

Request for Travel Approval

Date	Tuesday, 11 December 2018
Traveller Name	Michael Davies
Approver Name	Christopher Kent

Would you please approve the following travel:

Reason for Travel:	Regular BIS bi-monthly meetings
TRIM ref:	-
Budget:	Yes, London Office have confirmed there is sufficient budget for this trip. -
ISOS risk rating:	Low risk
DFAT registration	Yes, I will register my trip in DFAT
Travel date from:	13/01/2019
Travel date to:	14/01/2019
Accommodation:	Novatel Basel (GBP = approx. AUD)
Private travel?: If yes, the traveler is responsible for their own travel insurance for this portion of the trip.	No -
Preferred flight option: Reason if not Option 1:	Option 1. This is the cheapest (only) flight that meets my travel requirement of arriving in Basel in late afternoon / early evening. There is a cheaper Easyjet flight (GBP vs GBP) but it gets into Basel quite late (8.45pm).

DAVIES, Michael

From: ; s@acetravel.co.uk>
Sent: Monday, 10 December 2018 4:57 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Michael,

I hope you are well? It's lovely to hear from you again! Please see below some options:

Option 1) Afternoon BA Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA750	ECONOMY	Sun 13-Jan-19	14:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 17:05	1 h 40 m	0
British Airways	BA749	ECONOMY	Mon 14-Jan-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Or

Option 2) Evening BA Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA756	ECONOMY	Sun 13-Jan-19	19:10	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 21:45	1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 14-Jan-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Total: £ (Total Inclusive)
 - 1 x hand luggage included
 - Seats allocated upon check in
 - 1 x hold luggage included (max 23kg)
 - **Non Refundable**
 - **Amendable at £GBP, plus any applicable fare difference**

Same Price for the 14:25 or the 19:10 departure

Neither flight is on hold as I am not sure which one suits your schedule better, therefore they are subject to change

Option 3) Easyjet Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
Easyjet	U28437	ECONOMY	Sun 13-Jan-19	18:05	Gatwick Arpt, London from Terminal N	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 20:45	1 h 40 m	0
Easyjet	U28434	ECONOMY	Mon 14-Jan-19	17:00	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 17:35	1 h 35 m	0

Total: £ (Total Inclusive)
 - 1 x hand luggage included
 - Standard seat included
 - 1 x hold luggage included (max 23kg)
 - **Non Refundable**

- **Amendable at a fee/applicable fare difference**

This flight cannot be held, so is subject to change

Check In: 13th January

Check Out: 14th January

1 Night -- 1 Room

Novotel Basel City ****

Grosspeterstrasse 12, 4052 Basel, Switzerland

Double Room

- Bed and Breakfast
- Total
- **Prepaid**
- **Non Refundable**

Hotel Victoria ****

Centralbahnpl. 3-4, 4002 Basel, Switzerland

Double Queen Bed

- Bed and Breakfast
- Total
- **Prepaid**
- **Non Refundable**

Euler ****

Centralbahnpl. 14, 4002 Basel, Switzerland

Double Queen

- Bed and Breakfast
- Total
- **Prepaid**
- **Non Refundable**

Radisson Blu Basel ****

Steinentorstrasse 25, 4001 Basel, Switzerland

Double Guest Room

- Bed and Breakfast
- Total
- **Prepaid**
- **Non Refundable**

All of these hotels are in the St Alban area of the city.

Let me know how you'd like to proceed!

Best Regards,

Trainee Business Travel Consultant



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



CONFIDENTIALITY: This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.

From: DAVIES, Michael
Sent: 10 December 2018 16:33
To:
Cc: RAY, Jayna
Subject: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi

Can you please provide me with quotes for the following flights and hotel:

1. London – Basel on 13 January 2019. I need to arrive in Basel in the afternoon or early evening.
2. Basel – London on 14 January. I need to leave Basel in the evening (any time after 5pm)
3. Good value 4* hotel in the city of Basel for the night of Sunday 13 January 2019.

Regards,
Mike

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments.

This footnote also confirms that this message has been checked for computer viruses.

FOI

From: @bis.org
Sent: Wednesday, 12 December 2018 3:17 AM
To: DAVIES, Michael
Subject: Thank you for registering. Your confirmation number is #161418 for January Bimonthly Meeting, Basel 13-14 January 2019.

Registration Confirmation: January Bimonthly Meeting, Basel 13-14 January 2019 - Confirmation #161418

Thank You. Your registration has been received.

To add this event to your calendar, use the .ics file attached to this email.

Registration Details

[Edit Order](#) | [Cancel](#)

Registrant: Davies, Michael

Item	Price	Quantity	Charge
Yes, I will attend		1	
I confirm my attendance		1	
Arrival		1	
Basel Airport Pickup		1	
Departure		1	
Basel Airport Drop Off		1	

Additional Registrant Information

- Arrival Date: 13/01/2019

- Arrival Pickup Time: 17:05
- Arrival Ref - flight#: BA750
- Departure Date: 14/01/2019
- Departure Pickup Time: 17:55
- Departure Ref - flight#: BA749
- Name of self-booked hotel: Novatel Basel City

For those who have booked the hotel via this online platform, the entry acts as hotel confirmation. No further confirmation will be sent unless specifically requested.

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

FOI

From: @acetravel.co.uk>
Sent: Thursday, 13 December 2018 2:43 AM
To: DAVIES, Michael; RAY, Jayna
Subject: Itinerary: VQ4P1W - DAVIES/MICHAEL MR Date of Travel: 13 January

Good Afternoon Michael,

Please see below and attached confirmation of your flights and hotel for yourself. If you need anything else, do not hesitate to contact us.

Have a great day, and safe travels!

Best Regards,

Trainee Business Travel Consultant



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



We are pleased to provide the attached documentation outlining the travel details for traveller(s):
MR MICHAEL DAVIES

UPON RECEIPT IMMEDIATELY CHECK ALL DETAILS FOR ACCURACY.



Contact Us

ACE Travel Management
2A Ingrave Road
Brentwood
Essex CM15 8AT
UK

ITINERARY

Upon receipt immediately check all details for accuracy

Booking File Reference: VQ4P1W

Itinerary Generated for:

MR MICHAEL

DAVIES

Sunday, Jan 13 2019

14:25 Depart

British Airways - BA750

London, Heathrow

Terminal 5

Confirmed

ECONOMY

Non-Stop

Sunday, Jan 13 2019

17:05 Arrive

Basel, Basel EuroAirport Swiss

Terminal Main

Baggage Information

Click [here](#) to view airline baggage policy

Journey Time: 0:00

Airline Booking Reference: JRISLV

Travelling On :

Remarks

SEATS ALLOCATED UPON CHECK IN
1 X HAND 1 X HOLD LUGGAGE INCLUDED

Sunday, Jan 13 2019

Check In:

Location:

Check Out:

Rate:

NOVOTEL BASEL CITY

Sunday, Jan 13 2019 at 00:00 AM

GROSSPETERSTRASSE 12
BASEL
4052
CH

Monday, Jan 14 2019 before 00:00 AM

GBP (Approx Total : GBP)

Conf No: 701028431

Rooms: 1 Nights: 1

Monday, Jan 14 2019

17:55 Depart

British Airways – BA749

Basel, Basel EuroAirport Swiss

Terminal Main

Confirmed

ECONOMY

Non-Stop

Monday, Jan 14 2019

18:35 Arrive

London, Heathrow

Terminal 5

Baggage Information

Click [here](#) to view airline baggage policy

Journey Time: 0:00

Airline Booking Reference: JRISLV

Travelling On :

Remarks

SEATS ALLOCATED UPON CHECK IN
1 X HAND 1 X HOLD LUGGAGE INCLUDED

FARE TICKETS AND CONDITIONS

<input type="checkbox"/> Movie	<input type="checkbox"/> In Seat Video	<input type="checkbox"/> TV	<input type="checkbox"/> Headphones	<input type="checkbox"/> Feature Video
<input type="checkbox"/> Lie Flat Seat	<input type="checkbox"/> Duty Free	<input type="checkbox"/> No Duty Free	<input type="checkbox"/> Smoking	<input type="checkbox"/> No Smoking
<input type="checkbox"/> Phone	<input type="checkbox"/> In Seat Power	<input type="checkbox"/> Internet	<input type="checkbox"/> Email	<input type="checkbox"/> WiFi
<input type="checkbox"/> Booking Services	<input type="checkbox"/> Telex	<input type="checkbox"/> Additional Services	<input type="checkbox"/> Services Subject To Change	
In flight services are subject to change at any time. The services detailed on this itinerary may not be all those provided by the airline.				

Emergency Assistance:

For emergency assistance outside our normal office hours and for travel within 48 hours please contact 0203 394 9551.

Passport and Visa:

- ALL NAMES MUST BE AS PER PASSPORT.
- ACE Travel will endeavour to assist you with your visas. However it is your responsibility to check any visa requirements, including transit visas, with the relevant embassy.
- Please ensure your passport has at least six (6) months validity from the date of your return to the United Kingdom or the end of your journey.

