

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Agriculture & Fisheries

Financial Year: 2016/17 Urgent payment required by: 1 / 1 / 20

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Commonwealth Bank	Corporate charge card - Alana Tibbitts.	3,539.75.
APPROVAL TOTAL: <small>(GST inclusive)</small>		\$ 3,539.75

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Hon. Leanne Donaldson Date: 24.10.16

PREPARED BY: Name (please print) Zoe Bos Date: 24.10.16

Phone 3719 7572

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____

Date: _____

- Claims for Travel - See Overleaf

Please print on yellow paper

035

DEPT PREMIER CABINET - MINISTERIAL SERVICES
 QGBC
 PO BOX 15185
 CITY EAST QLD 4002

DEPT PREMIER CABINET - MINISTERIAL SERVICES

Cardholder name MS ALANA TIBBITTS
 Account number [REDACTED]
 Statement period 30 Aug 2016 - 27 Sep 2016
 Credit limit \$30,000.00

ENQUIRIES 13 1576
 24 hours a day, 7 days a week

Account balance

Opening balance	\$0.00
New transactions	\$3,539.75
Payments/refunds	\$0.00
Closing balance	\$3,539.75

Payment Arrangement

Payment will be automatically deducted in terms of the agreement.

Transactions

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
s.73 Not Relevant				
06 Sep	Sarinah Ds Thamrin 260 Jakarta ID			187.20
06 Sep	INTNL TRANSACTION FEE IDN			4.68

Transactions continued over

IMPORTANT GST INFORMATION

Transaction shown with this symbol may indicate a mixed transaction. The GST has been calculated as if the transaction was wholly taxable at 1/11th of the price. You will need to obtain a tax invoice or adjustment note before claiming an input tax credit in relation to this transaction or adjustment.

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 OUR CLEVER
 EFTPOS TABLET.**



Visit: commbank.com.au/albert
 Call: 1800 730 554
 Or head into your local branch to find out more.

173.1600.2.6 Z2396 0913 CH.CS.S201.D271.L V01.00.00

Transactions continued

Date	Transaction details	Cardholder comments / Expense codes	GST# (\$)	Amount (\$)
s.73 Not Relevant				

Please check your transactions listed on this statement and report any discrepancy to the Bank immediately.

I confirm the above expenditure.

on [redacted]

Signature of cardholder

Alana Tibbitts.

Expenditure authorised

173.1600.2.6 ZZ396 0913 CH.ICS.S201.D271.L.V01.00.00

Released under RTI - DOC



Online: Pay you credit card using NetBank, 24 hours a day, 7 days a week. Visit netbank.com.au



Mail: This slip with your **cheque** to: PO Box 962 PARRAMATTA NSW 2124

MS ALANA TIBBITTS



Billers code: **1818**
Reference No.: [redacted]

Date paid

Amount paid

BPAY® © Registered to BPAY Pty Ltd
ABN 69 079 137 518

\$

HEAD OFFICE
 Jl. MH. Thamrin 11 Jakarta Pusat
 Telp : 021 - 31923008
 www.sarinahstore.com
 NPWP: 01.000.061.0-623.001

Sarinah
 THE INDONESIAN EMPORIUM

OUTLET THAMRIN - JAKARTA / 1020101

Rcpt: 0000000003 701 06-09-2016 10:50:36
 Chsr: 1640398-MAULINA FRIANTIWI

Code	Qty	Price	Amount
WAYANG CUPUMANIK NORMAL WAYACU0021 6		50.000	300.000
WAYANG CUPUMANIK NORMAL WAYACU0021 2		750.000	1.500.000
Subtotal			1.800.000
Net Total			1.800.000
Amt Paid			1.800.000
Change			0

#Item(s) : 2 You Save : 0

Payment Type By : MASTER CREDIT CARD
 BNI BANK
 #### #### #007 7620-TIBBITTS/ALANA.MS

TERIMA KASIH ANDA TELAH BERPARTISIPASI
 SEBESAR 2% DARI TRANSAKSI PADA ACARA
 HARGA SUDAH TERMASUK PPh
 *** NPWP : 01.000.061.0 - 623.001 ***

