times will be used to calculate your meals and incidentals entitlements. Refer to pop-up help for policy relating to official duty times.

#### Estimated cost of travel

Please complete the following cost elements. Enter confirmed amounts if known or use the buttons to access calculation sheets. Estimated costs should include GST.

Fares	\$870.00	Comments
Meals & Incidentals*	\$418.25	
Cash withdrawal fees (if applicable)	\$16.73	
Part Day Travel Allowance	\$0.00	<input type="checkbox"/> APS - Meal Provided
Accommodation	\$562.00 1215.00	Due to Parliament Sitting - Limited Accom was available - Accom is 1215.00
Car Hire	\$194.04	
Taxi / Public transport		
Other costs	\$0.00	
Own means travel	\$0.00	
TMC and WoAG Fees	\$29.70	
Total	\$2,000.72 9743.72	

#### Member's Signature

I have read and understood this travel budget.

Signed	Name	Date
s22	IVAN INGHAM	23 Nov 16

Note: Further approval (section C) must be gained from a Section 23 Commitment Approver prior to any additional expenditure (in excess of the "Total") being incurred.

Funding Codes	Cost Centre	GL Account Code	WBS	Fund	Internal Order
	211118	21309		70460	

#### Funds Availability (CASG Use Only)

I certify that funds are available

Signed	Date	
Name	Position	Position Number

#### Section 23 Commitment Approver

Travel is approved.

Signed	Date	
s22	24/11/16	
Name	Position	Position Number
s22	MLO- PERTH	147906

Prior Approval- Where verbal/written approval was given from the Section 23 Commitment Approver prior to the budget being signed, the Section 23 Commitment Approver is to record the date verbal approval was given

☐ Written approval attached

Date

**Section B**  
**After Travel Certification**

FOI 138/17/18 - Item 6

File Reference

**After travel certification**

Upon completion of official travel, travellers will only be required to complete an after travel certification where there is a change to the approved travel plan that:

- a. Increases the original budget and additional financial delegate approval is required; or
- b. Decreases the original budget and results in an amount needed to be repaid.

My original travel plans changed in accordance with the details below:

Accommodation did not provide vehicle parking  
as previously advised - vehicle parked in  
associated facility, at cost of \$30. overnight.  
Note Taxi-service home to airport Sydney CBD.  
return omitted from Budget Calculations. = \$300. (2 x 150).

Member's Signature

s22

s22

Date

7/12/16.

**Documentation of prior verbal/written approval for additional expenses**

Record the date/time or attach the original approval from the Section 23 Commitment Approver for additional expense/s that resulted in an increase to the 'total' budget.

☐ Written Approval Attached

OR Complete below

Section 23 Commitment Approver

s22

Date

25 JAN 17

Date Prior Verbal Approval Provided

27 NOV 16

Name

s22

Position

MLO - Perth

Position Number

147906

TWO WAYS x2

ATLAS TAXI SERVICES  
WELSHPOOL AU

CUSTOMER COPY

Acquirer IAB  
Merchant ID 69403889  
Terminal ID M6K070  
Country Code AU  
Date Time 01/12/16 17:29  
RRN 000001000905  
DINERS  
\*\*\*\*\*3813 (S)  
Credit A/C

APPROVED 08

AUTH ID 203154  
PURCHASE \$300.00  
TOTAL AUD \$300.00

PLEASE RETAIN AS  
RECORD OF PURCHASE

-----



Australian Government  
Department of Defence

Travel Rates  
wef 09/03/17

## SLG Domestic Travel Budget Calculator & Authority

### Section A

#### Personal Details

Version 14.00

Family Name	First Name	Rank / Title	Employee ID	File Reference
Zelinsky	Alex	Dr	s22	

#### Reason for travel

Travel to Adelaide for DST Senior Leadership Meeting

CASG

☐

Will the DTC be used for this trip?

Yes No

☒
☐

#### Official duty times

Departure date Commencement time\* (24hr clock eg 0800)

22 Mar 17 0500

Return date End time\* (24hr clock eg 1700)

24 Mar 17 1810

\*Note: These times will be used to calculate your meals and incidentals entitlements. Refer to pop-up help for policy relating to official duty times.