General Information:

- In the event of no show your ticket may be non refundable and airline may charge additional costs.
- Your ticket may not allow re routes.
- Please allow sufficient time for airport check in and security clearance etc as below:
 ** Domestic travel - 60 minutes **
 ** European travel - 90 minutes **
 ** Long haul travel - 3 hours **
 ** Eurostar travel - 45 minutes **
- Please ensure that if you do need to make any changes to your reservation you do so prior to online check in, as this can impede the reissue of tickets and prevent boarding.

Airport Security:

- New security regulations for customers on flights departing or returning to any uk airport, checks are random and not flight specific. Customers with any electronic or battery powered devices mobile telephones / tablets / laptops etc may be required to turn on their device in front of security teams and demonstrate the functionality. If when asked to do so customers are not able to demonstrate their device has power they will not be allowed to fly on their planned service. Items will not be allowed in hand luggage either. These items will be left behind or re book onto an alternative flight at own expense.
- For the most up to date information surrounding restrictions carrying large electronic devices as hand luggage please visit the airline website.

APIS:

- Some countries and airlines are required by law to supply certain information to the Immigration Authorities and failure to provide this information could result in the passenger being denied boarding. If you do not have this information to hand at the time of booking, please ensure you contact your consultant at the earliest opportunity. The information required is: your passport details and country of residence and, for the USA only, the address of your first night's stay.
- For travel to the USA, a machine readable passport is required.
- Due to stricter security measures, if you have a criminal record, you must contact the relevant embassy as you may be denied entry.

Insurance:

Travel Insurance is recommended. You must advise of any re-existing medical conditions prior to confirmation of your policy.

Request for Travel Approval

Date	Wednesday, 31 January 2018
Traveller Name	Michael Davies
Approver Name	Christopher Kent

Would you please approve the following travel:

Reason for Travel:	Regular BIS Bi-monthly Meetings
TRIM ref:	-
Budget:	Yes, there is sufficient budget for this trip.
ISOS risk rating:	Low risk
DFAT registration	Yes, I will register my trip in DFAT
Travel date from:	10/03/2019
Travel date to:	11/03/2019
Accommodation:	Novatel Basel (GBP = approx. AUD) for 1 night.
Private travel?: If yes, the traveler is responsible for their own travel insurance for this portion of the trip.	No -
Preferred flight option: Reason if not Option 1:	Taking Option 1. Cost of GBP = approx. AUD). It is the only flights available that get me to Basel in time for the meeting on Sunday afternoon.

DAVIES, Michael

From:@acetravel.co.uk>
Sent: Wednesday, 30 January 2019 9:28 AM
To: DAVIES, Michael
Subject: Quote request

Dear Michael,

Please see below the cost requested and let me know when you wish to proceed.

*Option 1
Flights*

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time
British Airways	BA752	ECONOMY	Sun 10-Mar-19	07:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:00	1 h 35 m
British Airways	BA749	ECONOMY	Mon 11-Mar-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m

BA – GBP

Changes permitted at a fee of GBP , plus any fare difference

Ticket is non-refundable

Subject to availability and fare difference

Hold bag included – 23KG

Kind Regards

Senior Business Travel Consultant



Please come and visit us at stand B4600 20th – 21st February 2019

Click [Here](#) to register

Follow us on social media for further information



w: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



DAVIES, Michael

From: @acetravel.co.uk>
Sent: Friday, 25 January 2019 12:10 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Mike,

Please see below a few more hotel options, as discussed over the phone.

Check In: 10th March
Check Out: 11th March
1 Night – 1 Room – 1 Guest

Novotel Basel City ****
Grosspeterstrasse 12, 4052 Basel, Switzerland

Standard Double

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Or

Hotel Euler ****
Centralbahnpl. 14, 4002 Basel, Switzerland

Economy Room

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Or

Radisson Blue Basel ****
Steinentorstrasse 25, 4001 Basel, Switzerland

Double Guest Room

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Let me know how you'd like to proceed!

Best Regards,

From:
Sent: 24 January 2019 16:00
To: 'DAVIES, Michael'

Option 1 - Hotel

Cc: RAY, Jayna >
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Mike,

Apologies for the delay, we are currently working in order of date of travel, please see below your quote:

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA752	ECONOMY	Sun 10-Mar-19	07:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:00	1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 11-Mar-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Total: £ (Total Inclusive)

- 1 x hand luggage included
- Seats allocated upon check in
- 1 x hold luggage included
- **Non Refundable**
- **Amendable at** £GBP, plus any applicable fare difference

Check In: 10th March
Check Out: 11th March
1 Night – 1 Room – 1 Guest

Swissotel Le Plaza Basel *****
Messepl. 25, 4005 Basel, Switzerland

Double Classic

- Bed and Breakfast
- Total
- **Prepaid**
- **Non Refundable**

Let me know how you'd like to proceed!

Best Regards,

Business Travel Consultant



Please come and visit us at stand B4600 20th – 21st February 2019
Click [Here](#) to register
Follow us on social media for further information



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued



From: DAVIES, Michael >
Sent: 24 January 2019 14:00
To: ' ; >
Cc: RAY, Jayna >
Subject: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi ,

Can you please provide me with quotes for the following flights and hotel:

1. London – Basel on 10 March 2019. I need to arrive in Basel before 11am.
2. Basel – London on 11 March 2019. I need to leave Basel in the evening (any time after 5pm)
3. Good value 4* hotel in the city of Basel for the night of 10 March 2019.

Regards,
Mike

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments.

This footnote also confirms that this message has been checked for computer viruses.

FOI

From: @acetravel.co.uk>
Sent: Thursday, 31 January 2019 10:24 PM
To: DAVIES, Michael
Subject: FW: Itinerary: 3TTTG4 - DAVIES/MICHAEL MR Date of Travel: 10 March

Dear Mike,

Please find attached your travel itinerary and hotel voucher for your trip to Basel. Total airfare is £ .

Many thanks.

Kind regards,

Senior Business Travel Consultant



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



We are pleased to provide the attached documentation outlining the travel details for traveller(s):
MR MICHAEL DAVIES

UPON RECEIPT IMMEDIATELY CHECK ALL DETAILS FOR ACCURACY.

Contact Us

ACE Travel Management
2A Ingrave Road
Brentwood
Essex CM15 8AT
UK

ITINERARY

Upon receipt immediately check all details for accuracy

Booking File Reference: 3TTTG4

Itinerary Generated for:

MR MICHAEL DAVIES

Sunday, Mar 10 2019

07:25 Depart

British Airways - BA752

London, Heathrow

Terminal 5

Confirmed

WORLD TRAVELLER

Non-Stop

Sunday, Mar 10 2019

10:00 Arrive

Basel, Basel EuroAirport Swiss

Terminal Main

Baggage Information

Click [here](#) to view airline baggage policy

Journey Time: 1:35

Airline Booking Reference: QSS89D

Baggage Allowance: 1PC

E Ticket Number(s):

1253196945176

Travelling On :

Airbus Industrie A319

Seats :

9C Aisle (Confirmed)

Special Requests :

Ticket Numbers (E-tickets) 1253196945176C1 (Confirmed)

Services :

Sunday, Mar 10 2019

Check In:

Sunday, Mar 10 2019 at 00:00 AM

Conf No: 218-627937

Location:

CL GROSSPETERSTRASSE 12
BASEL
SWITZERLAND
4052
41613066868

Rooms: 1 Nights: 1

Check Out:

Monday, Mar 11 2019 before 00:00 AM

Rate:

GBP (Approx Total : GBP)

Monday, Mar 11 2019

17:55 Depart

British Airways - BA749

Basel, Basel EuroAirport Swiss

Terminal Main

Confirmed

WORLD TRAVELLER

Non-Stop

Monday, Mar 11 2019

18:35 Arrive

London, Heathrow

Terminal 5

Journey Time: 1:40

Airline Booking Reference: QSS89D

Baggage Information
Click [here](#) to view airline baggage policy

Baggage Allowance: 1PC

E Ticket Number(s): **1253196945176**
Travelling On : Airbus Industrie A320-100/200
Seats : 10C Aisle (Confirmed)
Special Requests : Ticket Numbers (E-tickets) 1253196945176C2 (Confirmed)
Services :

FARE TICKETS AND CONDITIONS

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Movie | <input type="checkbox"/> In Seat Video | <input type="checkbox"/> TV | <input type="checkbox"/> Headphones | <input type="checkbox"/> Feature Video |
| <input type="checkbox"/> Lie Flat Seat | <input type="checkbox"/> Duty Free | <input type="checkbox"/> No Duty Free | <input type="checkbox"/> Smoking | <input type="checkbox"/> No Smoking |
| <input type="checkbox"/> Phone | <input type="checkbox"/> In Seat Power | <input type="checkbox"/> Internet | <input type="checkbox"/> Email | <input type="checkbox"/> WiFi |
| <input type="checkbox"/> Booking Services | <input type="checkbox"/> Telex | <input type="checkbox"/> Additional Services | <input type="checkbox"/> Services Subject To Change | |

In flight services are subject to change at any time. The services detailed on this itinerary may not be all those provided by the airline.