SRNH DTI-FE @2010 FE/Pos Ver 6.0.6



CCC 901/15
 1516160815EXP1218



SARINAH DS. THAMRIN @
 JL. MH. THAMRIN 11
 JAKARTA PUSAT

TERM: C0997867
 CARD TYPE MASTERCARD (BIP)
 ** * 7620
SALE
 BATCH : 000775
 DATE/TIME 06 SEP, 16 10:50
 REF. NO. 107894

MERC# 000005000260272

TRACE NO: 103245

APPR. CODE 068190

TOTAL IDR 1,800,000.00
 X Rate: 1 IDR = 0.0001040 AUD

SELECTED TRANSACTION CURRENCY:
TOTAL AUD 187.20

AID : A0000000041010
 TVR : 0000048000
 TC : 01304270CA6D30C3
 P/PAL : CBA Bus Credit

TSI : E800

*** SIGNATURE NOT REQUIRED ***
 I HAVE CHOSEN NOT TO USE THE MASTERCARD CURRENCY
 CONVERSION PROCESS AND AGREE THAT I WILL HAVE NO
 RECOURSE AGAINST MASTERCARD CONCERNING THE
 CURRENCY CONVERSION OR ITS DISCLOSURE.
 I AGREE TO PAY ABOVE TOTAL AMOUNT
 ACCORDING TO CARD ISSUER AGREEMENT

Merchant Copy

CCC 901/15
 1516160815EXP1218

23605248 / 33554432 (bytes)

Released Under RTID328

Traditional
 Wayang = Puppets

For Minister to
 reimburse on Alana's
 corporate card
 once credit card
 statement received
 (as per Alana's
 conversation w/
 Sonia at MSB).



Report from 27/10/2016
Report to 27/10/2016

Opening balance \$9,088,754.36
Closing balance \$9,087,874.96
Currency AUD

Account name: DPC - Ministerial Service

Account number: [redacted]

Date	Transaction Detail	Debit	Credit	Balance
27/10/2016	Transfer from LEANNE DONALDSON [redacted] L Donaldson		191.88	9,087,544.46
[Redacted Section]				
No. of transactions		2	3	
Total debits				[redacted]
Total credits				[redacted]

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes. For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

Repayment by Minister

Released under RTI-DPC

Amex Business Travel Account

Business Affairs

Account Name: **TREASURER**
Account Number: [REDACTED]

Statement Date: **24-Sep-2016**
Amount Due: **\$7,019.46**

THIS ACCOUNT MUST BE
RETURNED TO MSB BY
14.10.2016
TO AVOID LATE FEES

I certify that:

- all transactions appearing on the BTA are for official purposes, other than those identified as private to be reimbursed to Ministerial Services;
- all transactions are supported by merchant accounts/invoices;
- charges are correct;
- all credit refunds have been identified; and
- expenditure has been incurred in accordance with the guidelines contained in the Queensland Ministerial Handbook.

CHECKING OFFICER: [Signature] 10/10/16

EXPENDITURE OF \$ **7019.46** IS APPROVED.
IT IS IN ACCORDANCE WITH THE APPROVED MINISTERIAL
GUIDELINES.
TREASURER: [Signature] 31/10/16

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**American Express
Business Travel Account Statement**

New Debits - Continued

Account Name: BTA-TREASURER-2015
Travel Office: CORP TRVL MGMT-52005000895

Account Number: [REDACTED]
Travel Office Phone No.: [REDACTED]
Statement Date: 24 Sep 2016

TPI - Business Affairs

Stmt Ref/ Invoice No.	Supplier Name - ABN/ Comment 1	Traveler's Name/ Ticket Number	Inv. Date/ Dep. Date	Routing Info	Job No./ Comment	TR/ CR	Amount (\$) Tax (\$)	Total Amount (\$)
16260 00015	CORPORATE T* 52005000895	PITT/CURTIS HON SERVICE FEE	14/09/2016	oking-Dom-On line (A) *	Dolly Chang	TREASURER-2015	8.50	9.35
5992239			14/09/2016				0.85	
16260 00016	QANTAS AIRW* 16009661901	PITT/CURTIS HON	14/09/2016	CNS/TSV/CNS	Dolly Chang	TREASURER-2015	635.16	698.68
5974433			16/09/2016				4205153	
16264 00020	VIRGIN AUST* 63125580823	PITT/CURTIS HON	16/09/2016	CNS/BNE	Dolly Chang	TREASURER-2015	63.52	83.49
5992648			16/09/2016				75.90	
16260 00018	VIRGIN AUST* 63125580823	PITT/CURTIS HON	14/09/2016	CNS/BNE	Dolly Chang	TREASURER-2015	7.59	462.37
5982239			19/09/2016				4205153	
16267 00026	CORPORATE T* 52005000895	PITT/CURTIS HON	21/09/2016	oking-Dom-On line (A) *	Kim Loy	TREASURER-2015	42.04	9.35
6011403			21/09/2016				8.50	
16267 00025	CORPORATE T* 52005000895	SERVICE FEE	21/09/2016	oking-Dom-On line (A) *	Kim Loy	TREASURER-2015	0.85	9.35
6012315			21/09/2016				8.50	
16268 00028	QANTAS AIRW* 16009661901	PITT/CURTIS HON	22/09/2016	BNE/CNS	Kim Loy	TREASURER-2015	378.65	416.51
6012315			22/09/2016				0.85	
16268 00027	QANTAS AIRW* 16009661901	PITT/CURTIS HON	22/09/2016	CNS/TSV/MKY	Kim Loy	TREASURER-2015	37.86	477.45
6011403			23/10/2016				434.05	
16259 00013	CORPORATE T* 52005000895	PITT/CRISTAN MR	13/09/2016	oking-Dom-On line (A) *	Dolly Chang	TREASURER-2015	43.40	9.35
5974494			13/09/2016				8.50	
16260 00017	QANTAS AIRW* 16009661901	PITT/CRISTAN MR	14/09/2016	CNS/TSV/CNS	Dolly Chang	TREASURER-2015	0.86	698.68
5974494			16/09/2016				635.16	

