

**Verna Young**

**From:** Barbara Phillips  
**Sent:** Monday, 17 August 2020 10:45 AM  
**To:** FBC-StaffClaims  
**Cc:** Trish Nielsen; BusinessServices\_ODG; Barbara Phillips  
**Subject:** FW: DG travel expenses : Cairns 27 and 28 July 2020  
**Attachments:** Wakefield\_Staff Expense Claim\_200817.pdf; trish.nielsen-health.qld.gov.au\_31-07-2020\_11-38-47.pdf; trish.nielsen-health.qld.gov.au\_31-07-2020\_11-37-37.pdf; B9465477-WAKEFIELDJOHN DR-27072020-Ticketed.pdf

Good morning,

Please find attached a Staff Expense Claim for Dr John Wakefield's recent trip to Cairns (27/07-28/07/2020) totalling \$62.90

Thanks

**Barbara Phillips**

**Deputy Director-General**

Corporate Services Division and Strategy, Policy and Planning | Queensland Health

**P** (07) 3082 0507 | [REDACTED]  
**E** [barbara.phillips@health.qld.gov.au](mailto:barbara.phillips@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** M14, 33 Charlotte Street, Brisbane

**CLEAN HANDS  
SAVE LIVES**

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

**From:** FBC-StaffClaims <[FBC-StaffClaims@health.qld.gov.au](mailto:FBC-StaffClaims@health.qld.gov.au)>  
**Sent:** Monday, 17 August 2020 9:41 AM  
**To:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>; Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** RE: DG travel expenses : Cairns 27 and 28 July 2020

Good morning,

Thank you for your email.

However, we require the email to be sent by the Expenditure Approval officer stating she approves the claim and what she approves (e.g. the name of claimant, total of claim, cost centre and date).

Please have the Expenditure Approval officer to send us an email with this attachment and stating in her email the abovementioned.

Thank you.

Kind Regards,



### Salvinder Kaur

Assistant Finance Officer - Finance  
Business Centre

Finance Transactional Services, Finance Branch,  
Corporate Services Division | Queensland Health

E [FBC-Accounts\\_Payable@health.qld.gov.au](mailto:FBC-Accounts_Payable@health.qld.gov.au)

W [health.qld.gov.au](http://health.qld.gov.au)

**CLEAN HANDS  
SAVE LIVES**

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Custodians of the land across Queensland, and pays respect to First Nations Elders past, present and future.

**From:** BusinessServices\_ODG <[BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)>

**Sent:** Monday, 17 August 2020 9:16 AM

**To:** FBC-StaffClaims <[FBC-StaffClaims@health.qld.gov.au](mailto:FBC-StaffClaims@health.qld.gov.au)>

**Subject:** FW: DG travel expenses : Cairns 27 and 28 July 2020

Good morning,

Please see the attached itinerary and claim form for the DGs recent travel to Cairns.

If there are any issues please let me know,

Alex



### Alexandra Mitchell

Business Support Officer

Business Services Team

Office of the Director-General | Queensland Health

P (07) 3082 0567

E [BusinessServices\\_ODG@health.qld.gov.au](mailto:BusinessServices_ODG@health.qld.gov.au)

W [health.qld.gov.au](http://health.qld.gov.au)

A Lvl 11, 33 Charlotte Street Brisbane

**QUEENSLAND  
HEALTH VISION**

By 2026 Queenslanders will be among  
the healthiest people in the world.



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.



# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

Claim made by: Employee  Volunteer  Non-employee\*\*  \*\* If claimant is a non-employee, use tax code P9  
 (Please indicate whichever is applicable)

## TO BE COMPLETED BY CLAIMANT

Surname	Given Names	Person ID (Payroll)	Position
Wakefield	John		Director-General
Home Address		Contact Home / Phone	

## PURPOSE OF THIS CLAIM - COMPLETE REQUIRED SECTION/S OVER THE PAGE

Selection must be made to enable required form/s to load

<input checked="" type="checkbox"/> Travel and Allowances Expense claim or advance	<input type="checkbox"/> Payment Telephone and Entertainment	<input type="checkbox"/> Visiting Medical Officers application for reimbursement and claim form of annual private medical indemnity premium
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## CLAIMANT'S CERTIFICATION

I declare that the percentage of the above expenses incurred by me were  % applicable for business purposes in accordance with the Public Service Act (Australian taxation requirement).