Emergency Assistance:

For emergency assistance outside our normal office hours and for travel within 48 hours please contact 0203 394 9551.

Passport and Visa:

- ALL NAMES MUST BE AS PER PASSPORT.
- ACE Travel will endeavour to assist you with your visas. However it is your responsibility to check any visa requirements, including transit visas, with the relevant embassy.
- Please ensure your passport has at least six (6) months validity from the date of your return to the United Kingdom or the end of your journey.

General Information:

- In the event of no show your ticket may be non refundable and airline may charge additional costs.
- Your ticket may not allow re routes.
- Please allow sufficient time for airport check in and security clearance etc as below:
 - ** Domestic travel - 60 minutes **
 - ** European travel - 90 minutes **
 - ** Long haul travel - 3 hours **
 - ** Eurostar travel - 45 minutes **
- Please ensure that if you do need to make any changes to your reservation you do so prior to online check in, as this can impede the reissue of tickets and prevent boarding.

Airport Security:

- New security regulations for customers on flights departing or returning to any uk airport, checks are random and not flight specific. Customers with any electronic or battery powered devices mobile telephones / tablets / laptops etc may be required to turn on their device in front of security teams and demonstrate the functionality. If when asked to do so customers are not able to demonstrate their device has power they will not be allowed to fly on their planned service. Items will not be allowed in hand luggage either. These items will be left behind or re book onto an alternative flight at own expense.
- For the most up to date information surrounding restrictions carrying large electronic devices as hand luggage please visit the airline website.

APIS:

- Some countries and airlines are required by law to supply certain information to the Immigration Authorities and failure to provide this information could result in the passenger being denied boarding. If you do not have this information to hand at the time of booking, please ensure you contact your consultant at the earliest opportunity. The information required is: your passport details and country of residence and, for the USA only, the address of your first night's stay.
- For travel to the USA, a machine readable passport is required.
- Due to stricter security measures, if you have a criminal record, you must contact the relevant embassy as you may be denied entry.

Insurance:

Travel Insurance is recommended. You must advise of any re-existing medical conditions prior to confirmation of your policy.

FOI

From: @bis.org
Sent: Monday, 4 February 2019 11:54 PM
To: DAVIES, Michael
Subject: Thank you for registering. Your confirmation number is #164585 for March Bimonthly Meeting, Basel 10-11 March 2019.

Registration Confirmation: March Bimonthly Meeting, Basel 10-11 March 2019 - Confirmation #164585

Dear Michael Davies

We herewith acknowledge receipt of your online registration.

In case of changes you may adjust your entries by clicking on the original online registration link, or by clicking on "edit order" on the registration confirmation at any time prior to the cut-off date.

Please do not hesitate to contact me should you have any questions.

Kind regards

Meeting Services

To add this event to your calendar, use the .ics file attached to this email.

Registration Details

[Edit Order](#) | [Cancel](#)

Registrant: Davies, Michael

Item	Price	Quantity	Charge
------	-------	----------	--------

Yes, I will attend	1
I confirm my attendance	1
Arrival	1
Basel Airport Pickup	1
Departure	1
Basel Airport Drop Off	1
Additional Registrant Information	
- Arrival Date: 10/03/2019 - Arrival Pickup Time: 10:00 - Arrival Ref - flight#: BA752 - Departure Date: 11/03/2019 - Departure Time: 17:55 - Departure Ref - flight#: BA749 - Name of self-booked hotel: Novotel Basel City	
For those who have booked the hotel via this online platform, the entry acts as hotel confirmation. No further confirmation will be sent unless specifically requested.	

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

14 DEC 2018

www.acetravel.co.uk
Old County Court Building
2A Ingrave Road, Brentwood
Essex CM15 8AT



**RESERVE BANK OF AUSTRALIA European
Representative Office
53 NEW BROAD STREET
LONDON
EC2M 1JJ**

Page 1
Invoice Date 12/12/18
Our ref: RBA001/00 /ST /VQ4P1W
Cost Centre:
Purchase Order:
Your ref: MICHAEL DAVIES
Email @acetravel.co.uk

INVOICE A241804

Lead Name	Service/Supplier	Net	Tax	Vat	Gross
DAVIES/MICHAELI	MR				
	AIRLINES: BRITISH AIRWAYS				
	Ref/Ticket: JRISLV				
DAVIES/MICHAEL	MR				
	TRANSACTION FEE: ACE TRAVEL M'GMT				
	Date: 12/12/18				
	Service Net Vat...				
	A -AIRLINES 35.00 0.00				
DAVIES/MICHAELI	MR				
	EURO HOTEL PREPAID: NOVOTEL BASEL CITY				
	GROSSPETERSTRASSE 12				
	BASEL Arrive: 13/01/19 Depart: 14/01/19				
	Ref/Ticket: 701028431				
DAVIES/MICHAELI	IMR				
	TRANSACTION FEE: ACE TRAVEL M'GMT				
	Date: 12/12/18				
	SERVICE NET VAT...				
	HF - EURO PREPAID 14.00 2.80				
Travel Details					
Depart	Arrive	Carrier			
13/01/19 14:25 LONDON HEATHROW	BASEL	13/01/19 17:05 YY 750 Y			
14/01/19 17:55 BASEL	LONDON HEATHROW	14/01/19 18:35 YY 749 Y			

Advantage
Focus Partnership



ACE Travel Management is the trading name of KMG Travel Management Ltd.
Company Registration No. 2722778, VAT No. 583 3265 29.
Registered Office: Old County Court Building, 2A Ingrave Road, Brentwood, Essex CM15 8AT

Page 2
 Invoice Date 12/12/18
 Our ref: RBA001/00 /ST /VQ4P1W
 Cost Centre:

Email: /@acettravel.co.uk

INVOICE A241804

Lead Name	Service/Supplier	Net	Tax	Vat	Gross
TERMS		Net + Tax			
Payment due on or before 10/01/19 E&OE		VAT @ 20%			
HSBC Bank PLC 91		Gross			
High Street Brentwood		Paid			
Essex CM14 4RU		0.00			
Account Name: KMG Travel		Due			
Management Sort Code : 40-13-22		All values are in GBP			

AIRFARE

HOTEL .

Account checked and not previously paid
Vendor checked by RM



ACE Travel Management is the trading name of KMG Travel Management Ltd.
 Company Registration No. 2722778. VAT No. 583 3265 29.
 Registered Office: Old County Court Building, 2A Ingrave Road, Brentwood, Essex CM15 8AT



Contact Us

ACE Travel Management
2A Ingrave Road
Brentwood
Essex CM15 8AT
UK

ITINERARY






Upon receipt immediately check all details for accuracy

Booking File Reference: VQ4P1W
Consultant: Shelby Thomas

Itinerary Generated for:

MR MICHAEL

J DAVIES

	Sunday, Jan 13 2019	All Airlines - YY750	Confirmed
	14:25 Depart	London, Heathrow	ECONOMY
		Terminal Main	Non-Stop
	Sunday, Jan 13 2019		
	17:05 Arrive	Basel, Basel EuroAirport Swiss	Journey Time: 0:00
		Terminal Main	Airline Booking Reference: JRISLV
		Baggage Information Click here to view airline baggage policy	
	Travelling On :		
	Remarks	SEATS ALLOCATED UPON CHECK IN 1 X HAND 1 X HOLD LUGGAGE INCLUDED	
	Sunday, Jan 13 2019	NOVOTEL BASEL CITY	Conf No: 701028431
	Check In:	Sunday, Jan 13 2019 at 00:00 AM	Rooms: 1 Nights: 1
	Location:	GROSSPETERSTRASSE 12 BASEL 4052 CH	
	Check Out:	Monday, Jan 14 2019 before 00:00 AM	
	Rate:	GBP (Approx Total : GBP)	
	Monday, Jan 14 2019	All Airlines - YY749	Confirmed
	17:55 Depart	Basel, Basel EuroAirport Swiss	ECONOMY
		Terminal Main	Non-Stop
	Monday, Jan 14 2019		
	18:35 Arrive	London, Heathrow	Journey Time: 0:00
		Terminal Main	Airline Booking Reference: JRISLV
		Baggage Information Click here to view airline baggage policy	
	Travelling On :		
	Remarks	SEATS ALLOCATED UPON CHECK IN 1 X HAND 1 X HOLD LUGGAGE INCLUDED	

FARE TICKETS AND CONDITIONS

Movie	In Seat Video	TV	Headphones	Feature Video
Lie Flat Seat	Duty Free	No Duty Free	Smoking	No Smoking
Phone	In Seat Power	Internet	Email	WiFi
Booking Services	Telex	Additional Services	Services Subject To Change	

In flight services are subject to change at any time. The services detailed on this itinerary may not be all those provided by the airline.

Emergency Assistance:

For emergency assistance outside our normal office hours and for travel within 48 hours please contact 0203 394 9551.