#### Estimated cost of travel

Please complete the following cost elements. Enter confirmed amounts if known or use the buttons to access calculation sheets. Estimated costs should include GST.

Cost Element	Amount	Comments
Fares and Booking Fees	\$983.70	
Meals & Incidentals*	\$225.20	
Provided meals have been deducted		
Cash withdrawal fees (if applicable)	\$9.01	
* Calculated at 4% Meals and Incidentals		
Accommodation	\$370.00	
Car Hire	\$0.00	
Taxi / Public transport	\$500.00	
* Estimate		
Other costs	\$200.00	
* Delegation must ensure they hold the appropriate delegation to the approval of other costs.		
Own means travel	\$0.00	
TMC and WoAG Fees	\$29.70	
<b>Total</b>	<b>\$2,317.61</b>	

#### Member's Signature

I have read and understood this travel budget.

Signed	Name	Date
	Alex Zelinsky	

Note: Further approval (section C) must be gained from a Section 23 Commitment Approver prior to any additional expenditure (in excess of the "Total") being incurred.

Funding Codes	Cost Centre	GL Account Code	WBS	Fund	Internal Order

#### Funds Availability (CASG Use Only)

I certify that funds are available

Signed	Date	
Name	Position	Position Number

#### Section 23 Commitment Approver

Travel is approved.

Signed	Date	
s22	20/3/17	
Name	Position	Position Number
Chris Knott	CFO DST Group	504242

Prior Approval- Where verbal/written approval was given from the Section 23 Commitment Approver prior to the budget being signed, the Section 23 Commitment Approver is to record the date verbal approval was given

☐ Written approval attached

Date

#7

# The Adelaide Club

ACN/ABN 70052602899

**165 North Terrace,  
Adelaide SA 5000****TELEPHONE: (08) 8231  
3348 FACSIMILE: (08)  
8231 2215****E-mail: admin@adelaide-  
club.asn.au**

Date: 27 MAR 2017

Receipt No: 124163  
Member No: 06617

## RECEIPT

**Dr A Zelinsky  
DSTO  
24 Scherger Drive  
FAIRBAIRN  
ACT 2610**

Type	Description	Amount
	Res#: 5350C0BA0C Guest: Dr A Zelinsky,	340.00
	DOWNSTAIRS @ 165 Charge	3.50
	Reciprocal Surcharge	34.35

**Total: \$377.85**

s22



Sent:

Thursday, 12 October 2017 3:26 PM

s22



s22



This email relates to the question relating to travel expenses of \$4915.58 for my official travel to the US and UK in 2-29 Oct 16.

The following transactions were made:

14 Oct 100 pounds = AUD 167.08

20 Oct 200 pounds = AUD 334.85

26 Oct 100 pounds AUD = 167.85

15 Nov 245.80

30 Nov 1000.00

9 Dec 1000.00

13 Dec 1000.00

14 Dec 1000.00

15 Dec 1000.00

16 Dec 1000.00 refund

The overall total withdrawn was \$4915.58.

The daily withdrawal limit of \$1000 on my card meant that I made multiple withdrawals, however, I made an error on 15 Dec by withdrawing one too many \$1000. On returning to the office that day from the bank I asked my EA Kelli Douglas to check how many \$1000 withdrawals I had made as I had a feeling I may have made one too many. She confirmed the error and I went back to the bank the following day and paid \$1000 back onto the card to refund the overpayment.

Happy to answer any further questions.

s22



**IMPORTANT:** This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

**Basoska, Menka MRS**

**From:** corporate.cards@defence.gov.au  
**Sent:** Friday, 20 January 2017 10:18 AM  
**To:** Defence Credit Cards  
**Subject:** Dispute Email - ADAM GRUNSELL

**Diners Club  
International**
**Commercial Cards Disputed  
Transactions**

This form is used if you are unsure about a transaction and would like to get further information or if you would like to dispute a transaction on your statement

**Please Fax the completed form to Fax is Unavailable or post to Chief Finance Officer Group R1-2-B070 PO Box 7901 Canberra BC ACT 2610. If you need assistance to complete this form please contact the commercial cards centre on 1800 007 606**

