

Overseas Travel – 1 October 2022 to 31 October 2022

Chief Executive

| No of Travellers | Destination | Reasons for Travel | Outcomes of Travel | Travel Itinerary ¹ | Total Cost of Travel ² | Travel Receipts ³ |
|------------------|-------------|--|--|-------------------------------|-----------------------------------|------------------------------|
| 1 | Florida | Attend the International Corrections & Prisons Association Annual Conference | Shared knowledge and experiences with various international Corrections members. | Refer attached. | \$13,800 | Refer attached. |

Approved for publication – 21 March 2023

Example disclaimer - Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.



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¹ Scanned copies of itineraries to be attached.

² Excludes salary costs.

³ Scanned copies of all receipts/invoices to be attached.

e-ticket itinerary/receipt

QBT Business travel
made simple

BROWN/DAVID MARTIN MR

Frequent Flyer Membership:
QF 5018267

Airline Booking Reference:
Qantas Airways: 5TG4LX, American Airlines: XXHQMW

Endorsements/Airline Conditions:
NONEND/REF/REROUTE W/OUT REF ISSG OFF -BG QF

Ticket no. 081-3936982216

Date of Issue: 6 September 2022

Issuing Agency: QBT Corporate - 6234

Issued on behalf of: Qantas Airways

For: QBT CORPORATE

Reservation Number: 5TG4LX

| DEPART | FLIGHT DETAILS | ARRIVE | |
|--|---|---|--|
| Adelaide / ADL Terminal 1 Australia Fri, 21 October 2022 10:55 | Qantas Airways QF738 ECONOMY (H) Confirmed (HK) |  Sydney / SYD Terminal 3 Kingsford Smith Arpt, Australia Fri, 21 October 2022 13:15 | Baggage Allowance: 2PC Duration: 01 hours, 50 minutes Boeing 737-800 |
| Sydney / SYD Terminal 1 Kingsford Smith Arpt, Australia Fri, 21 October 2022 16:40 | Qantas Airways QF7 PREMIUM ECONOMY (R), Seat: 23J (non-smoking aisle) Confirmed (HK) |  Dallas Fort Worth / DFW Terminal D Dallas International, USA Fri, 21 October 2022 16:00 | Baggage Allowance: 2PC Duration: 15 hours, 20 minutes Boeing 787-9 |
| Dallas Fort Worth / DFW Dallas International, USA Fri, 21 October 2022 18:18 | Qantas Airways QF4597 ECONOMY (B), Seat: 11C (non-smoking aisle) Operated by American Airlines Confirmed (HK) |  Orlando / MCO Terminal B Orlando Intl, USA Fri, 21 October 2022 21:51 | Baggage Allowance: 2PC Duration: 02 hours, 33 minutes Boeing 737-800 |
| Tri-City Airport / TRI USA Sat, 29 October 2022 07:45 | American Airlines AA5892 ECONOMY (Y) Confirmed (HK) |  Dallas Fort Worth / DFW Dallas International, USA Sat, 29 October 2022 09:19 | Baggage Allowance: 2PC Duration: 02 hours, 34 minutes Canadair 900 |
| Dallas Fort Worth / DFW Dallas International, USA Sat, 29 October 2022 18:00 | Qantas Airways QF4192 ECONOMY (H) Operated by American Airlines Confirmed (HK) |  Los Angeles / LAX USA Sat, 29 October 2022 19:15 | Baggage Allowance: 2PC Duration: 03 hours, 15 minutes Airbus A321 |
| Los Angeles / LAX Terminal B USA Sat, 29 October 2022 21:30 | Qantas Airways QF94 PREMIUM ECONOMY (W), Seat: 22F (non-smoking aisle) Confirmed (HK) |  Melbourne / MEL Terminal 2 Tullamarine Arpt, Australia Mon, 31 October 2022 07:00 | Baggage Allowance: 2PC Duration: 15 hours, 30 minutes Boeing 787-9 |
| Melbourne / MEL Terminal 1 Tullamarine Arpt, Australia Mon, 31 October 2022 08:45 | Qantas Airways QF673 ECONOMY (H) Confirmed (HK) |  Adelaide / ADL Terminal 1 Australia Mon, 31 October 2022 09:35 | Baggage Allowance: 2PC Duration: 01 hours, 20 minutes Boeing 737-800 |

THIS E-TICKET ITINERARY/RECEIPT MAY BE REQUIRED AT CHECK-IN AND MUST BE PRESENTED TO CUSTOMS AND IMMIGRATION IF REQUESTED.