Signature	Date
	3.8.2020

## TO BE COMPLETED BY ACCOUNTING OFFICER

### Certificate of Authorised Accounting Officer

I certify that this claim complies with the provisions of Financial Management Practice Manual which states:

- The transaction has been approved by an officer having competent authority.
- The ledger accounts to be posted are correctly shown.
- Supporting evidence exists that the payee has satisfactorily performed an approved transaction or that an event under an approved scheme or arrangement has occurred and gives rise to an obligation to pay.
- The amount is computed from approved rates and is arithmetically correct.
- The obligation to pay has not previously been satisfied.
- Where payment will be made on or before the due date, the amount shown for payment is net of available discounts.
- The GST Tax code is correct.

Signature	Date	Name (Print)	Position (Print)
	5/8/20	Trish Nielsen	Senior Executive Assistant

### Certificate of Authorised Expenditure Approval Officer

I certify that:

- The charge is one which was necessarily incurred in the provision of an approved departmental service and is cost justified.
- The itinerary and/or travel was approved by the appropriate officer / senior officer.
- Funds are available and the claim is approved for payment / voucher is approved.

Signature	Date	Name (Print)	Position (Print)
	5.8.20	Barbara Phillips	DDG Corporate Services

Accounting Information	Last Day of Travel = Invoice Number		Invoice Date		Company Code		
	2 8 0 7 2 0				1 0 0 0		
	GL Account	Amount	Tax Code	Cost Centre / WBS Element	Fund	Order	Text
	Travel advance credit						
	150080		P9				
	GL Account	Amount	Tax Code	Cost Centre / WBS Element	Fund	Order	Text
	Expense						
	520070	\$185.25	P9	1000852	5 0 0 1		Travel CNS 27-28/7/20 JWakefield
		\$ 62.90					
	Total	\$185.25					

\$ 62.90



# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

## PAYMENT TRAVEL AND ALLOWANCES

Employee Reference	Surname <b>Wakefield</b>	Given Names <b>John</b>	Person ID (Payroll) <div style="background-color: gray; width: 40px; height: 15px;"></div>
--------------------	-----------------------------	----------------------------	---

**TO BE COMPLETED BY CLAIMANT**

**PLEASE COMPLETE TABLE ON PAGE 3 PRIOR TO COMPLETING THIS PAGE AS SEVERAL TOTALS WILL AUTO POPULATE**

**Purpose of claim:**

**Work base Headquarters:**

**Travel claim or advance:**  Claim     Advance

<b>Travelling Allowance:</b>	Number of overnight stays <input type="text"/>	Accommodation \$ <input type="text"/>	
	Number of overnight stays <input type="text" value="1"/>	Incidental Allowance \$	<b>17.3</b>

<b>Meal Allowance:</b>	Breakfast \$	<input type="text"/>
	Lunch \$	<input type="text"/>
	Dinner \$	<b>45.6</b>

<b>Actual Expenses:</b> (attach receipts)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<b>SUB-TOTAL</b> \$	<b>62.9</b>
	Less advance payment \$	<input type="text"/>
	<b>CLAIM AMOUNT</b> \$	<b>62.9</b>

**Reason for claim:**

**Please attach:** 1) Original receipts 2) Travel itinerary 3) Supporting documentation



# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM PAYMENT TRAVEL AND ALLOWANCES - CLAIM SUMMARY

Employee Reference	Surname <b>Wakefield</b>	Given Names <b>John</b>	Person ID (Payroll) <div style="background-color: gray; width: 40px; height: 15px;"></div>
--------------------	-----------------------------	----------------------------	---

**Details required if claiming travelling allowance / actual expenses / meal allowance**

Days of the week	Date	Towns or centers in which journey started and finished, also towns which accommodation or meals were obtained	Times		Types of Accom. A, B, C, D (see below)	Travelling Allowance		Meal Allowance		
			Depart	Arrive		Accom.	Incidentals	Breakfast	Lunch	Dinner
Saturday										
Sunday										
Monday	<b>27/07/2020</b>	<b>Brisbane-Cairns</b>	<b>12:30</b>	<b>16:30</b>	<b>C</b>		<b>17.3</b>			<b>45.6</b>
Tuesday	<b>28/07/2020</b>	<b>Cairns-Brisbane</b>	<b>15:45</b>	<b>18:45</b>	<b>C</b>					
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
<b>TOTALS \$</b>							<b>17.3</b>			<b>45.6</b>
<b>GRAND TOTAL \$</b>										<b>62.9</b>