Passport and Visa:

- ALL NAMES MUST BE AS PER PASSPORT.
- ACE Travel will endeavour to assist you with your visas. However it is your responsibility to check any visa requirements, including transit visas, with the relevant embassy.
- Please ensure your passport has at least six (6) months validity from the date of your return to the United Kingdom or the end of your journey.

General Information:

- In the event of no show your ticket may be non refundable and airline may charge additional costs.
- Your ticket may not allow re routes.
- Please allow sufficient time for airport check in and security clearance etc as below:
 - ** Domestic travel - 60 minutes **
 - ** European travel - 90 minutes **
 - ** Long haul travel - 3 hours **
 - ** Eurostar travel - 45 minutes **
- Please ensure that if you do need to make any changes to your reservation you do so prior to online check in, as this can impede the reissue of tickets and prevent boarding.

Airport Security:

- New security regulations for customers on flights departing or returning to any uk airport, checks are random and not flight specific. Customers with any electronic or battery powered devices mobile telephones / tablets / laptops etc may be required to turn on their device in front of security teams and demonstrate the functionality. If when asked to do so customers are not able to demonstrate their device has power they will not be allowed to fly on their planned service. Items will not be allowed in hand luggage either. These items will be left behind or re book onto an alternative flight at own expense.
- For the most up to date information surrounding restrictions carrying large electronic devices as hand luggage please visit the airline website.

APIS:

- Some countries and airlines are required by law to supply certain information to the Immigration Authorities and failure to provide this information could result in the passenger being denied boarding. If you do not have this information to hand at the time of booking, please ensure you contact your consultant at the earliest opportunity. The information required is: your passport details and country of residence and, for the USA only, the address of your first night's stay.
- For travel to the USA, a machine readable passport is required.
- Due to stricter security measures, if you have a criminal record, you must contact the relevant embassy as you may be denied entry.

Insurance:

Travel Insurance is recommended. You must advise of any re-existing medical conditions prior to confirmation of your policy.

Prepaid Voucher

Novotel Basel City ★★★★★

Address Grosspeterstrasse 12, Basel, Switzerland, 4002

Phone 0041 (0)613066868

Guest Name(s) Mr Michael Davies

Check In 13 Jan 2019 | **Check Out** 14 Jan 2019 | 1 night(s)

Room Type Double room sole use

Board Type Breakfast

Note to Hotel: The guest SHOULD NOT be charged for the services listed on this voucher. The guest is to be billed for their incidentals, resort fees or any tourist taxes, if applicable.

Essential Information

Room 1

From 2018-04-13 To 2030-12-31

City Tax

There is a city tax in Basel which is payable directly to the hotel by the pax. This is charged at 4.00 Chf per person per night.

Emergency Contact +44 (0) 1273 429007

In the event of any problems or difficulties, you must contact the hotel immediately, so they have the opportunity to rectify the situation from the outset. If you are unable to resolve matters to your satisfaction, please contact Stuba on the number shown above. Failure to report any issues could invalidate any claims made upon your return.



Booking #701028431

RAY, Jayna

From: DAVIES, Michael
Sent: 12 December 2018 13:00
To: ;
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi

Thank you for this. I would like to proceed with the booking of the flights and the 1 night at the novotel. Pls book, and then send an invoice to the RBA in the usual way.

Regards,
Mike

From: " " [mailto:]@acettravel.co.uk]
Sent: Wednesday, 12 December 2018 12:11 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Mike,

I hope you are well? Please see below your requote:

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA750	ECONOMY	Sun 13-Jan-19	14:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 17:05	1 h 40 m	0
British Airways	BA749	ECONOMY	Mon 14-Jan-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Total: 1 (Total Inclusive)

- 1 x hand luggage included
- Seats allocated upon check in
- 1 x hold luggage included (max 23kg)
- **Non Refundable**
- **Amendable at 100% GBP, plus any applicable fare difference**

Check In: 13th January
Check Out: 14th January
1 Night – 1 Room

Novotel Basel City ****
Grosspeterstrasse 12, 4052 Basel, Switzerland

Double Room

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Let me know if you are happy to proceed!

Best Regards,

From: DAVIES, Michael
Sent: 12 December 2018 09:59
To: ;@acetravel.co.uk>
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi

Thanks for this. Can you pls give me a call when you get a few minutes this morning

Regards,
Mike

Michael Davies | Chief Representative, European Office
RESERVE BANK OF AUSTRALIA | 53 New Broad Street, London

From: ;@acetravel.co.uk]
Sent: Monday, 10 December 2018 4:57 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Michael,

I hope you are well? It's lovely to hear from you again! Please see below some options:

Option 1) Afternoon BA Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA750	ECONOMY	Sun 13-Jan-19	14:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 17:05	1 h 40 m	0
British Airways	BA749	ECONOMY	Mon 14-Jan-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Or

Option 2) Evening BA Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA756	ECONOMY	Sun 13-Jan-19	19:10	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 21:45	1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 14-Jan-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Total: (Total Inclusive)

- 1 x hand luggage included
- Seats allocated upon check in
- 1 x hold luggage included (max 23kg)
- **Non Refundable**
- **Amendable at £100 GBP, plus any applicable fare difference**

Same Price for the 14:25 or the 19:10 departure

Neither flight is on hold as I am not sure which one suits your schedule better, therefore they are subject to change

Option 3) Easyjet Return

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
Easyjet	U28437	ECONOMY	Sun 13-Jan-19	18:05	Gatwick Arpt, London from Terminal N	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 20:45	1 h 40 m	0
Easyjet	U28434	ECONOMY	Mon 14-Jan-19	17:00	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 17:35	1 h 35 m	0

Total: (Total Inclusive)

- 1 x hand luggage included
- Standard seat included
- 1 x hold luggage included (max 23kg)
- **Non Refundable**
- **Amendable at a fee/applicable fare difference**

This flight cannot be held, so is subject to change

Check In: 13th January
Check Out: 14th January
1 Night – 1 Room

Novotel Basel City ****

Grosspeterstrasse 12, 4052 Basel, Switzerland

Double Room

- Bed and Breakfast
- Tax Total
- **Prepaid**
- **Non Refundable**

Hotel Victoria ****

Centralbahnpl. 3-4, 4002 Basel, Switzerland

Double Queen Bed

- Bed and Breakfast
- | Total
- **Prepaid**
- **Non Refundable**

Euler ****

Centralbahnpl. 14, 4002 Basel, Switzerland

Double Queen

- Bed and Breakfast
- | Total
- **Prepaid**
- **Non Refundable**

Radisson Blu Basel ****

Steinentorstrasse 25, 4001 Basel, Switzerland

Double Guest Room

- Bed and Breakfast
- | Total
- **Prepaid**
- **Non Refundable**

All of these hotels are in the St Alban area of the city.

Let me know how you'd like to proceed!

Best Regards,

Trainee Business Travel Consultant



vv: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



From: DAVIES, Michael
Sent: 10 December 2018 16:33
To: Shelby Thomas <shelby.thomas@acetravel.co.uk>
Cc: RAY, Jayna <jayna.ray@acetravel.co.uk>
Subject: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi

Can you please provide me with quotes for the following flights and hotel:

1. London – Basel on 13 January 2019. I need to arrive in Basel in the afternoon or early evening.
2. Basel – London on 14 January. I need to leave Basel in the evening (any time after 5pm)
3. Good value 4* hotel in the city of Basel for the night of Sunday 13 January 2019.

Regards,
Mike

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments.

This footnote also confirms that this message has been checked for computer viruses.

RAY, Jayna

From: @bis.org>
Sent: 10 December 2018 13:01
To:
Cc:
Subject: January Bimonthly Meeting, Basel 13-14 January 2019

Dear Meeting Participant,

Please click on [January Bimonthly Meeting, Basel 13-14 January 2019](#)
to register online.

This online registration covers mainly general participation and logistical matters.

It will also include

Cut-off date: please register online **by Wednesday, 9 January 2019 (pm CET)**.