### 1.Card Details

Card Number	s22 [REDACTED]		
Card Holder Name	MR ADAM GRUNSELL		
Company Name	Dept. of Defence	Telephone Number	0293773736
Contact Name	s22 [REDACTED]	Fax Number	0293773733

### 2.Disputed Transaction Details

Date(dd/mm/yyyy)	Merchant Name	Reference Number	Amount (AUD)
15-12-2016	AUSTRALIAN MILITARY BANK	T16350005005285000001220161215	1000.00

### Dispute Reason

Amount to be reimbursed by cardholder

I contacted the merchant about this matter on \_\_\_\_/\_\_\_\_/20\_\_\_\_

### Additional Comments

Member needed to withdraw large amount of TA and overdrew 1 extra

**Important: Attach Copies of any documents that support your claim. Lack of documentaion may delay resolving your dispute.**

### 3.Authority

**Card Holders Name**

**FOI 138/17/18 - Item 8**

**Date**

MR ADAM GRUNSELL

20-01-2017

**Card Holders Signature**

**Investigation will commence once this completed form is received.**



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

December 6, 2016

FAX NO 1300 664 197

THOMAS RITCHIE MCGORAM  
s33(a)(i)

Card Number	s22
Reference No	11612050149
Merchant Name	TARGET
Charge of	769.80 AUD
Date of charge	23 Oct 2016

Dear Sir/Madam,

We refer to your recent enquiry regarding the above charges and can confirm that we have contacted the merchant requesting further clarity.

As there may be a delay in response from our merchant, a temporary credit for the disputed amount of 769.80 AUD has been applied to your account.

We have also enclosed an Affidavit that we will require you to complete and return to us via the below details within 10 business days of this letter.

Fax 1300 664 197 [or]

Post to:  
Diners Club Card Disputes  
GPO BOX 40, Sydney NSW 2001

You will be contacted as soon as the details are received from the merchant to advise next steps.

If you have any further queries with reference to this charge, please contact our Customer Service Team on 1300 360 060.

Yours sincerely,

s22

Richard Wilde  
Head of Diners Club Australia

Diners Club Pty Limited  
ABN 35 004 343 051

TRANSACTION REPORT							P. 01
FOR: DEPT. DEFENCE		01 2 01275901					20-FEB-2017 MON 09:50
SEND							
DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	MNO. D.
20-FEB	09:50	01300664197	21"	1	FAX TX	OK	999
TOTAL :						215 PAGES:	1



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel: 1300 360 000 (24 Hrs)

### AFFIDAVIT

Return by FAX: 1300 664 197 or POST Diners Club Disputes (GPO) BOX 40, Sydney NSW 2001

I, THOMAS RITCHIE MCGORAN hereby attest as follows:  
First, Middle and Last Name of Card member

1. My Diners Club Card number is S22
2. The amounts and currency of the charges in dispute is 769.80 AUD
3. The date of the charges in the dispute is 23 Oct 2016
4. Case Reference Number 11612050149
5. The facts surrounding the charge in dispute are as follows: State all information known regarding the disputed charge such as whether you as the card member has any knowledge of or assented to the charge in dispute, whether you authorized any third person to use the card, whether the card was in your possession at the time the charges were incurred, or whether you received the goods or services which were charged, etc.

## Transaction Details

[Quick Links](#)[Help](#)[Logout](#)[Home](#) | [Expenses](#) | [Transactions](#) | [Reports](#) | [Authorities](#) | [Profiles](#) | [Document Control](#)

s22

Account Holder

Dept. of Defence

## Transaction Details

Account Type	DinersMC	Merchant Number	
Merchant Name	DR-11612050149-TARGET	Merchant Type	5999 Miscellaneous and Specialty Retail Stores
Transaction Date	23-10-2016	Transaction Type	Charge
Statement Date	03-02-2017	Original Currency	
Description	DR-11612050149-TARGET	Original Amount	0.0000
Amount	AUD 769.80	Original Country	
Tax Amount	0.00 Tax Evidence No	Conversion Date	s22
Bank Reference	N22138999241016319111520170209	Reference Number	s22
Account Holder	s22	Payment Card	s22
Document Control Number		DCR Receipt Date	
Status	<input checked="" type="checkbox"/> Dispute Resolved	Date Sent to GL	