ALL TIMES SHOWN ARE LOCAL TIMES AT THE DEPARTURE AND ARRIVAL POINT. CHANGES DO OCCUR FROM TIME TO TIME AND IT IS ADVISABLE TO CHECK ALL FLIGHT DETAILS IN ADVANCE OF TRAVELLING. BAGGAGE ALLOWANCE AND CHARGES FOR CHECKED IN AND/OR CARRIED ON BAGGAGE VARY BY AIRLINE. PLEASE REFER TO THE SPECIFIC AIRLINE WEBSITE FOR FULL DETAILS.

Itinerary as at 06 Sep 2022

Carriage and other Services provided by the carrier are subject to conditions of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier.

NOTICE: If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.



Tax Invoice

QBT Pty Limited
ABN: 50 128 382 187
Level 7
175 LIVERPOOL STREET
SYDNEY NSW 2000

Customer Details

Name: SADCS OFF OF THE CHIEF EXEC
(ABN: 44736536754)
GPO BOX 1747
ADELAIDE SA 5001

Invoice Details

Invoice Number: 4155494
Invoice Date: 06-Sep-2022
QBT Booking Reference: 7890908 / 5TG4LX
Customer Number: 00013734
Customer Reference/s: TB: FIONA SMITH
Business Unit: 102 MX

Passenger: Brown David Martin Mr

Product Details

| | | Ex GST | GST | Total |
|---|---|--------|------|--------|
|  | Description: International Air Tickets - American Airlines Full Routing: MCO/DFW/TRI First Departure Date: 27 Oct 2022 Ticket No: 3936982215/1 Booking Class: N Flight No: AA1709/AA5893 Taxes: \$90.30 | 826.30 | 0.00 | 826.30 |

Product Details

| | | Ex GST | GST | Total |
|---|--|---------|------|---------|
|  | Description: International Air Tickets - Qantas Full Routing: ADL/SYD/DFW/MCO/TRI/DFW/LAX/MEL/ADL First Departure Date: 21 Oct 2022 Ticket No: 3936982216/2 Booking Class: H Flight No: QF0738/QF0007/QF4597/AA5892/QF4192/QF0094/QF0673 Taxes: \$263.52 | 9116.52 | 0.00 | 9116.52 |

Fee Details

| | | Ex GST | GST | Total |
|---|---------------------------------------|--------|------|-------|
|  | QBT International Offline Booking Fee | 75.00 | 0.00 | 75.00 |

Total:

| | | Ex GST | GST | Total |
|---|-------------------|-----------|------|-----------|
|  | Total Tax Invoice | 10,017.82 | 0.00 | 10,017.82 |

Payment Details

Total Payment **0.00**



GAYLORD
HOTELS*

GAYLORD PALMS

GUEST FOLIO

| | | | | | | |
|-------|----------------------|--------------------|----------|-------|-------|-----------|
| 5144 | BROWN/DAVID/MR | 219.00 | 10/27/22 | 11:00 | 50794 | 17057 |
| ROOM | NAME | RATE | DÉPART | TIME | ACCT# | GROUP |
| TQNF | DEPARTMENT FOR CORRE | | 10/21/22 | 10:48 | | |
| TYPE | 400 KING WILLIAM STR | | ARRIVE | TIME | | |
| 92 | P O BOX 1747 | | | | | |
| ROOM | ADELAIDE SA 5000 | VSXXXXXXXXXXXX0191 | | | MBV#: | 022431968 |
| CLERK | ADDRESS | PAYMENT | | | | |

