

## FOI 3717 – Breakdown of total costs

USA 1 March to 31 May 2024	
Item	Cost
Domestic accommodation	\$245.00
International accommodation	\$2,663.11
Food and Beverage	\$0
Registration	\$0
Ground Travel	\$1,823.92
Flight Travel	\$22,453.35
Wifi Charges	\$110.77
<b>Total Cost</b>	<b>\$27,296.15</b>



Tuesday 10 September 2024 10:46 - Sydney, NSW

**Itinerary for**  
KENNEDY/STEVEN KEVIN DR

**Booking Number:** B698569  
**PNR Reference:** 5L7PIZ  
**Consultant:** CTM Consultant - s 47F  
**Booked By:** s  
**Departure Date:** 16 Apr 24  
**Debtor:** The Treasury AU  
**Department:** 12010-THE TREASURY  
**Return Date:** 21 Apr 24  
**\*COST CENTRE:** 142  
**\*AGS Number:** s 22  
**\*Travel Bookers Name:** s 22  
**\*Division:** EXEC

**Contact Details and Amendments**

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible.  
Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 659 183**  
**Domestic@travelctm.com, International@travelctm.com, groups@travelctm.com, vipwoag@travelctm.com**  
Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details
Tuesday 16 Apr 24	Flight	<b>Airline:</b> s 37(1)(c) <b>Departure Date:</b> Tue 16 Apr 24 s 37(1) <b>Arrival Date:</b> Tue 16 Apr 24 s 37(1) <b>Aircraft:</b> s 37(1)(c) <b>Class:</b> C - Business Class <b>Stops:</b> Non-Stop <b>Airline Reference:</b> s <b>Status:</b> Confirmed <b>Baggage:</b> 2 pieces <b>Details:</b> CANBERRA, AUSTRALIA (TERMINAL - ) BRISBANE, AUSTRALIA (TERMINAL - ), s 37(1)(c) <b>Seats:</b> 01A - KENNEDY/STEVEN KEVIN DR
Tuesday 16 Apr 24	Hotel	<b>Hotel Name:</b> s 37(1)(c) <b>Check-In Date:</b> Tue 16 Apr 24 <b>Check-Out Date:</b> Wed 17 Apr 24 <b>Hotel Address:</b> s 37(1)(c)  <b>Room Type:</b> SUPERIOR KING <b>Rooms:</b> 1 <b>Booking Reference:</b> s 37(1)(c) <b>Status:</b> Confirmed <b>Payment Method:</b> Chargeback to CTM Account <b>Local Rate:</b> AUD245.00 Total <b>Rate:</b> AUD245.00 Total <b>Duration:</b> 1 (Nights)

**Wednesday 17 Apr 24**      **Flight**

**Airline:** § 37(1)(c)      **Flight** § 37(1)(c)  
**Departure Date:** **Wed 17 Apr 24** § 37(1)(c)      BRISBANE, AUSTRALIA  
**Arrival Date:** **Wed 17 Apr 24** § 37(1)(c)      SAN FRANCISCO, CA  
**Aircraft:** § 37(1)(c)  
**Class:** D - Business  
**Stops:** Non-Stop  
**Airline Reference:** § 37(1)(c)  
**Status:** Confirmed  
**Baggage:** 2 pieces

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**Details:** BRISBANE, AUSTRALIA (TERMINAL - § 37(1)(c)) SAN FRANCISCO, CA (TERMINAL - ), § 37(1)(c)

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**Seats:** 06L - KENNEDY/STEVEN KEVIN DR

**Wednesday 17 Apr 24**      **Flight**

**Airline:** § 37(1)(c)      **Flight** § 37(1)(c)  
**Departure Date:** **Wed 17 Apr 24** at § 37(1)(c)      SAN FRANCISCO, CA  
**Arrival Date:** **Wed 17 Apr 24** at § 37(1)(c)      R REAGAN NATIONAL AIRPORT  
**Aircraft:** § 37(1)(c)  
**Class:** D - Business  
**Stops:** Non-Stop  
**Airline Reference:** § 37(1)(c)  
**Status:** Confirmed  
**Baggage:** 2 pieces