Import Details File DOD\_2170209 TXT Date 10-02-2017 Log ID 164510

Line No	Expense Type	Currency	Rate	Quantity	Price	Tax Code	Invoice No.	Net	Tax	Gross
1	DOM MEALS INC	AUD	1.00000	1.00	769.8000	DTC-P1		699.82	69.98	769.80
	Company	GL Account	Cost Centre	Internal Order	WBS Element	Postcode	Asset	Fund	ESP	
1000	s33(a)(i)									

## Enhanced Data

## Description of Charge

ABN  
GST Amount 0  
GST Excluded Amount 769.8

## Linked Dispute Item(s)

Transaction Date	Statement Date	Merchant Name	Price	Reference Number	Linked Date	Dispute Type
24-02-2017	03-02-2017	FRAUD WRITE OFF	-769.80	Diners00000023575904	27-02-2017	NOT-ALPH

[Go to Home Page](#)

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ProMaster 9.10

s22

**From:** s22 on behalf of Defence Credit Cards  
**Sent:** Friday, 17 February 2017 3:46 PM  
**To:** s22  
**Subject:** RE: Disputed Transaction on CMS - Dr Tom McGoram [SEC=UNCLASSIFIED]  
**Attachments:** RE: Disputed Transaction - TARGET - THOMAS MCGORAM [SEC=UNCLASSIFIED]  
UNCLASSIFIED

Hi s22

[REDACTED] the below, please find attached an email we received from Diners.

Within the email there is a attachment of a document sent to Dr Tom McGoram by Diners for verification, including affidavit.

If Dr McGoram hasn't received the attached document, could you please forward it to him?

Please note, affidavit has to be fill out within 15 days of the date of the letter, the date of the letter is 09 Feb 2017.

Regards,

s22

Directorate of Financial Operations  
Chief Finance Officer Group  
Department of Defence

RI-2-B069 | PO Box 7909 | Russell Offices  
Canberra ACT 2610  
Phone s22  
Email [REDACTED]

**From:** s22  
**Sent:** Monday, 13 February 2017 11:21  
**To:** Defence Credit Cards  
**Subject:** Disputed Transaction on CMS - Dr Tom McGoram [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good morning s22

As discussed please find attached a disputed transaction fax for Dr Tom McGoram which was finalised last November. For some reason this transaction has reappeared in CMS even though the transaction was made in the USA and the Fraud Team immediately cancelled his Diner's Card because of this.

Hoping you can investigate and advise.


Thanking you

s22

[REDACTED]

20/02/2017

s33(a)(i)



IMPORTANT This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

IMPORTANT This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

20/02/2017

## AFFIDAVIT

Return by FAX 1300 664 197 or POST Diners Club Disputes GPO BOX 40, Sydney NSW 2001

I, THOMAS RICHIE M'GORMAN hereby attest as follows:  
First, Middle and Last Name of Card member

1. My Diners Club Card number is s22
2. The amounts and currency of the charges in dispute is 769.80 AUD
3. The date of the charges in the dispute is 23 Oct 2016
4. Case Reference Number 11612050149

5. The facts surrounding the charge in dispute are as follows; State all information known regarding the disputed charge such as whether you as the card member has any knowledge of or assented to the charge in dispute, whether you authorized any third person to use the card, whether the card was in your possession at the time the charges were incurred, or whether you received the goods or services which were charged, etc.

This charge was not made or otherwise  
authorized by me. I was in Australia at  
the time of the transaction, and the  
signature on the Target docket is not mine.  
I did not receive any of the goods or services  
listed.

s22

Signature of Card member

20-2-17  
Date



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

February 09, 2017

THOMAS RITCHIE MCGORAM

s33(a)(i)

Card Number	s22
Reference No	1612050149
Merchant Name	TARGET
Charge Of	769.60 AUD
Date of Charge	23-Oct-16

Dear Sir/Madam,

We are pleased to advise you that we have now received a reply to your inquiry regarding the above charge. Please find enclosed copy of the details for this charge.

Please fill out the affidavit attached within 15 days of this letter and send it to the below fax number if you have any further queries regarding this case, or the matter will be considered closed.

Post to Diners Card Disputes,  
Transaction Services  
GPO BOX 40, Sydney NSW 2001

We trust your inquiry has been resolved to your satisfaction.