If you have any questions, please contact

Kind regards,



**BANK FOR
INTERNATIONAL
SETTLEMENTS**

Meeting Services

www.bis.org



Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

Request for Travel Approval

Date	Tuesday, 2 April 2019
Traveler Name	Michael Davies
Approver Name	Chris Kent

Would you please approve the following travel:

Reason for Travel:	Regular BIS bi-monthly meetings (GEM) in Switzerland
TRIM ref:	-
Budget:	Yes, there is sufficient budget for this trip.
ISOS risk rating:	Low risk
DFAT registration	Yes, registration will be completed prior to travel
Travel date from:	12/05/2019
Travel date to:	13/05/2019
Accommodation:	Raddison Blu, Basel CHF per night = approx. AUD). This is the cheapest hotel near the BIS (Hyperion is 25 CHF cheaper, but 30 min walk from BIS).
Private travel?: If yes, the traveler is responsible for their own travel insurance for this portion of the trip.	No
Preferred flight option: Reason if not Option 1:	Option 1 – cheapest flights that meet business need. (GBP = approx. AUD)

DAVIES, Michael

From: @acetravel.co.uk>
Sent: Monday, 1 April 2019 4:18 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: BASEL

Hi Mike

ACE TRAVEL MANAGEMENT

Booking Reference:

Passenger Names:

Flights

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Status	Seat Number	Aircraft Type	Operated By	Flt Time	Stops
* British Airways <i>London to Basel</i>	BA752	ECONOMY	Sun 12-May-19	08:15	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:50	Have Sold		Airbus Industrie A319		1 h 35 m	0
Easyjet	U28436	ECONOMY	Mon 13-May-19	17:25	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 18:00	Passive		Airbus Industrie A319		1 h 35 m	0
* British Airways <i>Basel to London</i>	BA755	ECONOMY	Mon 13-May-19	18:40	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 19:20	Have Sold		Airbus Industrie A319		1 h 40 m	0
Easyjet	U28438	ECONOMY	Mon 13-May-19	21:45	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 22:20	Passive		Airbus Industrie A319		1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 13-May-19	22:05	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 22:35	Have Sold		Airbus Industrie A320-100/200		1 h 30 m	0

BA752 is the earliest flight

BA752/BA755 Fare £ 7
BA752/BA749 Fare £ 7
Fares are non-refundable
Changes permitted for £ subject to availability and any necessary fare upgrade
No hold baggage included

preferred flights. (option 1)

These flights are slightly cheaper but leave Basel too late on Monday evening.

I have included the Easyjet flights times above, if you would like a quote for them also please advise.

Here are three hotels I have found that may be of interest. Lower rates are non-refundable

RADISSON BLU BASEL
ADDRESS: STEINENTORSTRASSE 25 PHONE: 41612272727
BASEL CH-4001 FAX: 41612272828
YOU COULD EARN 1438 POINTS WITH THIS
RESERVATION. TO ENROLL SEE HODRD/INCE

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

IA01569: SALE

INDIVIDUAL ROOM - POOL ACCESS - 1 QUEEN BED

~~FULL PREPAYMENT - NON-REFUNDABLE~~

CHF 1 PER NIGHT STARTING 12 MAY 19 FOR 1 NIGHT.
SUB TOTAL FOR STAY
APPROX TOTAL INCL ALL KNOWN TAXES/FEES

Chosen hotel.

HYPERION HOTEL BASEL
ADDRESS: MESSEPLATZ 12 PHONE: 41 61 5604000
BASEL 4058 CH FAX: 41 61 5605555
WWW.WYNDHAMREWARDS.COM

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

C1QPK7: PAY NOW ROOM ONLY INCL WIFI NON-REFUNDABLE
INCLUDES WIFI

CHF 1 PER NIGHT STARTING 12 MAY FOR 1 NIGHT
SUB TOTAL FOR STAY
APPROX TOTAL INCL ALL KNOWN TAXES/FEES

SWISSOTEL LE PLAZA
ADDRESS: MESSEPLATZ 25 PHONE: 41 61 555 33 33
BASEL CH 4005 FAX: 41 44 317 33 59
THANK YOU FOR BOOKING WITH US

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

ROOM ONLY - NON REFUNDABLE -

SAVE 10 - ADVANCE SAVER

ADVANCE SAVER INCLUDING 3.7PCT VAT AND SERVICE CHARGE. A
DEPOSIT OF 100PCT IS CHARGED TO THE CREDIT CARD GIVEN AT TIME
OF BOOKING AND IS NON-REFUNDABLE IN CASE OF CANCELLATION.

LOCAL TAX IS ADDITIONAL AT CHF 4.00 PER PERSON/DAY.
CHF 1 PER NIGHT STARTING 12 MAY FOR 1 NIGHT
TOTAL STARTING 12 MAY FOR 1 NIGHT

Kind Regards

Senior Business Travel Consultant



X: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



FOI

From: @acetravel.co.uk>
Sent: Tuesday, 2 April 2019 2:18 AM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: BASEL

Hi Mike

ACE TRAVEL MANAGEMENT

Booking Reference:

Passenger Names:

Flights

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Status	Seat Number	Aircraft Type	Operated By	Fit Time	Stops
British Airways	BA752	ECONOMY	Sun 12-May-19	08:15	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:50	Have Sold		Airbus Industrie A319		1 h 35 m	0
Easyjet	U28436	ECONOMY	Mon 13-May-19	17:25	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 18:00	Passive		Airbus Industrie A319		1 h 35 m	0
British Airways	BA755	ECONOMY	Mon 13-May-19	18:40	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 19:20	Have Sold		Airbus Industrie A319		1 h 40 m	0
Easyjet	U28438	ECONOMY	Mon 13-May-19	21:45	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 22:20	Passive		Airbus Industrie A319		1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 13-May-19	22:05	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 22:35	Have Sold		Airbus Industrie A320-100/200		1 h 30 m	0

BA752 is the earliest flight

BA752/BA755 Fare £

BA752/BA749 Fare £

Fares are non-refundable

Changes permitted for £ subject to availability and any necessary fare upgrade

No hold baggage included

I have included the Easyjet flights times above, if you would like a quote for them also please advise.

Here are three hotels I have found that may be of interest. Lower rates are non-refundable

RADISSON BLU BASEL

ADDRESS: STEINENTORSTRASSE 25 PHONE: 41612272727

BASEL CH-4001 FAX: 41612272828

YOU COULD EARN 1438 POINTS WITH THIS
RESERVATION. TO ENROLL SEE HODRD/INCE

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

IA01569: SALE

INDIVIDUAL ROOM - POOL ACCESS - 1 QUEEN BED

-FULL PREPAYMENT-NON-REFUNDABLE

CHF PER NIGHT STARTING 12MAY19 FOR 1 NIGHT.

SUB TOTAL FOR STAY

APPROX TOTAL INCL ALL KNOWN TAXES/FEES

HYPERION HOTEL BASEL

ADDRESS: MESSEPLATZ 12 PHONE: 41 61 5604000

BASEL 4058 CH FAX: 41 61 5605555

WWW.WYNDHAMREWARDS.COM

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

: **PAY NOW ROOM ONLY INCL WIFI NON-REFUNDABLE**

INCLUDES WIFI

CHF PER NIGHT STARTING 12 MAY FOR 1 NIGHT
SUB TOTAL FOR STAY
APPROX TOTAL INCL ALL KNOWN TAXES/FEES

SWISSOTEL LE PLAZA

ADDRESS: MESSEPLATZ 25 PHONE: 41 61 555 33 33
BASEL CH 4005 FAX: 41 44 317 33 59

THANK YOU FOR BOOKING WITH US

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

ROOM ONLY - **NON REFUNDABLE** -

SAVE 10 - ADVANCE SAVER

ADVANCE SAVER INCLUDING 3.7PCT VAT AND SERVICE CHARGE. A
DEPOSIT OF 100PCT IS CHARGED TO THE CREDIT CARD GIVEN AT TIME
OF BOOKING AND IS NON-REFUNDABLE IN CASE OF CANCELLATION.
LOCAL TAX IS ADDITIONAL AT CHF 4.00 PER PERSON/DAY.

CHF PER NIGHT STARTING 12 MAY FOR 1 NIGHT
TOTAL STARTING 12 MAY FOR 1 NIGHT

Kind Regards

Senior Business Travel Consultant



X: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



CONFIDENTIALITY: This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.

FOI

From: @bis.org
Sent: Tuesday, 9 April 2019 8:26 PM
To: DAVIES, Michael
Subject: Thank you for registering. Your confirmation number is #169085 for May Bimonthly Meeting, Basel 12-13 May 2019.

Registration Confirmation: May Bimonthly Meeting, Basel 12-13 May 2019 - Confirmation #169085

Dear Michael Davies

We herewith acknowledge receipt of your online registration.

In case of changes you may adjust your entries by clicking on the original registration link, or by clicking on "edit order" on the registration confirmation at any time prior to the cut-off date.

Please do not hesitate to contact me should you have any questions.

Kind regards

Meeting Services

To add this event to your calendar, use the .ics file attached to this email.