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**Details:** SAN FRANCISCO, CA (TERMINAL - § 37(1)(c)) R REAGAN NATIONAL AIRPORT (TERMINAL - ), § 37(1)(c)

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**Seats:** 01E - KENNEDY/STEVEN KEVIN DR

**Friday 19 Apr 24**      **Flight**

**Airline:** § 37(1)(c)      **Flight** § 37(1)(c)  
**Departure Date:** **Fri 19 Apr 24** at § 37(1)(c)      R REAGAN NATIONAL AIRPORT  
**Arrival Date:** **Fri 19 Apr 24** at § 37(1)(c)      SAN FRANCISCO, CA  
**Aircraft:** § 37(1)(c)  
**Class:** D - Business  
**Stops:** Non-Stop  
**Airline Reference:** § 37(1)(c)  
**Status:** Confirmed  
**Baggage:** 2 pieces

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**Details:** R REAGAN NATIONAL AIRPORT (TERMINAL - § 37(1)(c)) SAN FRANCISCO, CA (TERMINAL - § 37(1)(c)), § 37(1)(c) Travelling time: 6 hrs 14 mins - Meal Service: Dinner

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**Seats:** 04A - KENNEDY/STEVEN KEVIN DR

**Friday 19 Apr 24**      **Flight**

**Airline:** § 37(1)(c)      **Flight** § 37(1)(c)  
**Departure Date:** **Fri 19 Apr 24** at § 37(1)(c)      SAN FRANCISCO, CA  
**Arrival Date:** **Sun 21 Apr 24** at § 37(1)(c)      BRISBANE, AUSTRALIA  
**Aircraft:** § 37(1)(c)  
**Class:** D - Business  
**Stops:** Non-Stop  
**Airline Reference:** § 37(1)(c)  
**Status:** Confirmed  
**Baggage:** 2 pieces

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**Details:** SAN FRANCISCO, CA (TERMINAL - § 37(1)(c)) BRISBANE, AUSTRALIA (TERMINAL - § 37(1)(c))

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**Seats:** 12A - KENNEDY/STEVEN KEVIN DR

<b>Sunday</b> <b>21 Apr 24</b>	<b>Flight</b>	<b>Airline:</b> s 37(1)(c)	<b>Flight</b> s 37(1)(c)
		<b>Departure Date:</b> Sun 21 Apr 24 at s 37(1)(c)	BRISBANE, AUSTRALIA
		<b>Arrival Date:</b> Sun 21 Apr 24 at s 37(1)(c)	CANBERRA, AUSTRALIA
		<b>Aircraft:</b> s 37(1)(c)	
		<b>Class:</b> D - Business	
		<b>Stops:</b> Non-Stop	
		<b>Airline Reference:</b> s 37(1)(c)	
		<b>Code Share:</b> s 37(1)(c)	
		<b>Status:</b> Confirmed	
		<b>Baggage:</b> 2 pieces	
		<b>Details:</b> BRISBANE, AUSTRALIA (TERMINAL s 37(1)(c)) CANBERRA, AUSTRALIA (TERMINAL - s 37(1)(c))	
		<b>Seats:</b> 02A - KENNEDY/STEVEN KEVIN DR	

**Frequent Flyer Numbers**

KENNEDY/STEVEN KEVIN DR s 37(1)(c)