| DATE | REFERENCES | CHARGES | CREDITS | BALANCES DUE |
|-------|---------------------------|------------------|---------|--------------|
| 06/15 | ADVDP-VS | | 250.76 | |
| | PAYMENT RECEIVED BY: VISA | XXXXXXXXXXXX5528 | | |
| 10/21 | GP ROOM 5144, 1 | 219.00 | | |
| 10/21 | ST TAX 5144, 1 | 16.43 | | |
| 10/21 | CONTY TX 5144, 1 | 13.14 | | |
| 10/21 | OCA TAX 5144, 1 | 2.19 | | |
| 10/21 | RESRTFEE RF | 30.00 | | |
| 10/21 | RST TAX RF | 2.25 | | |
| 10/21 | RST TAX RF | 1.80 | | |
| 10/21 | RF OCA1% RF | .30 | | |
| 10/22 | VILLA DE 10045144 | 37.18 | | |
| 10/22 | RESRTFEE RF | 30.00 | | |
| 10/22 | RST TAX RF | 2.25 | | |
| 10/22 | RST TAX RF | 1.80 | | |
| 10/22 | RF OCA1% RF | .30 | | |
| 10/22 | GP ROOM 5144, 1 | 219.00 | | |
| 10/22 | ST TAX 5144, 1 | 16.43 | | |
| 10/22 | CONTY TX 5144, 1 | 13.14 | | |
| 10/22 | OCA TAX 5144, 1 | 2.19 | | |
| 10/23 | GP ROOM 5144, 1 | 219.00 | | |
| 10/23 | ST TAX 5144, 1 | 16.43 | | |
| 10/23 | CONTY TX 5144, 1 | 13.14 | | |
| 10/23 | OCA TAX 5144, 1 | 2.19 | | |
| 10/24 | GP ROOM 5144, 1 | 219.00 | | |
| 10/24 | ST TAX 5144, 1 | 16.43 | | |
| 10/24 | CONTY TX 5144, 1 | 13.14 | | |
| 10/24 | OCA TAX 5144, 1 | 2.19 | | |
| 10/25 | GP ROOM 5144, 1 | 219.00 | | |
| 10/25 | ST TAX 5144, 1 | 16.43 | | |
| 10/25 | CONTY TX 5144, 1 | 13.14 | | |
| 10/25 | OCA TAX 5144, 1 | 2.19 | | |
| 10/26 | GP ROOM 5144, 1 | 219.00 | | |
| 10/26 | ST TAX 5144, 1 | 16.43 | | |
| 10/26 | CONTY TX 5144, 1 | 13.14 | | |
| 10/26 | OCA TAX 5144, 1 | 2.19 | | |
| 10/27 | VILLA DE 1995144 | 47.30 | | |
| | | | | 1406.98 |

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Reward benefits.



GAYLORD
HOTELS*

GAYLORD PALMS
6000 W OSCEOLA PKWY
KISSIMMEE, FL 34746
407-586-0000 FAX 407-586-9556

Treat yourself to the comfort of Gaylord Hotels at home. Visit GaylordHotelsStore.com

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

MINUTES forming ENCLOSURE to CEN / 12 / 1516

INV: USD CASH 221014

102-MX-6715 TNA

DATE 14/10/2022 DATE RECD 14/10/2022

For Enquiries Refer:
John Peake
Procurement
Phone: (08) 8226 9102
Email: john.peake@sa.gov.au

TO: TEAM LEADER AP PAYMENTS SHARED SERVICES

RE: REQUEST FOR OVERSEAS TRAVEL ALLOWANCES
TRAVEL TO INTERNATIONAL CORRECTIONS AND PRISONS
ASSOCIATION CONFERENCE (USA)

Please order **USD** foreign currency (cash) in the following currency and denominations to be available on or before **Friday 14th October 2022**.