**A** Accommodation necessarily obtained at a motel or registered lodging house

**B** incidental expenses where accommodation and meals are provided at no expense to the officer

**C** Meals where accommodation only is provided at no expense to the officer

**D** Where an officer has accommodation and meals other than as provided in part A<B or C



Print Form

Reset Form

# QTravel Booking and Approval Form

**Privacy Statement:** The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at <http://www.health.qld.gov.au/privacy/default.asp>

## Traveller Details

Name details must be as they appear on passport/driver licence and traveller must have a [QTravel profile](#). All travel must be for official purposes and comply with whole-of-government and Department of Health travel policies, guidelines & directives.

Title Dr First Name JOHN Last Name WAKEFIELD

E-mail John.Wakefield@health.qld.gov.au

## Travel Details

Reason for Travel  
 Intra-agency Travel (within agency)

Details  
 Participate on interview panel for recruitment of Cairns Hospital and Health Service Chief Executive

Travelling with other officers?  Yes  No If yes, their full names \_\_\_\_\_

## Air Travel

Air Travel Required?  Yes  No  Domestic  International (needs DG/Ministerial approval prior to booking)

	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	CAIRNS	27/07/2020		1.30pm	QF714	320
+ -	CAIRNS	BRISBANE	28/02/2020		4.40PM	QF719	320
+ -							
+ -							

Checked baggage required?  Yes  No **Estimated cost for air travel (inc GST)** 640

Air travel special handling requirements (eg.travelling with other guests, extra baggage, wheelchair, vision impaired, medical/IT equipment, etc)

Please select the type of fare you require:  Flexible  Best Fare

A flexible fare may breach the policy directive of "Best fare of the Day". If selected please nominate a reason from below.

Travel may be cancelled

## Accommodation

Accommodation required?  Yes  No If this accommodation booking is longer than 21 days there will be [FBT implications](#). [Contact the FBT team](#) for advice on Living Away From Home Allowance (LAFHA).

	Requested Venue	Location	Check-in Date	Check-out Date
+ -	PULLMAN INTERNATIONAL	16 ABBOTT ST CAIRNS	27/07/2020	28/07/2020
+ -				

For Qld Government contracted hotels visit <http://ctm.lido.com.au/rates/> & log in with password QTravelHotel99 **Estimated cost for accommodation (inc GST)** 200

**Hotel Payment Method**  Bill back to Lido (room only)  Bill back to Lido (meals & room (exc minibar, movies, massage))  Pay own account

## Car Hire

Car Hire Required?  Yes  No The most cost effective vehicle will be booked from either Avis, Hertz or Budget

# QTravel Booking and Approval Form

## Other Travel - Ferry, Bus, Rail or Air Charter

Do you require ferry, bus, rail or air charter?  Yes  No Qld Government contracts for air charter are with [Independent Aviation](#) and [AVMIN](#)

	Travel Type	From	To	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -							

Charter flights should be booked directly with Independent Aviation or AVMIN.  
Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST) \_\_\_\_\_

## Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

## Division / Branch / Cost Centre / Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	640
Accommodation	200
Car Hire	200
Ferry/Bus/Rail/Charter	
<b>Total</b>	<b>1,040</b>

This does not include travel allowances, travel booking fees or credit card charges.

## Line Manager Support

Is line manager endorsement required?  Yes  No

In some circumstances only **approving officer certification** is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member.

Do you support this travel to occur and confirm it is for official purposes?  Yes  No

Line Manager Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_ Line Manager Email (Mandatory) \_\_\_\_\_

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.