**Ticket Numbers**

- s 37(1)(c) - KENNEDY/STEVEN KEVIN DR - ADULT - CBR-BNE-SFO-IAD//DCA-SFO-BNE-CBR
- KENNEDY/STEVEN KEVIN DR - ADULT - CBR-BNE-SFO-DCA-SFO-BNE-CBR
- KENNEDY/STEVEN KEVIN DR - ADULT - CBR-SYD-LAX-DCA-LAX-SYD-CBR
- KENNEDY/STEVEN KEVIN DR - ADULT - CBR-BNE
- KENNEDY/STEVEN KEVIN DR - ADULT - BNE-SFO-DCA-SFO-BNE-CBR
- KENNEDY/STEVEN KEVIN DR - ADULT - CBR-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	§ 37(1)(c) - § 37(1)(c) BRISBANE Date: 16 Apr 24/17 Apr 24	245.00	0.00	0.00	245.00
Service Fee	International-Standard	180.00	0.00	0.00	180.00
Service Fee	WoAG Admin Int	3.00	0.00	0.30	3.30
Service Fee	Amendment Fee-International	50.00	0.00	0.00	50.00
Service Fee	Amendment Fee-International	50.00	0.00	0.00	50.00
Service Fee	Refund Fee-International	50.00	0.00	0.00	50.00
Service Fee	Amendment Fee-International	50.00	0.00	0.00	50.00
Service Fee	Refund Fee-Domestic	15.00	0.00	0.00	15.00
Service Fee	Amendment Fee-International	50.00	0.00	0.00	50.00
Service Fee	CC Merchant Fee HTL - CTM000048620	6.13	0.00	0.61	6.74
Ticket	UA - D - Business § 37(1)(c) - 25 Mar 24 - ADULT 16 Apr 24 CANBERRA- BRISBANE- SAN FRANCISCO- IAD WASHINGTON DULLES// R REAGAN NATIONAL AIRPORT- SAN FRANCISCO- BRISBANE- CANBERRA	19414.00	934.94	0.00	20348.94
Ticket	UA - D - Business § 37(1)(c) - 27 Mar 24 - ADULT 16 Apr 24 CANBERRA- BRISBANE- SAN FRANCISCO- R REAGAN NATIONAL AIRPORT- SAN FRANCISCO- BRISBANE- CANBERRA	0.00	1.10	0.00	1.10
Ticket	UA - D - Business § 37(1)(c) - 05 Apr 24 - ADULT 17 Apr 24 BRISBANE- SAN FRANCISCO- R REAGAN NATIONAL AIRPORT- SAN FRANCISCO- BRISBANE- CANBERRA	1195.00	0.00	0.00	1195.00
Ticket	VA - C - Business Class § 37(1)(c) - 08 Apr 24 - ADULT 16 Apr 24 CANBERRA- BRISBANE	352.40	59.66	41.21	453.27
<b>Due</b>		<b>21660.53</b>	<b>995.70</b>	<b>42.12</b>	<b>22698.35</b>
<b>Total Booking Cost Inc Pay Direct</b>				<b>42.12</b>	<b>22698.35</b>

**Final Ticket Date:** 22 Mar 24

**General Notes**

§ 37(1)(c) AND § 37(1)(c) TICKET AND FARE CONDITIONS----  
 CANCELLATION PENALTY BEFORE DEPARTURE PERMITTED  
 CANCELLATION PENALTY AFTER DEPARTURE PERMITTED  
 NO SHOW PENALTY IS NONREFUNDABLE  
 CHANGE FEE BEFORE DEPARTURE PERMITTED  
 CHANGE FEE AFTER DEPARTURE PERMITTED  
 CHANGES ARE SUBJECT TO SAME FARE TYPE AVAILABILITY.  
 ADDITIONAL FARE DIFFERENCES MAY APPLY.  
 ROUTING AND AIRLINE RESTRICTIONS MAY APPLY.

**E-TICKETS**

**E-TICKETS**

**E-TICKET UA**

ELECTRONIC TICKET RECORD

INV : § 37(1)(c) PNR: § 37(1)(c)  
TKT: § 37(1)(c) ISSUED : 05APR24 IATA : § 37(1)(c)  
NAME: KENNEDY/STEVEN KEVIN DR FF : § 37(1)(c)

CPN	A/L	FLT	CLS	DATE	FROMTO	TIME	ST	F/BASIS	STAT
1	UA	§ 37(1)(c)	D	17APR	BNESFO	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN
2	UA	§ 37(1)(c)	D	17APR	SFODCA	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN
3	UA	§ 37(1)(c)	D	19APR	DCASFO	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN
4	UA	§ 37(1)(c)	D	19APR	SFOBNE	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN
5	UA	§ 37(1)(c)	D	21APR	BNECBR	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN

Endorsements:

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**E-TICKET VA**

ELECTRONIC TICKET RECORD

INV : § 37(1)(c) PNR: § 37(1)(c)  
TKT: § 37(1)(c) ISSUED : 08APR24 IATA : § 37(1)(c)  
NAME: KENNEDY/STEVEN KEVIN DR FF : § 37(1)(c)

CPN	A/L	FLT	CLS	DATE	FROMTO	TIME	ST	F/BASIS	STAT
1	VA	§ 37(1)(c)	C	16APR	CBRBNE	§ 37(1)(c)	OK	§ 37(1)(c)	OPEN

Endorsements:

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## USA Entry - Mobile Passport Control

**Simplify your entry into the United States with Mobile Passport Control - click here to read more.**

<https://www.cbp.gov/travel/us-citizens/mobile-passport-control>

## Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) for health and consular travel warnings for all destinations.

## Ticketing Policy

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

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

## Important Information

**Baggage** - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

**International Check In** - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

**What items can I pack in my carry-on baggage?** Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/> CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at [privacy@travelctm.com](mailto:privacy@travelctm.com)

s 37(1)(c)

s 37(1)(c)

Washington, DC s 37(1)(c)  
 United States  
 Tel: s 37(1)(c) Fax: s 37(1)(c)

Steven Kennedy  
 s 37(1)(c)  
 Washington, s 37(1)(c)  
 United States Of America  
 AU3394 - Australian Embassy Ministerial

Page Number : 1 Invoice Nbr : s 37(1)(c)  
 Guest Number : s 37(1)(c)  
 Folio ID : A  
 Arrive Date : s 37(1)(c)-APR-24 15:52  
 Depart Date : s 37(1)(c)-APR-24 13:54  
 No. Of Guest : 1  
 Room Number : s 37(1)(c)  
 s 37(1)(c) :

Copy Tax Invoice

Tax ID : s 37(1)(c)  
 The S s 37(1)(c) MAY-14-2024 08:31 s 37(1)(c)

Date	Reference	Description	Charges (USD)	Credits (USD)
s 37(1)(c) APR-24	s 37(1)(c)	Room Chrg - Grp - Government	499.00	
APR-24	s 37(1)(c)	Occupancy/Tourism Tax	79.59	
APR-24	s 37(1)(c)	Room Chrg - Grp - Government	499.00	
APR-24	s 37(1)(c)	Occupancy/Tourism Tax	79.59	
APR-24	s 37(1)(c)	Room Chrg - Grp - Government	499.00	
APR-24	s 37(1)(c)	Occupancy/Tourism Tax	79.59	
MAY-24	s 37(1)(c)	Master Card-6101		-1735.77
***For Authorization Purpose Only***				
xxxxxx6101				
Date	Time	Code	Authorized	
14-MAY-24	08:31	s 37(1)(c)	1735.77	

\*\* Total 1735.77 -1735.77  
 \*\*\* Balance 0.00



s 37(1)(c)

s 37(1)(c)

Washington, DC s 37(1)(c)

United States

Tel: s 37(1)(c) Fax: s 37(1)(c)

Steven Kennedy

s 37(1)(c)

Washington, DC s 37(1)(c)

United States Of America

AU3394 - Australian Embassy Ministerial

Page Number	:	2	Invoice Nbr	:	s 37(1)(c)
Guest Number	:	s 37(1)(c)			
Folio ID	:	A			
Arrive Date	:	s 37(1)(c)-APR-24	15:52		
Depart Date	:	s 37(1)(c)-APR-24	13:54		
No. Of Guest	:	1			
Room Number	:	s 37(1)(c)			
Marriott Bonvoy Number	:				

Tell us about your s 37(1)(a)

EXPENSE SUMMARY REPORT

Currency: USD

Signature\_\_\_\_\_

s 37(1)(c)