| Cash Breakdown USD | | |
|--------------------|-----|-----------------|
| Denomination | QTY | Value |
| 50 | 6 | 300.00 |
| 20 | 24 | 480.00 |
| 10 | 15 | 150.00 |
| 5 | 15 | 75.00 |
| 2 | 15 | 30.00 |
| 1 | 10 | 10.00 |
| Total USD | | 1,045.00 |

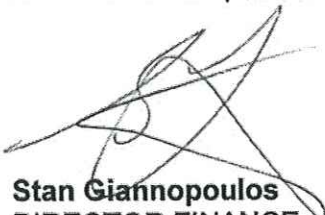
Being for overseas travel allowance for:

- David Brown, Chief Executive, Department for Correctional Services.
- Ida Petraccaro, Director Operational Support & Performance.

Debit: 102 MX 6715

Once the cash is available please contact John Peake to arrange collection of the foreign currency.

See over for Request for Foreign Currency Payment forms.



Stan Giannopoulos
DIRECTOR FINANCE
DEPARTMENT FOR CORRECTIONAL SERVICES

10/10/2022



Details of Foreign Cash Sold (Bank Sells)

5000-96 KING WILLIAM ST ADELAIDE SA

(Customer Copy)

Transaction Ref : M01CASS113647
 Transaction Date : 14-Oct-2022 (10:24)
 Customer : DEPT FOR CORRECTIONAL SERVICES
 400 KING WILLIAM ST
 ADELAIDE SA Australia 5000

| Denomination Details - USD | | | | |
|----------------------------|----------|-----------------|--|--------|
| Denomination | Quantity | Amount | Exchange Rate | Amount |
| 50.00 | 6 | 300.00 | <i>Rec'd of State</i> <i>14/10/22</i> | |
| 20.00 | 24 | 480.00 | | |
| 10.00 | 15 | 150.00 | | |
| 5.00 | 15 | 75.00 | | |
| 2.00 | 10 | 20.00 | | |
| 1.00 | 20 | 20.00 | | |
| TOTAL | | 1,045.00 | | |

Payment Summary

Total Converted Amount : AUD 1,727.56
 Plus Service Fee : 10.00

Payment Amount : AUD 1,737.56

Settlement By : Cash

Terms & Conditions :

We collect personal info to: identify you for the AML/CTF Act; share with third parties to complete transactions; or use it as per our Privacy Policy (which includes how to access, correct or provide feedback on your info).

<< RESULT >>

| ID:000000 | | CURR: USD | |
|--------------|--------------|-----------------|-------------|
| | | 09:55 | 14-Oct-2022 |
| DENOM | UNIT | VALUE | |
| 50 \$ | (6) | 300 \$ | |
| 20 \$ | (24) | 480 \$ | |
| 10 \$ | (15) | 150 \$ | |
| 5 \$ | (15) | 75 \$ | |
| 2 \$ | (10) | 20 \$ | |
| 1 \$ | (20) | 20 \$ | |
| TOTAL | (90) | 1,045 \$ | |



PURCHASE CARD -MISSING RECEIPT FORM

TO BE USED FOR TRANSACTIONS UNDER \$75 EXCLUSIVE OF GST ONLY

INSTRUCTIONS:

This form must be completed where an original transaction docket or tax invoice for transactions under \$75 EXCLUSIVE OF GST is lost.

Where the purchase exceeds \$75 EXCLUSIVE OF GST the cardholder must obtain a duplicate copy of the tax invoice from the supplier.