# QTravel Booking and Approval Form

**Approving Officer Certification (Must be Director or above - <http://qheps.health.qld.gov.au/travel/trav-approvals.htm>)**

I certify that:

- |   |                                      |                          |
|---|--------------------------------------|--------------------------|
| 1. I have the authority as per <a href="#">DoH travel approvals</a> to approve this travel          | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 2. This travel is required for official purposes and the cost is justified                          | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 3. This travel complies with whole-of-government and Department of Health policies and directives   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 4. Funds are available and I approve the travel be booked as per the details contained in this form | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Approving Officer Name	Signature	Date
BARBARA PHILLIPS		6.7.20

Position Title	E-mail
DEPUTY DG CORPORATE SERVICES	Barbara.Phillips@health.qld.gov.au

Submit

NOTES:

- To enable this travel to be booked, both the traveller and line manager must have a QTravel profile. To have a new profile created you will need to complete a [QTravel Profile Form](#) and submit it to your local verifying officer for on-forwarding to QHTMS.
- At the time of booking, travel costs may increase up to 10% of the estimated costs approved on this form without the need for further approval.
- Information regarding travel booked in Serko/with CTM and the costs incurred will be emailed to the person nominated in QTravel as the line manager highlighting lost travel savings associated with the booking.
- Overseas travel must have DG/ministerial approval as per the DoH [Overseas Travel Standard](#).
- Travellers, approving officers and travel co-ordinators must understand their obligation to act appropriately when engaging in travel related activities. Each of us has a duty to ensure that public resources are managed in an effective and accountable way and we must accept responsibility for our actions and decisions.
- Travel co-ordinators have an obligation to be aware of whole-of-government and departmental policies as they relate to travel and bring any concerns they have about non-compliance to the attention of their managers.
- Approving officers are accountable for all the elements that they approve in the QTravel Booking and Approval Form and must ensure that the arrangements they approve are policy-aligned and supportive of public sector values and ethics.
- It is not appropriate for private travel to be booked using government contracted arrangements regardless of personal payment of private travel. This includes the use of CTM, Lido, airlines, car hire companies, air charter companies.
- Further information and assistance is available on [QHEPS](#) or by contacting your local travel co-ordinator or the DoH, [QTravel System Administrator](#).



# 27 July 2020

Monday

July 2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

		MONDAY	
		27	
		[Redacted]	
		ADVICE TO ELT RE DG TRAVEL ATTACHED <span style="float:right">To 28 Jul</span>	
		Haylene Grogan and Lisa Davies-Jones in Cairns 27/07/20 and 28/07/20 at Torres and Cape Workshop <span style="float:right">To 28 Jul</span>	
		**APOLOGY**	
		**CANCELLED**	
Sydney	Brisbane		
7 AM	7 AM	[Redacted]	
8	8	OFFICE	
9	9	[Redacted]	
10	10	OFFICE Travel to 33CS	
11	11	[Redacted]	
12 PM	12 PM	Travel to airport	
1	1	[Redacted]	
2	2	**UPDATED DEPARTURE** 2.15pm to 4.40pm QF714 Brisbane to Cairns	
3	3	[Redacted]	
4	4	[Redacted]	
5	5	CAIRNS	
6	6	Dinner Water Bar and Grill Steakhouse, 1 Pier Point Rd Cairns	
		10:00pm - 11:30pm Overnight : Pullman International, 17 Abbott St Cairns ph. 07 40311300	

# 28 July 2020

Tuesday

July 2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

TUESDAY

28

s.47(3)(b)

[Redacted]

From 27 Jul ADVICE TO ELT RE DG TRAVEL ATTACHED

From 27 Jul Haylene Grogan and Lisa Davies-Jones in Cairns 27/07/20 and 28/07/20 at Torres and Cape Workshop

Sydney Brisbane

7 AM

7 AM

8

8

[Redacted]

Travel to Hospital

CHHHS Chief Executive Interviews  
Executive Boardroom, Level 4, A Block, Cairns Hospital  
CHHHS\_Board

9

9

10

10

11

11

12 PM

12 PM

[Redacted]

1

1

2

2

3

3

4

4

Travel to airport

4.40pm to 6.45pm QF719 Cairns to Brisbane

5

5

6

6



Friday 03 July 2020 14:53 - Brisbane, QLD

**Itinerary for**  
WAKEFIELD/JOHN DR

**Booking Number:** B9465477  
**PNR Reference:** IBVBIY  
**Consultant:** Qld Govt Online  
**Booked By:** Trish Nielsen  
**Departure Date:** 27 Jul 20  
**Debtor:** Dept of Health  
**Department:** ODG (Office of the DG)  
**Cost Centre:** ODG DG (Office of the DG)  
**Order Number:** 1000852  
**Return Date:** 28 Jul 20  
**Reason for Travel:** EXTERNAL

**CTM EMERGENCY AFTER HOURS**

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.  
Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