Order Details

[Edit Order](#) | [Cancel](#)

Registrant: Davies, Michael

Item	Price	Quantity:	Charge
------	-------	-----------	--------

Yes, I will attend	1
I confirm my attendance	1
Arrival	1
Basel Airport Pickup	1
Departure	1
Basel Airport Drop Off	1
Additional Registrant Information	
<ul style="list-style-type: none"> - Arrival Date: 12/05/2019 - Arrival Pickup Time: 10:50 - Arrival Ref - flight#: BA752 - Departure Date: 13/05/2019 - Departure Time: 18:40 - Departure Ref - flight#: BA755 - Name of self-booked hotel: RADISSON BLU BASEL 	
<p>For those who have booked the hotel via this online platform, the entry acts as hotel confirmation. No further confirmation will be sent unless specifically requested.</p>	

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

**RESERVE BANK OF AUSTRALIA European
Representative Office
53 NEW BROAD STREET
LONDON
EC2M 1JJ**

Page 1
Invoice Date 31/01/19
Our ref: RBA001/00 /OA /3TTTG4
Cost Centre:
Purchase Order:
Your ref: MIKE DAVIES
Email: info@acetravel.co.uk

INVOICE A242810

Lead Name	Service/Supplier	Net	Tax	Vat	Gross
DAVIES/MICHAEL	MR				
	AIRLINES: BRITISH AIRWAYS Ref/Ticket: 3196945176				
DAVIES/MICHAEL	MR				
	EURO HOTEL PREPAID: HOTEL NOVOTEL BASEL GROSSPETERSTRASSE BASEL Arrive: 10/03/19 Depart: 11/03/19 Ref/Ticket: 218-627937				
DAVIES/MICHAEL	MR				
	TRANSACTION FEE: ACE TRAVEL M'GMT Date: 31/01/19				
	Service Net Vat				
	Airline fee				
	HF-EURO HOTEL PREPAID				
Travel Details					
Depart	Arrive	Carrier			
10/03/19 07:25 LONDON HEATHROW	BASEL	10/03/19 10:00	BA 752	0	
11/03/19 17:55 BASEL	LONDON HEATHROW	11/03/19 18:35	BA 749	0	

TERMS

Payment due on or before 10/02/19 E&OE

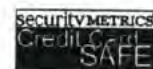
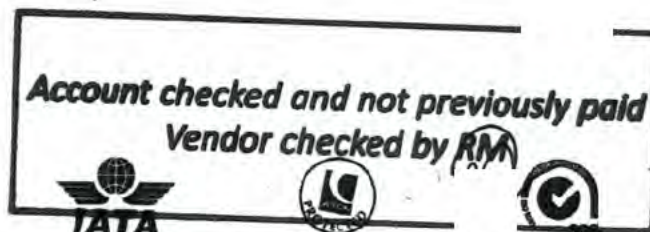
HSBC Bank PLC 91 Account Name: KMG Travel
High Street Brentwood Management Sort Code : 40-13-22
Essex CM14 4RU

Net + Tax
VAT @ 20%
Gross
Paid _____ 0.00
Due _____

All values are in GBP

AIRFARE
HOTEL

Advantage
Focus Partnership



ACE Travel Management is the trading name of KMG Travel Management Ltd.
Company Registration No. 2722778. VAT No. 583 3265 29,
Registered Office: Old County Court Building, 2A Ingrave Road, Brentwood, Essex CM15 8AT

RESERVE BANK OF AUSTRALIA European
Representative Office
53 NEW BROAD STREET
LONDON
EC2M 1JJ

Statement of Account 31/01/19

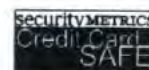
Page 1

Invoice Date	Invoice Number	Lead Name	Purchase Order	Cost Centre	Billed	Received	Due	Days O/S
1	31/01/19	A242810					

Credit Terms
10th Day of month following

Total:	Billed	GBP
	Received	0.00
	Held on Account	0.00
	Total Due	GBP

WE WOULD APPRECIATE PROMPT SETTLEMENT ON THE DUE DATE.
THANK YOU!



ACE Travel Management is the trading name of KMG Travel Management Ltd.
 Company Registration No. 2722778. VAT No. 583 3265 29.
 Registered Office: Old County Court Building, 2A Ingrave Road, Brentwood, Essex CM15 8AT

DAVIES, Michael

From: @acetravel.co.uk>
Sent: Wednesday, 30 January 2019 9:28 AM
To: DAVIES, Michael
Subject: Quote request

Dear Michael,

Please see below the cost requested and let me know when you wish to proceed.

*Option 1
Flights*

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time
British Airways	BA752	ECONOMY	Sun 10-Mar-19	07:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:00	1 h 35 m
British Airways	BA749	ECONOMY	Mon 11-Mar-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m

BA – GBP

Changes permitted at a fee of GBP _____, plus any fare difference

Ticket is non-refundable

Subject to availability and fare difference

Hold bag included – 23KG

Kind Regards

Senior Business Travel Consultant



TRAVEL MANAGEMENT
it's all about you



20-21 February 2019 - Olympia London

Please come and visit us at stand B4600 20th – 21st February 2019

Click [Here](#) to register

Follow us on social media for further information



w: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



CONFIDENTIALITY: This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.

DAVIES, Michael

From: @acetravel.co.uk>
Sent: Friday, 25 January 2019 12:10 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Mike,

Please see below a few more hotel options, as discussed over the phone.

Check In: 10th March
Check Out: 11th March
1 Night – 1 Room – 1 Guest

Novotel Basel City ****
Grosspeterstrasse 12, 4052 Basel, Switzerland

Standard Double

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Or

Hotel Euler ****
Centralbahnpl. 14, 4002 Basel, Switzerland

Economy Room

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Or

Radisson Blue Basel ****
Steinentorstrasse 25, 4001 Basel, Switzerland

Double Guest Room

- Bed and Breakfast
- Total
- Prepaid
- Non Refundable

Let me know how you'd like to proceed!

Best Regards,

From: ;
Sent: 24 January 2019 16:00
To: 'DAVIES, Michael'

Cc: RAY, Jayna

Subject: RE: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Good Afternoon Mike,

Apologies for the delay, we are currently working in order of date of travel, please see below your quote:

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Flt Time	Stops
British Airways	BA752	ECONOMY	Sun 10-Mar-19	07:25	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:00	1 h 35 m	0
British Airways	BA749	ECONOMY	Mon 11-Mar-19	17:55	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 18:35	1 h 40 m	0

Total: (Total Inclusive)

- 1 x hand luggage included
- Seats allocated upon check in
- 1 x hold luggage included
- **Non Refundable**
- **Amendable at** **IGBP, plus any applicable fare difference**

Check In: 10th March

Check Out: 11th March

1 Night – 1 Room – 1 Guest

Swissotel Le Plaza Basel *****

Messepl. 25, 4005 Basel, Switzerland

Double Classic

- Bed and Breakfast
-) Total
- **Prepaid**
- **Non Refundable**

Let me know how you'd like to proceed!

Best Regards,

Business Travel Consultant



TRAVEL MANAGEMENT
it's all about you



**Business
Travel Show**

20-21 February 2019 - Olympia London

Please come and visit us at stand B4600 20th – 21st February 2019

Click [Here](#) to register

Follow us on social media for further information



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



CONFIDENTIALITY: This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.

From: DAVIES, Michael

Sent: 24 January 2019 14:00

To: [>@acetravel.co.uk](mailto:;@acetravel.co.uk)

Cc: RAY, Jayna

Subject: RBA - Basel Trip for Michael Davies [SEC=UNCLASSIFIED]

Hi

Can you please provide me with quotes for the following flights and hotel:

1. London – Basel on 10 March 2019. I need to arrive in Basel before 11am.
2. Basel – London on 11 March 2019. I need to leave Basel in the evening (any time after 5pm)
3. Good value 4* hotel in the city of Basel for the night of 10 March 2019.

Regards,
Mike

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments.

This footnote also confirms that this message has been checked for computer viruses.

RAY, Jayna

From: RICHARDS, Lucy on behalf of Travel
Sent: 18 March 2019 06:32
To: RAY, Jayna; Travel
Subject: RE: London Office Travel Details for ISOS Travel Tracker [SEC=UNCLASSIFIED]

Hi Jayna

These details have been added to Mike's ISOS profile.

Regards
Lucy

Lucy Richards
Travel Team | Shared Services | Finance
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

From: RAY, Jayna
Sent: Saturday, 9 March 2019 3:11 AM
To: Travel
Subject: London Office Travel Details for ISOS Travel Tracker [SEC=UNCLASSIFIED]

Hi

Please be advised of the flight and hotel details for the following trip:

Michael Davies Sunday 10 March 2019 to Monday 11 March 2019 Travelling to Basel, Switzerland

Outward Flight on 10 March: BA752 – Departs London Heathrow to Basel at 07:25
Inward Flight on 11 March: BA749 – Departs Basel to London Heathrow at 17:55

A reservation has been made at the Novotel Basel City, Grosspeterstrasse 12, 4052 Basel, Switzerland for the duration of the trip.

Kind regards

Jayna

Jayna Ray | Office Manager
RESERVE BANK OF AUSTRALIA | 2nd Floor, 53 New Broad Street. London, EC2M 1JJ

From: @bis.org
To: DAVIES, Michael
Subject: Thank you for registering. Your confirmation number is #170358 for June Bimonthly Meeting and AGM, 29-30 June 2019.
Date: Wednesday, 1 May 2019 6:03:15 PM

Registration Confirmation: June Bimonthly Meeting and AGM, 29-30 June 2019 - Confirmation #170358

Dear Michael Davies

Thank you for registering.

In case of changes you may adjust your entries by clicking on the original meeting registration link, or by clicking on "edit order" on the registration confirmation at any time prior to the cut-off date.

Please do not hesitate to contact me should you have any questions.

Kind regards

Meeting Services

To add this event to your calendar, use the .ics file attached to this email.