If you have any further queries with reference to this charge, please contact our Customer Service Team on 1300 360 060.

Yours sincerely,

s22

Richard White  
Head of Diners Club Australia

Diners Club Pty Limited  
ABN 35 003 313 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

## AFFIDAVIT

Return by FAX 1300 664 197 or POST Diners Club Disputes GPO BOX 40, Sydney NSW 2001

I, \_\_\_\_\_ hereby attest as follows: First, Middle and Last Name of Card member

1. My Diners Club Card number is s22
2. The amounts and currency of the charges in dispute is 769.8 AUD
3. The date of the charges in the dispute is 23-Oct-16
4. Case Reference Number 11612050149
5. The facts surrounding the charge in dispute are as follows: State all information known regarding the disputed charge such as whether you as the card member has any knowledge of or assented to the charge in dispute, whether you authorized any third person to use the card, whether the card was in your possession at the time the charges were incurred, or whether you received the goods or services which were charged, etc.

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---

\_\_\_\_\_  
Signature of Card member

\_\_\_\_\_  
Date

Diners Club Pty Limited  
ABN 35 004 343 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

FEB 02 2017

**DISCOVER** Chargeback Notice

A chargeback has been issued to your account.  
Your account has been debited.

Issue Date: 12/19/2016

DISCOVER NETWORK  
NETWORK DISPUTES  
PO BOX 408181  
CINCINNATI, OH 45249 8181

TARGET  
37018 WAYZATA BLVD  
MS TCW4BX  
MINNEAPOLIS, MN 55416-3401

Please respond to the above address or fax your  
response to 1-518 900 6025. Questions? Call  
1-888-662 0423

DISPUTE CASE NUMBER: 389198536

Card Number: 6011 0164 2117 939

Card Holder Name:

Merchant Number: 601101642117939

Merchant Name: TARGET

Transaction ID: 0132494800000000

Trans Date: 10/23/2016

Post Date: 10/23/2016

Dispute Amount: \$ 563.04

Post Amount: \$ 563.04

Network Reference Identifier: 006157098164854

Reference Number: R988202629703101124748000000000

Additional Transaction Information: TARGET  
01124748

CHARLOTTE NC

UAD1: Fraud Card Present Transaction

Dispute Explanation: The Cardholder disputes this transaction as fraudulent. The Transaction Documentation did not contain a valid imprint or  
evidence that an imprint was not required.  
Merchant Action: Provide a valid imprint or evidence that an imprint is not required in a Representation Request. Refer to the Dispute Rules  
Manual for the Representation process.  
Comments: Supporting Docs

PROVIDING ITEMIZATION AND SIGNED CHARGE  
CARD MAG READ & AUTHORIZED  
FACE TO FACE TRANSACTION  
CASH & CARRY PURCHASE


Diners Club Pty Limited  
ABN 35 014 343 051



Sales Signature Retrieval - Sales Audit Copy

Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

Page 1 of 1

**TARGET**  
EXPECT MORE. PAY LESS.

CHARLOTTE EAST  
CHARLOTTE, NC 28227  
2016-10-23 1:36 PM  
RETURN BEFORE: 2017-01-21

SALES AUDIT COPY

DISCOVER M s22  
EXPIRATION DATE 09/17  
CREDIT APPROVAL# 026048  
899 Largest Dept Descriptor 553 04

I agree to pay the transaction amount  
in accordance with my card agreement.  
I understand the return policy may be  
90 days or less as noted  
on receipt and Target.com returns

s22

RECEIPT ID: 28297-1763-0112-4748-8  
TID: \*\*\*\*7560

Diners Club Pty Limited  
ABN 45 004 343 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