**Date Service Details**

<b>Monday</b> 27 Jul 20	<b>Flight</b>	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Mon 27 Jul 20 at 13:35 <b>Arrival Date:</b> Mon 27 Jul 20 at 16:00 <b>Aircraft:</b> Boeing 737-800 (winglets) <b>Class:</b> M - Economy FLEX <b>Stops:</b> Non-Stop <b>Airline Reference:</b> PSV40M <b>Status:</b> Confirmed <b>Baggage:</b> 1 piece <b>Details:</b> BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) CAIRNS, AUSTRALIA (TERMINAL - TERMINAL 2 - DOMESTIC), Dept Time 27-07-2020 13:35, Arrival Time 27-07-2020 16:00 - Travelling time: 2 hrs 25 mins - Meal Service: Refreshment	<b>Flight</b> QF0714 BRISBANE, AUSTRALIA CAIRNS, AUSTRALIA
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<b>Monday</b> 27 Jul 20	<b>Hotel</b>	<b>Hotel Name:</b> PULLMAN CAIRNS INTERNATIONAL <b>Check-In Date:</b> Mon 27 Jul 20 <b>Check-Out Date:</b> Tue 28 Jul 20 <b>Hotel Address:</b> 17 ABBOTT STREET CAIRNS QLD, 4870, Australia P-61 7 4031 1300 F-61 7 4031 1801 <b>Booking Reference:</b> 2552367 <b>Status:</b> Confirmed <b>Payment Method:</b> Chargeback - Bill-back room and incidentals <b>Local Rate:</b> AUD158.05 Per Night <b>Rate:</b> AUD158.05 Per Night <b>Duration:</b> 1 (Nights)
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Friday 03 July 2020 14:53 - Brisbane, QLD

<b>Tuesday 28 Jul 20</b>	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight</b> QF0719
		<b>Departure Date:</b>	<b>Tue 28 Jul 20 at 16:40</b>	CAIRNS, AUSTRALIA
		<b>Arrival Date:</b>	<b>Tue 28 Jul 20 at 18:45</b>	BRISBANE, AUSTRALIA
		<b>Aircraft:</b>	Boeing 737-800 (winglets)	
		<b>Class:</b>	M - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	PSV40M	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	1 piece	
		<b>Details:</b>	CAIRNS, AUSTRALIA (TERMINAL - TERMINAL 2 - DOMESTIC) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 28-07-2020 16:40, Arrival Time 28-07-2020 18:45 - Travelling time: 2 hrs 5 mins - Meal Service: Refreshment	

### Frequent Flyer Numbers

WAKEFIELD/JOHN DR FF QF 4499275

### Ticket Numbers

TKT QF 9527961010 - WAKEFIELD/JOHN DR - ADULT - BNE-CNS-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9527961010 - 03 Jul 20 - ADULT 27 Jul 20 BRISBANE- CAIRNS- BRISBANE	522.41	59.80	58.23	640.44
<b>Due</b>		<b>530.83</b>	<b>59.80</b>	<b>59.07</b>	<b>649.70</b>

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2552367  CAIRNS Date: 27 Jul 20/28 Jul 20	143.68	0.00	14.37	158.05
<b>Total Booking Cost Inc Pay Direct</b>				<b>73.44</b>	<b>807.75</b>

**Final Ticket Date:** 06 Jul 20

**CTM Global Privacy Policy**

For more information on the CTM Global Privacy Policy please refer to <https://investor.travelctm.com.au/privacy/>

**SKYTRANS IMPORTANT INFORMATION**

Please note that from Wednesday 1st April 2020 ALL Departures and Arrivals, in Cairns, will take place from the Skytrans Hangar in General Aviation. 11 Bush Pilots Avenue, Aeroglen. (This is located on the airport but on the opposite side to the Domestic Terminal)

**DOMESTIC BAGGAGE (JQ/QF/VA)****JETSTAR**

Economy Starter fare includes 7kg of carry- on luggage, customise your requirements at time of booking.

<http://www.jetstar.com/au/en/planning-and-booking/baggage/checked-baggage>

**QANTAS**

Economy Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing maximum 23kg.

Business Class: 1 piece of cabin baggage weighing 7kg + 1 piece of checked baggage weighing 32kg per piece.

Silver/Gold/Platinum frequent flyers receive extra baggage concessions.