Order Details

[Edit](#)
[Order](#) |
[Cancel](#)

Registrant: Davies, Michael

Item	Price	Quantity	Charge
Yes, I will attend		1	
I confirm my attendance		1	

Travel Arrival Information	1
Basel Airport Pickup	1

Travel Departure Information	1
Basel Airport Drop Off	1

Additional Registrant Information

- Arrival Date: 29/06/2019
- Arrival Pickup Time: 11:00
- Arrival Ref - flight#: BA752
- Departure Date: 30/06/2019
- Departure Time: 18:40
- Departure Ref - flight#: BA755
- Name of self-booked hotel: novotel basel city

For those who have booked the hotel via this online platform, the entry acts as hotel confirmation. No further confirmation will be sent unless specifically requested.

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

FOI

From: @acetravel.co.uk>
Sent: Wednesday, 1 May 2019 7:15 PM
To: DAVIES, Michael
Subject: Itinerary: DZ5D92 - DAVIES/MICHAELMR Date of Travel: 29 June

Good Morning Michael,

Please see below confirmation of your flights, and hotel. If you need anything else do not hesitate to contact us.

Have a good day, and safe travels!

Best,

Business Travel Consultant



Follow us on social media for further information



W: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.



CONFIDENTIALITY: This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender.

We are pleased to provide the attached documentation outlining the travel details for traveller(s):
MR MICHAEL DAVIES

UPON RECEIPT IMMEDIATELY CHECK ALL DETAILS FOR ACCURACY.

Contact Us

ACE Travel Management
2A Ingrave Road
Brentwood
Essex CM15 8AT
UK

ITINERARY

Upon receipt immediately check all details for accuracy

Booking File Reference: DZ5D92

Itinerary Generated for:
MR MICHAEL DAVIES

Saturday, Jun 29 2019

08:25 Depart

BA - BA752

London, Heathrow

Terminal 5

Confirmed

ECONOMY

Non-Stop

Saturday, Jun 29 2019

11:00 Arrive

Basel, Basel EuroAirport Swiss

Terminal Main

Baggage Information

Click [here](#) to view airline baggage policy

Journey Time: 1:30 approx.

Airline Booking Reference: LSNIYE

Travelling On :

Saturday, Jun 29 2019

Check In:

Location:

Check Out:

Rate:

NOVOTEL BASEL CITY

Saturday, Jun 29 2019 at 14:00 PM

GROSSPETERSTRASSE 12
BASEL
4052
CH

Sunday, Jun 30 2019 before 12:00 PM

GBP (Approx Total : GBP)

Conf No: SH7607375

Rooms: 1 Nights: 1

Sunday, Jun 30 2019

18:40 Depart

BA -BA755

Basel, Basel EuroAirport Swiss

Terminal Main

Confirmed

ECONOMY

Non-Stop

Sunday, Jun 30 2019

19:20 Arrive

London, Heathrow

Terminal 5

Baggage Information

Click [here](#) to view airline baggage policy

Journey Time: 1:30

Airline Booking Reference: LSNIYE

Travelling On :

FARE TICKETS AND CONDITIONS

<input type="checkbox"/> Movie	<input type="checkbox"/> In Seat Video	<input type="checkbox"/> TV	<input type="checkbox"/> Headphones	<input type="checkbox"/> Feature Video
<input type="checkbox"/> Lie Flat Seat	<input type="checkbox"/> Duty Free	<input type="checkbox"/> No Duty Free	<input type="checkbox"/> Smoking	<input type="checkbox"/> No Smoking
<input type="checkbox"/> Phone	<input type="checkbox"/> In Seat Power	<input type="checkbox"/> Internet	<input type="checkbox"/> Email	<input type="checkbox"/> WiFi
<input type="checkbox"/> Booking Services	<input type="checkbox"/> Telex	<input type="checkbox"/> Additional Services	<input type="checkbox"/> Services Subject To Change	

In flight services are subject to change at any time. The services detailed on this itinerary may not be all those provided by the airline.

Emergency Assistance:

For emergency assistance outside our normal office hours and for travel within 48 hours please contact 0203 394 9551.

Passport and Visa:

- ALL NAMES MUST BE AS PER PASSPORT.
- ACE Travel will endeavour to assist you with your visas. However it is your responsibility to check any visa requirements, including transit visas, with the relevant embassy.
- Please ensure your passport has at least six (6) months validity from the date of your return to the United Kingdom or the end of your journey.

General Information:

- In the event of no show your ticket may be non refundable and airline may charge additional costs.
- Your ticket may not allow re routes.
- Please allow sufficient time for airport check in and security clearance etc as below:
 - ** Domestic travel - 60 minutes **
 - ** European travel - 90 minutes **
 - ** Long haul travel - 3 hours **
 - ** Eurostar travel - 45 minutes **
- Please ensure that if you do need to make any changes to your reservation you do so prior to online check in, as this can impede the reissue of tickets and prevent boarding.

Airport Security:

- New security regulations for customers on flights departing or returning to any uk airport, checks are random and not flight specific. Customers with any electronic or battery powered devices mobile telephones / tablets / laptops etc may be required to turn on their device in front of security teams and demonstrate the functionality. If when asked to do so customers are not able to demonstrate their device has power they will not be allowed to fly on their planned service. Items will not be allowed in hand luggage either. These items will be left behind or re book onto an alternative flight at own expense.
- For the most up to date information surrounding restrictions carrying large electronic devices as hand luggage please visit the airline website.

APIS:

- Some countries and airlines are required by law to supply certain information to the Immigration Authorities and failure to provide this information could result in the passenger being denied boarding. If you do not have this information to hand at the time of booking, please ensure you contact your consultant at the earliest opportunity. The information required is: your passport details and country of residence and, for the USA only, the address of your first night's stay.
- For travel to the USA, a machine readable passport is required.
- Due to stricter security measures, if you have a criminal record, you must contact the relevant embassy as you may be denied entry.

Insurance:

Travel Insurance is recommended. You must advise of any re-existing medical conditions prior to confirmation of your policy.

5 APR 2019

RESERVE BANK OF AUSTRALIA European
Representative Office
53 NEW BROAD STREET
LONDON
EC2M 1JJ

Page 1
Invoice Date 03/04/19
Our ref: RBA001/00 /HH /G942RW
Cost Centre:
Purchase Order:
Email: @acetravel.co.uk

INVOICE A244115

Lead Name	Service/Supplier	Net	Tax	Vat	Gross
DAVIES/MICHAEL F	NMR				
	AIR - SPECIAL FARE N: BRITISH AIRWAYS				
	Ref/Ticket: 8790208267				
DAVIES/MICHAEL	MR				
	EURO HOTEL PREPAID: RADISSON BLU BASEL				
	STEINENTORSTRASSE 25				
	BASEL Arrive: 12/05/19 Depart: 13/05/19				
	Ref/Ticket: SKLWVDV				
DAVIES/MICHAEL	MR				
	TRANSACTION FEE: ACE TRAVEL M'GMT				
	Date: 03/04/19				
	Service Net Vat				
	AB-AIR - SPECIAL FARE N				
	HF-EURO HOTEL PREPAID				
Travel Details					
	Depart	Arrive		Carrier	
	12/05/19 08:15 LONDON HEATHROW	BASEL	12/05/19 10:50	YY 752	0
	13/05/19 18:40 BASEL	LONDON HEATHROW	13/05/19 19:20	YY 755	0

TERMS

Payment due on or before 10/05/19 E&OE

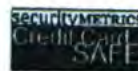
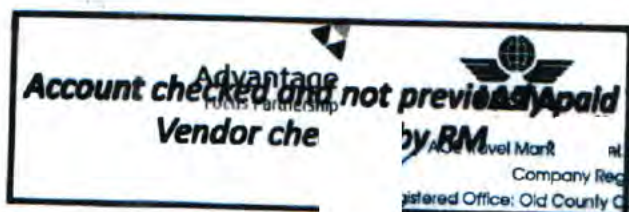
HSBC Bank PLC 91 Account Name: KMG Travel
High Street Brentwood Management Sort Code : 40-13-22
Essex CM14 4RU

Net + Tax
VAT @ 20%
Gross
Paid 0.00
Due

All values are in GBP

FLIGHT
TRAN FEE

HOTEL
TRAN FEE



ACE Travel Mark is the trading name of KMG Travel Management Ltd.
Company Registration No. 2722778. VAT No. 583 3265 29.
Registered Office: Old County Court Building, 2A Ingrave Road, Brentwood, Essex CM15 8AT

RAY, Jayna

From: DAVIES, Michael
Sent: 03 April 2019 09:53
To:
Cc: RAY, Jayna
Subject: RE: BASEL [SEC=UNCLASSIFIED]

Hi ,

Thank you for this.

As discussed, pls book the BA752/BA755 Fare for £: and 1 nights accommodation (12/5) at the raddison blu for CHF + tax.