InsidePOS - EJ Print

Page 1 of 1

```
* - - - - POS VERSION 000.046.190 - - - - *
10/23/16 1793 0112 4740   BEG:01:35 PM
RECEIPT ID# 2-6297-1793-0112-4746-8
R-EMP# 59417550   (SALE)
001:5057100740   APPLE MIN14   324.99 * T
RETURN BY 11/22/16
MSG: COUPON OFFER
001:5057100740   APPLE MIN14   324.99 * T
MFR ID# (S) SDLX85JTMHGJ3
002:5057100920   APPLE   199.99 T
RETURN BY 11/22/16
002:5057100920   APPLE   199.99 * T
MFR ID# (S) SCCQSC26VGSKE
SUBTOTAL   524.98
T = NC TAX7.2500% ON   524.98   38.06
TOTAL   563.04
SUBTOTAL   524.98
T = NC TAX7.2500% ON   524.98   38.06
TOTAL   563.04
ACCT# (P) s22   EXP:07/19
CARD HOLDER:
*DECLINED*
009-#6143 DISCOVER NETWORK CHA   563.04
ACCT# (s22   EXP:09/17
CARD HOLDER:
*APPROVED* RC-47 AUTH-626648
RECEIPT PRINTED
STORE SURVEY PRINTED
END OF TRANSACTION #4746   END:01:37 PM
```

Diners Club Pty Limited  
ABN 35 004 341 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

#### Chargeback Detail

Accounts: S22  
Ref Num:  
Amount: 563.04  
Tran Date: 10/23/2016  
Tran Time: 00:00  
Mail/Phone: N/A  
Auth Source:  
Tran Code: 450  
Reason Code: UA01 - Fraud Card Present Transaction  
POS Entry Mode:  
ICA/BIN:  
Original Date: 12/10/2016  
Control Number: 3892198536  
Category: 5310  
Country: USA  
Enhanced Indicator:  
First Contact Date: null  
Status Indicator:  
Status Date: null  
Regulation Indicator:  
Card Type: 6 - Discover

#### Transaction Detail

Cardholder Id: 0  
AVS Code:  
Draft Locator: 0112474800000000  
POS Terminal: 5  
POS Entry Mode: 02 - Magnetic Stripe  
Mail/Phone  
Tran Type: SA  
Auth Code: 626648  
Issue Control:  
Tran Number:  
Auth Indicator:  
Exp Date: 11/30/0002  
Cash/Net: 0.0  
Order Number:  
CVV2 Value:

#### Merchant Detail

Merchant Name: TARGET  
Category Code: 5310  
City/State: CHARLOTTE, NC  
Store Number: 000000001  
Salesperson:  
Card Type: 6 - DISCOVER

Diners Club Pty Limited  
ABN 35 004 143 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

FUNC CODE 180 CASE #: 3892198536

\*\*\*\*\*

\* ACCOUNT: S22 ACQ ID: 0000065037 \*

\* REF NO: \*

\* PRCH DATE: 1610 SRC AMT: 563.04 \*

\* MACH NAME: TARCET \*

\* CITY: CHARLOTTE STATE: NC COUNTRY: US \*

\* CATGRY CD: 5310 \*

\* REASON CD: UA01 CHIRL PROC DATE: \*

\* CHRGES REF #: 389219 DOC IND. 1 \*

\* MESSAGE: \*

\*\*\*\*\*

ADDITIONAL COMMENTS

\_\_\_\_\_

\_\_\_\_\_

PREPARED BY: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

Diners Club Pty Limited  
ABN 25 001 143 051



Diners Club Pty Limited  
GPO Box 40  
Sydney NSW 2001  
Tel 1300 360 060 (24 Hrs)

Diners Club Pty Limited  
ABN 35 004 343 051

s22

From: s22  
Sent: Monday, 13 February 2017 11:21 AM  
To: Defence Credit Cards  
Subject: Disputed Transaction on CMS - Dr Tom McGoram [SEC=UNCLASSIFIED]  
Categories: UNCLASSIFIED  
Attachments: SR7-2-09017021310000.pdf  
UNCLASSIFIED

Good morning s22

As discussed please find attached a disputed transaction fax for Dr Tom McGoram which was finalised last November. For some reason this transaction has reappeared in CMS even though the transaction was made in the USA and the Fraud Team immediately cancelled his Diner's Card because of this.

Hoping you can investigate and advise.