* Treasurer's credit
costs to be recovered

Total New Debits

6,381.33
638.13

7,019.46

*Please refer to the Excel Statement for full display of this data reference.

Released



Report from 28/10/2016
Report to 28/10/2016

Opening balance \$9,087,874.96
Closing balance \$9,083,799.74
Currency AUD

Account name: DPC - Ministerial Service

Account number: rs [REDACTED]

Date	Transaction Detail	Debit	Credit	Balance
s.73 Not Relevant				
28/10/2016	Direct Credit 128594 Tristan Pitt PITT		708.03	9,088,582.99
No. of transactions		2	1	
Total debits				\$4,783.25
Total credits				\$708.03

MINISTER REPAID FOR FLIGHTS. ✓

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes. For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank in accordance with the applicable account Terms and Conditions.

Released under RTI-DPC

Brittany Cooper

From: Brittany Cooper
Sent: Friday, 28 October 2016 1:28 PM
To: 'kim.lory@ministerial.qld.gov.au'
Subject: Ministerial Bank Details

Hi Kim

As per your phone call, please find below the Ministerial Services bank details.

The amount payable is \$708.03

BSB: [REDACTED]

Account Number: [REDACTED]

Account Name: Ministerial Services

Thanks



**Queensland
Government**

Brittany Cooper

Finance Officer

Ministerial Services Branch

Department of the Premier and Cabinet

P 07 3003 9072

Executive Building, Level 1, 100 George Street, Brisbane QLD 4000

PO Box 15185, City East, QLD 4002

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Yudith Djajapurusa

From: Kim Lory <Kim.Lory@ministerial.qld.gov.au>
Sent: Monday, 24 October 2016 9:18 AM
To: Yudith Djajapurusa; Dolly Chang
Cc: Jason Humphreys
Subject: RE: September 16 BTA

Hi Yudith

No the Treasurer hasn't signed his BTA as he is away from the office this week.

I will advise our Chief of Staff of your email and discuss it with him sometime today.

Thanks

Kim Lory
Acting Executive Assistant/Office Manager
Office of the Hon. Curtis Pitt MP



Queensland
Government

Treasurer
Minister for Aboriginal and Torres Strait Islander Partnerships
Minister for Sport
P 07 3719 7200 | Email: Kim.Lory@ministerial.qld.gov.au
Executive Building 100 George Street Brisbane QLD 4000
GPO Box 611 Brisbane QLD 4001

From: Yudith Djajapurusa [mailto:yudith.djajapurusa@premiers.qld.gov.au]
Sent: Monday, 24 October 2016 9:14 AM
To: Kim Lory <Kim.Lory@ministerial.qld.gov.au>, Dolly Chang <Dolly.Chang@ministerial.qld.gov.au>
Subject: September 16 BTA
Importance: High

Hi Kim & Dolly,

Just checking in on where you are with getting the Treasurer's approval for the BTA.
If the Treasurer is away and unable to sign, can he email his approval please and we can get our Director Ian Street to countersign first.
Please send this today as we need to process payment today.
Thank you.

Kind Regards,



Queensland
Government

Yudith Djajapurusa
Finance Officer
Ministerial Services Branch
Department of the Premier and Cabinet
P 07 3003 9073
Executive Building, Level 1, 100 George Street, Brisbane QLD 4000
PO Box 15185, City East, QLD 4002