Regards,
Mike

From: @acetravel.co.uk]
Sent: Monday, 1 April 2019 4:18 PM
To: DAVIES, Michael
Cc: RAY, Jayna
Subject: BASEL

Hi Mike

ACE TRAVEL MANAGEMENT

Booking Reference:

Passenger Names:

Flights

Airline	Flight Number	Class Of Travel	Date	Departure	From	To	Arrival	Status	Seat Number	Aircraft Type	Operator	Flt Time	Stops
British Airways	BA752	ECONOMY	Sun 12-May-19	08:15	Heathrow, London from Terminal 5	Basel EuroAirport Swiss, Basel arrive Terminal Main	Sun 10:50	Have Sold		Airbus Industrie A319		1 h 35 m	0
Easyjet	U28436	ECONOMY	Mon 13-May-19	17:25	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 18:00	Passive		Airbus Industrie A319		1 h 35 m	0

British Airways	BA755	ECONOMY	Mon 13-May-19	18:40	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 19:20	Have Sold	Airbus Industrie A319	1 h 40 m ⁰
Easyjet	U28438	ECONOMY	Mon 13-May-19	21:45	Basel EuroAirport Swiss, Basel from Terminal Main	Gatwick Arpt, London arrive Terminal N	Mon 22:20	Passive	Airbus Industrie A319	1 h 35 m ⁰
British Airways	BA749	ECONOMY	Mon 13-May-19	22:05	Basel EuroAirport Swiss, Basel from Terminal Main	Heathrow, London arrive Terminal 5	Mon 22:35	Have Sold	Airbus Industrie A320-100/200	1 h 30 m ⁰

BA752 is the earliest flight

BA752/BA755 Fare

BA752/BA749 Fare

Fares are non-refundable

Changes permitted for 1 subject to availability and any necessary fare upgrade

No hold baggage included

I have included the Easyjet flights times above, if you would like a quote for them also please advise.

Here are three hotels I have found that may be of interest. Lower rates are non-refundable

RADISSON BLU BASEL

ADDRESS: STEINENTORSTRASSE 25 PHONE: 41612272727

BASEL CH-4001 FAX: 41612272828

YOU COULD EARN 1438 POINTS WITH THIS RESERVATION. TO ENROLL SEE HODRD/INCE

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

: SALE

INDIVIDUAL ROOM - POOL ACCESS - 1 QUEEN BED

-FULL PREPAYMENT-NON-REFUNDABLE

CHF) PER NIGHT STARTING 12MAY19 FOR 1 NIGHT.

) SUB TOTAL FOR STAY

) APPROX TOTAL INCL ALL KNOWN TAXES/FEES

TRANSACTION FEE

HYPERION HOTEL BASEL

ADDRESS: MESSEPLATZ 12 PHONE: 41 61 5604000

BASEL 4058 CH FAX: 41 61 5605555

WWW.WYNDHAMREWARDS.COM

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

: PAY NOW ROOM ONLY INCL WIFI NON-REFUNDABLE

INCLUDES WIFI

CHF) PER NIGHT STARTING 12 MAY FOR 1 NIGHT
) SUB TOTAL FOR STAY
) APPROX TOTAL INCL ALL KNOWN TAXES/FEEES

SWISSOTEL LE PLAZA

ADDRESS: MESSEPLATZ 25 PHONE: 41 61 555 33 33

BASEL CH 4005 FAX: 41 44 317 33 59

THANK YOU FOR BOOKING WITH US

RATE

THIS RATE APPLIES TO 1 ADULTS PLUS TAXES AND SURCHARGES

C1QSSS

ROOM ONLY - **NON REFUNDABLE** -

SAVE 10 - ADVANCE SAVER

ADVANCE SAVER INCLUDING 3.7PCT VAT AND SERVICE CHARGE. A
DEPOSIT OF 100PCT IS CHARGED TO THE CREDIT CARD GIVEN AT TIME
OF BOOKING AND IS NON-REFUNDABLE IN CASE OF CANCELLATION.

LOCAL TAX IS ADDITIONAL AT CHF 4.00 PER PERSON/DAY.

CHF PER NIGHT STARTING 12 MAY FOR 1 NIGHT
) TOTAL STARTING 12 MAY FOR 1 NIGHT

Kind Regards

Senior Business Travel Consultant



X: www.acetravel.co.uk

Old County Court Building, 2A Ingrave Road,
Brentwood, Essex CM15 8AT

FOR OUT OF HOURS EMERGENCY ASSISTANCE:
Please call the ACE Travel Helpline on 0203 394 9551

PLEASE NOTE: Fares are only guaranteed on the same day as quotation and are subject to change by the Airline if issued after day of quoting. Please ensure that all details are checked for accuracy - discrepancies cannot be rectified without possible penalties once tickets have been issued.

RAY, Jayna

From: @bis.org>
Sent: 17 April 2019 15:23
To: RAY, Jayna
Cc:
Subject: RE: May Bimonthly Meeting, Basel 12-13 May 2019 [SEC=UNCLASSIFIED]

Dear Jayna

I am happy to confirm that Michael is now registered

Kind regards



www.bis.org



From:
Sent: 17 April 2019 16:07
To: 'RAY, Jayna' >
Cc: Mauron, Monica
Subject: RE: May Bimonthly Meeting, Basel 12-13 May 2019 [SEC=UNCLASSIFIED]
Importance: High

Dear Jayna,
Thank you for your message.

For your reference:

The system recognizes that there is already an existing registration order for him in the related event, being the - technically speaking – subordinated to the Bimonthly Meeting ("umbrella event").

This being said, my colleague will revert to you with respect to the

Hope this helps (meanwhile).

If you have any other questions, please do not hesitate to contact us.

Kind regards

Meeting Services

www.bis.org

From: RAY, Jayna
Sent: 17 April 2019 11:37
To:
Cc: DAVIES, Michael <
Subject: May Bimonthly Meeting, Basel 12-13 May 2019 [SEC=UNCLASSIFIED]

Hi |

Michael Davies has registered for the May Bimonthly Meeting but there was no option to register for the following:

Please can you arrange for him to be included in the lunch and meeting. I would appreciate it if you could confirm by return email when this has been done.

Kind regards

Jayna

Jayna Ray | Office Manager
RESERVE BANK OF AUSTRALIA | 2nd Floor, 53 New Broad Street, London, EC2M 1JJ

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

From: RAY, Jayna

Sent: Thursday, 28 March 2019 9:17 AM

To: DAVIES, Michael

Subject: FW: Registration for the May CGFS and MC meetings [SEC=UNCLASSIFIED]

For information

From: [REDACTED] n@bis.org]

Sent: 26 March 2019 17:33

RAY, Jayna

From: s@bis.org
Sent: 09 April 2019 11:55
To: RAY, Jayna
Subject: Thank you for registering. Your confirmation number is #169085 for May Bimonthly Meeting, Basel 12-13 May 2019.

Registration Confirmation: May Bimonthly Meeting, Basel 12-13 May 2019 - Confirmation #169085

Dear Michael Davies

We herewith acknowledge receipt of your online registration.

In case of changes you may adjust your entries by clicking on the original registration link, or by clicking on "edit order" on the registration confirmation at any time prior to the cut-off date.

Please do not hesitate to contact me should you have any questions.

Kind regards

Meeting Services

Order Details

[Edit Order](#) | [Cancel](#)

Registrant: Davies, Michael

Item	Price	Quantity:	Charge
Yes, I will attend		1	
I confirm my attendance		1	
Arrival		1	
Basel Airport Pickup		1	
Departure		1	
Basel Airport Drop Off		1	

Additional Registrant Information

- Arrival Date: 12/05/2019
- Arrival Pickup Time: 10:50

- Arrival Ref - flight#: BA752
- Departure Date: 13/05/2019
- Departure Time: 18:40
- Departure Ref - flight#: BA755
- Name of self-booked hotel: RADISSON BLU BASEL

For those who have booked the hotel via this online platform, the entry acts as hotel confirmation. No further confirmation will be sent unless specifically requested.

Disclaimer

This e-mail message and any attachments ("message") may contain confidential, privileged or proprietary information and is intended solely for the use of the named recipient(s). If you are not the intended recipient, you may not disclose, copy, distribute or retain any part of this message. If you have received this message in error, please inform the sender immediately by return e-mail and delete this message from your system. The BIS is not liable for any error in the content of this message and does not represent that it is uncorrupted and/or free of viruses. Views expressed in this message are those of the author and may not reflect those of the BIS.

By exchanging e-mails with the BIS it is understood that the BIS may collect, store and further use e-mail addresses and other personal information which may be provided therein. The BIS will treat such information as confidential.

From: RAY, Jayna
Sent: Friday, 26 April 2019 6:30 PM
To: Travel >
Subject: London Office Travel Details for ISOS Travel Tracker [SEC=UNCLASSIFIED]

Hi

Please be advised of the flight and hotel details for the following trip:

Michael Davies Sunday 12 May 2019 to Monday 13 May 2019 Travelling to Basel, Switzerland

Outward Flight on 12 May: BA752 – Departs London Heathrow to Basel at 08:15

Inward Flight on 13 May: BA755 – Departs Basel to London Heathrow at 18:40

A reservation has been made at the Hotel Radisson Blu Basel, Steinentorstrasse 25, Basel, Switzerland for the duration of the trip.

Kind regards

Jayna

Jayna Ray | Office Manager
RESERVE BANK OF AUSTRALIA | 2nd Floor, 53 New Broad Street, London, EC2M 1JJ