<http://www.qantas.com.au/travel/airlines/checked-baggage/global/en>

**VIRGIN AUSTRALIA**

For all Virgin Australia bookings please refer to the link below:

<http://www.virginaustralia.com/au/en/plan/baggage/checked-baggage/>

**DOMESTIC CHECK IN (JQ/QF/VA)****JETSTAR**

Check-in for Jetstar flights leaving from any domestic Australian destination is a minimum (recommended 60 minutes) before your scheduled flight. Check in opens 2 hours prior to the scheduled flights and closes 30 minutes prior to scheduled departure time.

<http://www.jetstar.com/au/en/planning-and-booking/checking-in/web-check-in>

NOTE: Check in for domestic flights departing from an international terminal closes 60 minutes prior to departure.

[www.jetstar.com/au/en/planning-and-booking/checking-in/domestic](http://www.jetstar.com/au/en/planning-and-booking/checking-in/domestic)

**QANTAS**

QANTAS domestic flights check-in closes 30 minutes prior to scheduled departure time - except for flights numbered QF2000-QF2299 and QF7000-QF7299 departing from Sydney, check-in time is 1 hour. Online check-in is now available for QANTAS and QANTAS Link Australian domestic bookings between 24 hours and 1 hour before your flight departure.

<http://www.qantas.com.au/travel/airlines/checkin/global/en>

**VIRGIN AUSTRALIA**

Virgin Australia domestic flights check-in closes 30 minutes prior to scheduled departure time. Virgin Australia online check-in is available and opens 24 hours before departure of your flights. Passengers wanting to utilise this facility must present a print out of your boarding pass at check in.

<http://www.virginaustralia.com/Personal/Services/Check-inoptions/index.htm>

**DOMESTIC FARE CONDITIONS (JQ/QF/VA)**

**JETSTAR** - <http://www.jetstar.com/au/en/planning-and-booking/fares/fare-types>

**QANTAS** - <http://www.travelctm.com/uploads/QFDomesticFareGrid.pdf>

**VIRGIN** - <https://www.virginaustralia.com/au/en/plan/fare-types/Domestic/>

NOTE: Business Class Virgin Australia only offered on A330-200 aircraft (subject to change).

**E-TICKET****E ticket identification required by airlines:**

Photo identification that has been issued by the Commonwealth of Australia or an Australian State or Territory. Acceptable photo identification includes: drivers license, passport, any state, territory or federal government issued card, company issued identification, or a student card. Qantas acceptable non photo identification includes: credit card used to pay for the ticket, other credit or debit cards, social security card, QF club or frequent flyer card, certified copy/original of a birth of citizenship document. All ID's must be current and valid.

**FREQUENT FLYER**

- Please advise your airline loyalty number if applicable. Once received we will enter this into your booking and your profile for future flight reservations.
- To ensure you receive your frequent flyer points, please retain tickets and boarding passes where possible until your points have appeared on your frequent flyer statement.
- Should your points not appear on your statement, please send copies of your boarding passes, tickets and supporting information to the relevant airline.

**QANTAS - SPECIAL INFORMATION**

Qantas Domestic flights with a flight number under 400 (e.g. QF001) and Jetstar flights with a flight number under 201 depart from the International Terminals of your Australian State Capital City. Travellers will need to be at the International Terminal at least 90 minutes prior to the flight departure and photographic identification (e.g. licence or passport) is mandatory.

**EXCEPTION** - Jetstar flight numbers 61, 73 and 81 depart from Domestic Terminals.

**SYDNEY Terminal Information**

There are 3 terminals in Sydney

T1 - Sydney International Terminal: Qantas flights QF1-QF399 and oneworld flights operate from this terminal.

T2 - Sydney Domestic Airport: JetStar flights operate from this terminal.

T3 - Qantas Sydney Domestic Airport: Qantas Domestic flights QF400-QF1599 and QantasLink flights 1600 and above operate from this terminal.