A separate missing receipt form for each missing tax invoice must be completed

Supplier/s Name: SDS SIMMS (KAYE TAXI) Order Date: 21/10/2022

| Quantity | Description of Goods | \$ c | GL Account Code |
|----------|---|-------------|-----------------|
| 1 | Travel from Orlando, Florida Airport to Gaylord Palms Resort. | \$58.50 USD | 102 MX 6715 |
| | LICPA 2022 Conference | 293.98 AUD | |
| | Taxi cab / Limousine (five) | | |

AUTHORISATION

I certify that the information contained on this form is correct, and that every attempt has been made to obtain a tax compliant invoice.

| | | | |
|-----------------------|--------------------|-----------------------|--------------|
| Cardholder Name: | <u>David Brown</u> | Cardholder Signature: | |
| Date: | <u>2/3/2023</u> | Position: | <u>CF</u> |
| Authorised by (Name): | <u>Chris Jones</u> | Manager Signature: | |
| Date: | <u>2/2/23</u> | Position: | <u>ED/PA</u> |

PLEASE NOTE

- FOR AMOUNTS GREATER THAN \$75 (GST Exclusive) CONTACT THE SUPPLIER. UNDER GST LEGISLATION, SUPPLIERS MUST PROVIDE A COPY OF THE TAX INVOICE. UNDER SECTION 29-70 (2) OF THE 'A NEW TAX SYSTEM (GOODS AND SERVICES TAX) ACT 1999', A TAX COMPLIANT INVOICE MUST BE PROVIDED WITHIN 28 DAYS UPON REQUEST.
- THIS TEMPLATE IS TO BE USED ONLY WHERE EVERY EFFORT TO SEEK A COPY OF THE TAX INVOICE HAS BEEN MADE

| | | |
|---|---|----------------------|
| WARNING - UNCONTROLLED WHEN PRINTED - THE CURRENT VERSION OF THIS DOCUMENT IS KEPT ON THE DCS INTRANET | | |
| File: GEN/17/0385 | Name: Form F042/006 -Missing Receipt Form | Version: 01 |
| Created: 20/03/2017 | Modified: DD/MM/YYYY | Approved: DD/MM/YYYY |

& & & 428 & & &
GAYLORD PALMS
**** COCOA BEAN ****

The Cocoa Bean
#FEE HOUSE

52441 Nadia

CHK 6251 DAVID
23 Oct'22 7:49 AM

| | |
|----------------------|----------------|
| 1 GRND LATTE | 6.50 |
| ADD SHOT | 1.25 |
| 1 BKFST EGG SANDWICH | 9.00 |
| | |
| SUBTOTAL | \$16.75 |
| SERV CH / GRAT | \$2.70 |
| TAX | \$1.26 |
| PAYMENT | \$20.71 |
| Change Due | \$0.00 |
| CHARGE TIP \$ | \$2.70 |
| Visa | \$20.71 |
| at916647 xxx0191 | |

----- Check Closed -----
23 Oct'22 7:50 AM

& & & 428 & & &
GAYLORD PALMS
**** COCOA BEAN ****

The Cocoa Bean
COFFEE HOUSE

29383 Rajpattie

CHK 6732
24 Oct '22 6:21 AM

| | |
|--------------|------|
| 1 GRND LATTE | 6.50 |
| ADD SHOT | 1.25 |
| 1 PARFAIT | 6.50 |

| | |
|----------------|---------|
| SUBTOTAL | \$14.25 |
| SERV CH / GRAT | \$2.30 |
| TAX | \$1.07 |

PAYMENT \$17.62

Change Due \$0.00

| | |
|---------------|---------|
| CHARGE TIP \$ | \$2.30 |
| Visa | \$17.62 |

at192041 xxx0191

----- Check Closed -----
24 Oct '22 6:21 AM

& & & 428 & & &
GAYLORD PALMS
**** COCOA BEAN ****

The Cocoa Bean
COFFEE HOUSE

52441 Nadia

CHK 6344
26 Oct '22 10:45 AM

| | |
|-------------------|----------------|
| 1 GRND LATTE | 6.50 |
| 1 PARFAIT | 6.50 |
| | |
| SUBTOTAL | \$13.00 |
| SERV CH / GRAT | \$2.10 |
| TAX | \$0.98 |
| PAYMENT | \$16.08 |
| Change Due | \$0.00 |
| CHARGE TIP \$ | \$2.10 |
| Visa | \$16.08 |
| at777789 xxx0191 | |

----- Check Closed -----
26 Oct '22 10:46 AM



PURCHASE CARD -MISSING RECEIPT FORM

TO BE USED FOR TRANSACTIONS UNDER \$75 EXCLUSIVE OF GST ONLY

INSTRUCTIONS:

This form must be completed where an original transaction docket or tax invoice for transactions under \$75 EXCLUSIVE OF GST is lost.

