

Overseas Travel – September 2019

Chief Executive of the Department for Education

No of Travellers	Destination	Reason (s) for Travel	Outcomes of Travel	Travel Itinerary ¹	Total Cost of Travel ²	Travel Receipts ³
1	London, UK	Australian Government representative of OECD Program for International Student Assessment (PISA) Governing Board	Attendance at the Governing Board fulfilled the commitment to act as the Australian Government representative on the Board and provided the opportunity to work closely on an international performance measurement critical to the department's world-class ambition.	Please see attached	\$750.32 (Travel and accommodation covered by Australian Government)	Please see attached

Approved for publication – 22 October 2019 (updated 11 December 2019)

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



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RICHARD PERSSE

Room Number
 Arrival Date 21/09/2019 05:46:00
 Departure Date 26/09/2019
 Adult/Child 1/0
 Room Rate 251.52 GBP
 Rate Plan L-B3F
 AL:
 Honors #
 VAT # 262339309
 Folio No/Che 762061 A
 Tax Date 26/09/2019

VAT INVOICE:1487573
 Confirmation Number:

DOUBLETREE BY HILTON LONDON WESTMINSTER 26/09/2019 07:47:01

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
24/09/2019	LAUNDRY	VELU	4329100	£45.25		
26/09/2019		IOTI	4332044		-£45.25	
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT)	£37.71	
Zero Rated Amount	£0.00	
VAT AT 20%	£7.54	
Non Taxable Amount	£0.00	
Total Amount Payable	£45.25	<i>£45.25</i>

Guest Signature _____

Please debit my account by the amount indicated above.

The hotel is owned by Carolia Westminster Hotel Ltd under a license agreement granted by Hilton Worldwide Manage Limited.

CREDIT CARD DETAIL

APPR CODE	MERCHANT ID	
CARD NUMBER	EXP DATE	
TRANSACTION ID	TRANS TYPE	Sale

BLACKLANE

Customer no. 588782468
Booking no. 2019-09-05
Booking date 2019-09-05
Invoice no. GB0266482KE
Invoice date 2019-09-21

Rick Persse

Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 21/09/2019, 05:20 from London Heathrow Airport (LHR) - All terminals, Exit after baggage claim, Heathrow Airport, London, Greater London to DoubleTree by Hilton Hotel London - Westminster, John Islip Street 30, Westminster, SW1P 4DD Greater London, England (Business Class)	74.00 GBP
Price total			74.00 GBP

The amount has been charged to your credit card:
1wfyke5

transaction no:

No VAT-duty in Germany.

Thank you very much for using our services. We are looking forward to welcoming you again soon.

Best regards,
Your Blacklane team

BLACKLANE

Customer no. 825683584
Booking no. 2019-09-24
Booking date 2019-09-24
Invoice no. GB0268215KE
Invoice date 2019-09-26

Rick Persse

Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 26/09/2019, 08:00 from John Islip Street 30, Westminster, SW1P 4DD Greater London, England to London Heathrow Airport (LHR) - All terminals, Heathrow Airport, London, Greater London (Business Class)	77.86 GBP
Price total			77.86 GBP

The amount has been charged to your credit card.
n5p4pcty

transaction no:

No VAT-duty in Germany.

Thank you very much for using our services. We are looking forward to welcoming you again soon.

Best regards,
Your Blacklane team



eat beautiful, eat light, eat itsu

Lucinda
25/09/19 11:04

GPS POS1
000000005

EAT IN

Bill: 6

1 health + happiness £10.07
1 Diet Coca Cola £0.99

2 Items

Vat £1.84

TOTAL £11.06

Cash £20.00

CHANGE £8.94

VAT No. 689 9400 72
52-54 High Holborn, LONDON, WC1V 6RL

16 Great Peter Street
LONDON, SW1P 2BX

www.itsu.com

LEON.

NATURALLY FAST FOOD

Leon
Horseferry Road

EAT IN

Sparkling Water	£1.10
LoVe Burger	£5.85
Leon Fries	£2.45
<hr/>	
Eat In VAT	£1.57
Total	£9.40

Thank you so much for visiting us.
Today you were served by Frika

EAT IN

06/02/2019 17:00:00

06/02/2019 17:00:00

Receipt #:

06/02/2019 17:00:00

Leon is always here for you, but
you are our favourite customer.

Get in touch for any reason,
or no reason at all, at
www.leonfeedback.co.uk

@leonrestaurants

Conrad London St James
Blue Boar Bar
Maple Court, Central Park, Reeds
Crescent, Watford, Herts. WD24 4QQ
Tel: +44 (0) 203 301 8080

VAT number GB 917876084

10101 Brigita S

CHK 5424 TBL 120/1 GST 2
 23 SEP'19 19:04 PM

2 Camden	11.80
1 175 Sauvignon Blanc Dashwood	10.00
2 Chicken Tikka Masala	38.00

Subtotal	£59.60
12.5% Service Charge	£7.48
Total Due	£67.28

FOR ROOM CHARGE ONLY

TIPS: _____

ROOM NO: _____

NAME: _____

SIGNATURE: _____

A 12.5% discretionary service charge has
been added to your bill.
Thank you for dining with us!

INTERIM/DUMMY RECEIPT FORM



Important Information

This form, which is not a tax compliant document, serves as two purposes:

1. To be used as an interim receipt until a tax compliant invoice/receipt is received from the supplier for purchases made by phone or mail order; and/or
2. Used as a dummy receipt when a tax compliant invoice/receipt cannot be obtained/has been lost. The transaction is to be coded as TNA (Tax Not Applicable) tax code in the ANZ Expense Manager System (EMS).

This form must be authorised by your Line Manager and attached as a file to the corresponding transaction in ANZ EMS.

CARDHOLDER DETAILS

Name	Rick Persse
Email	Rick.persse@sa.gov.au
Phone	

SECTION A: MISSING INVOICE/RECEIPT DETAILS

Transaction date	21/09/2019	Transaction amount	\$230.14 (127.75 GBP)
Supplier name			
Description of the purchase	Cab charge transactions and incidentals – cash – in the UK		
Reason compliant documentation cannot be provided	Taxi receipts were unable to be obtained (English historical taxis). Some incidental spend due to sustenance requirements, not all receipts were provided.		

SECTION B: CARDHOLDER'S CERTIFICATION

I certify the above purchase was for official Department for Education purposes and the original invoice/receipt is missing

Print Name	Rick Persse
Signature	
Position	Chief Executive
Date	18/10/19

SECTION C: AUTHORISED BY LINE MANAGER

Print Name	Julieann Riedstra
Signature	
Position	Chief Operating Officer
Date	18/10/19

*Disclaimer – this dummy receipt has been used as evidence of the spending of cab charges and incidentals. Due to the nature of the taxi industry in the UK, we were unable to obtain receipts for cab travel transactions. Mr Persse's travel itinerary reflects his travel.

Some incidental spend was for sustenance receipts were provided where they could be obtained.

For any questions in relation to the equal of expenses, please contact Mr Alan Rossi, Financial Management, on 08 8226 4131.