RTI Release

**Verna Young**

---

**From:** Barbara Phillips  
**Sent:** Tuesday, 15 September 2020 2:50 PM  
**To:** FBC-StaffClaims  
**Cc:** Trish Nielsen; BusinessServices\_ODG  
**Subject:** Travel Expenses : Dr John Wakefield, Director-General : August/September 2020  
**Attachments:** FLIGHTS DG\_UPDATED\_CAIRNS 30 AUGUST 2020.pdf; trish.nielsen-health.qld.gov.au\_27-08-2020\_12-03-35.pdf; trish.nielsen-health.qld.gov.au\_2-09-2020\_9-28-49.pdf

Hello

Please find attached 2 Staff Expense Claims for Dr John Wakefield as follows:

Cairns Community Cabinet (30/08/20 to 01/09/20) totalling \$245.25  
 Reimbursement of Taxi Fares (24/08/20) City to Milton and return for Health and Wellbeing Queensland Board Meeting totalling \$24.04

Thanks



**Barbara Phillips**

**Deputy Director-General**

Corporate Services Division and Strategy, Policy and Planning | Queensland Health

**P** (07) 3082 0507 | [REDACTED]  
**E** [barbara.phillips@health.qld.gov.au](mailto:barbara.phillips@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** lvl 14, 33 Charlotte Street, Brisbane

**CLEAN HANDS  
 SAVE LIVES**

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.



ABN: 52 005 000 895

Tuesday 25 August 2020 12:53 - Brisbane, QLD

Dept of Health  
ODG DG (Office of the DG)  
Queensland Health Building  
147-163 Charlotte Street  
Brisbane  
QLD, 4000, Australia

**Booking Number:** B9524707  
**PNR Reference:** XNANST  
**Debtor:** Dept of Health  
**Department:** ODG  
**Cost Centre:** ODG DG  
**Booked By:** Trish Nielsen  
**Order Number:** 1000852  
**Reason for Travel:** CONF/EVENT

**Tax Invoice - I.0012848839**

<b>Departure Date</b>	30/08/2020	<b>Return Date</b>	01/09/2020	<b>Consultant</b>	Qld Govt Online
<b>Issue Date</b>	25/08/2020	<b>Due Date</b>	25/08/2020	<b>Terms</b>	Zero Days

<b>Passengers</b>	WAKEFIELD/JOHN DR
-------------------	-------------------

Description	Fare	Tax	GST	Due
1 Ticket QANTAS AIRWAYS Ticket Class: H - Economy FLEX Itinerary: BRISBANE- CAIRNS- BRISBANE Ticket No: 9528200062 Passenger: WAKEFIELD/JOHN DR Issue Date: 22-08-2020 Paid by CC 555005XXXXX3399 - 79.79 - WAKEFIELD/JOHN DR	\$72.54	\$0.00	\$7.25	\$79.79

<b>Invoice Total</b>	<b>\$72.54</b>	<b>\$0.00</b>	<b>\$7.25</b>	<b>\$79.79</b>
		<b>Total(ex GST)</b>		<b>\$72.54</b>
		<b>GST</b>		<b>\$7.25</b>
		<b>Total Inc GST</b>		<b>\$79.79</b>

**Government Payment**

This invoice has been paid in full, no further payment is required.





Saturday 22 August 2020 10:44 - Brisbane, QLD

**Itinerary for**  
 WAKEFIELD/JOHN DR

**Booking Number:** B9524707  
**PNR Reference:** XNANST  
**Consultant:** Qld Govt Online  
**Booked By:** Trish Nielsen  
**Departure Date:** 30 Aug 20  
**Debtor:** Dept of Health  
**Department:** ODG (Office of the DG)  
**Cost Centre:** ODG DG (Office of the DG)  
**Order Number:** 1000852  
**Return Date:** 01 Sep 20  
**Reason for Travel:** CONF/EVENT

**CTM EMERGENCY AFTER HOURS**

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.

Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

Date	Service	Details
Sunday 23 Aug 20	Hotel	<p> <b>Hotel Name:</b> RILEY A CRYSTALBROOK RESORT  <b>Check-In Date:</b> Sun 23 Aug 20  <b>Check-Out Date:</b> Tue 25 Aug 20  <b>Hotel Address:</b> 131 TO 141 ESPLANADE            CAIRNS QLD 04870            Australia            P-1300 00 20 50            F-61-2-90484499         </p> <p> <b>Booking Reference:</b> 2580980  <b>Status:</b> Confirmed  <b>Payment Method:</b> Chargeback - Bill-back room and incidentals  <b>Local Rate:</b> AUD178.50 Per Night  <b>Rate:</b> AUD178.50 Per Night  <b>Duration:</b> 2 (Nights)         </p>
Sunday 30 Aug 20	Flight	<p> <b>Airline:</b> QANTAS AIRWAYS  <b>Departure Date:</b> Sun 30 Aug 20 at 16:20  <b>Arrival Date:</b> Sun 30 Aug 20 at 18:45  <b>Aircraft:</b> Boeing 717  <b>Class:</b> H - Economy FLEX  <b>Stops:</b> Non-Stop  <b>Airline Reference:</b> J8DKW5  <b>Code Share:</b> /QANTASLINK - NATIONAL JET SYSTEMS  <b>Status:</b> Confirmed         </p> <p> <b>Details:</b> BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) CAIRNS, AUSTRALIA (TERMINAL - TERMINAL 2 - DOMESTIC), Dept Time 30-08-2020 16:20, Arrival Time 30-08-2020 18:45 - Travelling time: 2 hrs 25 mins - Meal Service: Refreshment         </p>