Thanking you

s22

s33(a)(i)

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

13/02/2017

012117X 29 Nov 16

**Diners Club  
International****Commercial Cards Disputed  
Transactions**

This form is used if you are unsure about a transaction and would like to get further information or if you would like to dispute a transaction on your statement  
Please Fax the completed form to Fax Is Unavailable or post to Chief Finance Officer Group R1  
-2-B070 PO Box 7901 Canberra BC ACT 2610. If you need assistance to complete this form  
please contact the commercial cards centre on 1800 007 606

**1. Card Details**

Card Number s22

Card Holder Name DR THOMAS MCGORAM

Company Name Dept of Defence Telephone Number s33(a)(i)

Contact Name s22 Fax Number

**2. Disputed Transaction Details**

Date(dd/mm/yyyy)	Merchant Name	Reference Number	Amount (AUD)
23-10-2016	TARGET	N22138939241016319111520161026	769.80

**Dispute Reason**

Unauthorised Transaction/Merchant

Diner's *mc*  
I contacted the merchant about this matter on 1 20 *During November or October 2016*

**Additional Comments**

Dr McGoram was not in the USA when this transaction occurred and the Fraud Team immediately cancelled his Diner's card. This transaction is still on CMS and needs to be cleared by Diner's

Important: Attach copies of any documents that support your claim. Lack of documentation may delay resolving your dispute.

**3. Authority**

Card Holders Name Date  
DR THOMAS MCGORAM 29-11-2016

Card Holders Signature

s22

Investigation will commence once this completed form is received.

[http://promaster.eas.defence.mil.au/pm/trans/transaction\\_dispute\\_fax.asp?card\\_type=...](http://promaster.eas.defence.mil.au/pm/trans/transaction_dispute_fax.asp?card_type=...) 29/11/2016

## Match Transaction

[Quick Links](#)[Help](#)[Logout](#)[Home](#) | [Expenses](#) | [Transactions](#) | [Reports](#) | [Authorities](#) | [Profiles](#) | [Document Control](#)

s22 | Account Holder

Dept. of Defence

## Transaction Details

Account Type	DinersMC	Merchant Type	5999 Miscellaneous and Specialty Retail Stores
Merchant Name	TARGET	Transaction Type	Charge
Transaction Date	23-10-2016	Original Currency	840
Amount	AUD 769.80	Original Amount	563.04
Description	USD 563.04 AT .7314	Original Country	USD
Bank Reference	N22138999241016319111520161026	Conversion Date	
Reference Number	Diners00000022781096	Date Sent to GL	
Statement Date	03-10-2016		
Account Holder	s22		
Status	Waiting Accountholder		

## Unattached Expenses

Select	Account Type	Merchant Name	Expense Group	Amount	Date	Reference ID	Purpose
No records found.							

[Match to Transaction](#) | [Create Expense](#) | [Go to Home Page](#)

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ProMaster 9.10

Hi Tom,

This transaction is still appearing in CMS. Can you please call Diners and see if they require us to put it in dispute. I thought this was one they talked to you about.

I cannot liaise with Diners on your behalf - they will only speak to the cardholder.

s22

[Redacted signature]

- Inloolik

**Diners Club  
International****Commercial Cards Disputed  
Transactions**

This form is used if you are unsure about a transaction and would like to get further information or if you would like to dispute a transaction on your statement  
Please Fax the completed form to Fax is Unavailable or post to Chief Finance Officer Group R1  
-2-B070 PO Box 7901 Canberra BC ACT 2610. If you need assistance to complete this form  
please contact the commercial cards centre on 1800 007 606

**1. Card Details**

Card Number s22

Card Holder Name DR THOMAS MCGORAM

Company Name Dept of Defence Telephone Number s33(a)(i)

Contact Name s22 Fax Number

**2. Disputed Transaction Details**

Date(dd/mm/yyyy)	Merchant Name	Reference Number	Amount (AUD)
23-10-2016	DR-11612050149-TARGET	N22138999241016319111520170209	769.80

**Dispute Reason**

Unauthorised Transaction/Merchant

I contacted the merchant about this matter on \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Additional Comments**

This transaction was disputed in November 2016 and was resolved. Dr Tom McGoram was advised that the Fraud Team immediately cancelled the Diner's card.

**Important:** Attach Copies of any documents that support your claim. Lack of documentation may delay resolving your dispute.

**3. Authority**

Card Holders Name Date  
DR THOMAS MCGORAM 13-02-2017

Card Holders Signature

Investigation will commence once this completed form is received.