Where the purchase exceeds \$75 EXCLUSIVE OF GST the cardholder must obtain a duplicate copy of the tax invoice from the supplier.

A separate missing receipt form for each missing tax invoice must be completed

Supplier/s Name Gaylord Palms Resort Order Date 24/10/22

| Quantity | Description of Goods | \$ c | GL Account Code |
|----------|----------------------------------|---------|-----------------|
| 1 | Breakfast - Gaylord Palms Resort | \$30.10 | |
| | Orlando, Florida | USD | 100 MX |
| | | = | 6715 |
| | LICPA 2022 Conference | \$47.80 | |
| | | AUSD | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

AUTHORISATION

I certify that the information contained on this form is correct, and that every attempt has been made to obtain a tax compliant invoice.

| | | | |
|-----------------------|---------------------|-----------------------|---------------|
| Cardholder Name: | <u>David Brown</u> | Cardholder Signature: | |
| Date: | <u>2/3/2023</u> | Position: | <u>CE</u> |
| Authorised by (Name): | <u>Chris Sexton</u> | Manager Signature: | |
| Date: | <u>2/3/23</u> | Position: | <u>FR/PSA</u> |

PLEASE NOTE

- FOR AMOUNTS GREATER THAN \$75 (GST Exclusive) CONTACT THE SUPPLIER. UNDER GST LEGISLATION, SUPPLIERS MUST PROVIDE A COPY OF THE TAX INVOICE. UNDER SECTION 29-70 (2) OF THE 'A NEW TAX SYSTEM (GOODS AND SERVICES TAX) ACT 1999', A TAX COMPLIANT INVOICE MUST BE PROVIDED WITHIN 28 DAYS UPON REQUEST.
- THIS TEMPLATE IS TO BE USED ONLY WHERE EVERY EFFORT TO SEEK A COPY OF THE TAX INVOICE HAS BEEN MADE

| | | |
|---|---|----------------------|
| WARNING - UNCONTROLLED WHEN PRINTED - THE CURRENT VERSION OF THIS DOCUMENT IS KEPT ON THE DCS INTRANET | | |
| File: GEN/17/0386 | Name: Form F042/006 -Missing Receipt Form | Version: 01 |
| Created: 20/03/2017 | Modified: DD/MM/YYYY | Approved: DD/MM/YYYY |

Maguire, Martine (DCS)

From: Brown, David (DCS)
Sent: Wednesday, 25 January 2023 2:03 PM
To: Maguire, Martine (DCS)
Subject: FW: Receipt from Jbtransportation

OFFICIAL

Chief Executive
Department for Correctional Services
Government of South Australia
(08) 8226 9120
0411 558 857
Fax (08) 8231 2465
David.Brown3@sa.gov.au



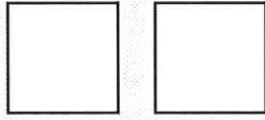
From: Jbtransportation via Square <receipts@messaging.squareup.com>
Sent: Thursday, 27 October 2022 11:51 PM
To: Brown, David (DCS) <david.brown3@sa.gov.au>
Subject: Receipt from Jbtransportation

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

[Not your receipt?](#)



Jbtransportation



Let Jbtransportation know how your
experience was

\$98.90

| | |
|-------------------|---------|
| <hr/> | |
| Custom Amount × 1 | \$86.00 |
| <hr/> | |
| Purchase Subtotal | \$86.00 |
| Tip | \$12.90 |
| <hr/> | |
| Total | \$98.90 |
| <hr/> | |