Saturday 22 August 2020 10:44 - Brisbane, QLD

<b>Tuesday 01 Sep 20</b>	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight</b> QF1721
		<b>Departure Date:</b>	<b>Tue 01 Sep 20 at 19:25</b>	CAIRNS, AUSTRALIA
		<b>Arrival Date:</b>	<b>Tue 01 Sep 20 at 21:30</b>	BRISBANE, AUSTRALIA
		<b>Aircraft:</b>	Boeing 717	
		<b>Class:</b>	M - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	J8DKW5	
		<b>Code Share:</b>	/QANTASLINK - NATIONAL JET SYSTEMS	
		<b>Status:</b>	Confirmed	
		<b>Details:</b>	CAIRNS, AUSTRALIA (TERMINAL - TERMINAL 2 - DOMESTIC) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 01-09-2020 19:25, Arrival Time 01-09-2020 21:30 - Travelling time: 2 hrs 5 mins - Meal Service; Refreshment	

**Frequent Flyer Numbers**

WAKEFIELD/JOHN DR FF QF 4499275

**Ticket Numbers**

TKT QF 9528200062 - WAKEFIELD/JOHN DR - ADULT - BNE-CNS-BNE

TKT QF 9528179863 - WAKEFIELD/JOHN DR - ADULT - BNE-CNS-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9528179863 - 18 Aug 20 - ADULT 23 Aug 20 BRISBANE- CAIRNS- BRISBANE	527.26	48.22	57.54	633.02
Ticket	QF - H - Economy FLEX 9528200062 - 22 Aug 20 - ADULT 30 Aug 20 BRISBANE- CAIRNS- BRISBANE	72.54	0.00	7.25	79.79
<b>Due</b>		<b>608.22</b>	<b>48.22</b>	<b>65.63</b>	<b>722.07</b>

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2580980  CAIRNS Date: 23 Aug 20/25 Aug 20	324.55	0.00	32.45	357.00
<b>Total Booking Cost Inc Pay Direct</b>				<b>98.08</b>	<b>1079.07</b>

**Final Ticket Date:** 20 Aug 20



Print Form

Reset Form

# QTravel Booking and Approval Form

**Privacy Statement:** The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at <http://www.health.qld.gov.au/privacy/default.asp>

## Traveller Details

Name details must be as they appear on passport/driver licence and traveller must have a [QTravel profile](#). All travel must be for official purposes and comply with whole-of-government and Department of Health travel policies, guidelines & directives.

Title Dr First Name JOHN Last Name WAKEFIELD

E-mail John.Wakefield@health.qld.gov.au

## Travel Details

Reason for Travel  
External Meeting/Site Visit

Details  
COMMUNITY CABINET MEETING IN CAIRNS

Travelling with other officers?  Yes  No If yes, their full names JASMINA JOLDIC

## Air Travel

Air Travel Required?  Yes  No  Domestic  International (needs DG/Ministerial approval prior to booking)

	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	CAIRNS	30/08/2020		4.20PM	QF1716	80

Checked baggage required?  Yes  No **Estimated cost for air travel (inc GST)** 80

Air travel special handling requirements (eg. travelling with other guests, extra baggage, wheelchair, vision impaired, medical/IT equipment, etc)

ADDITIONAL COLLECTION FOR TO CHANGE DATES AS ORIGINAL FARE UNAVAILABLE - ALSO 1 NIGHT EXTRA ACCOMM BELOW

Please select the type of fare you require:  Flexible  Best Fare

A flexible fare may breach the policy directive of "Best fare of the Day". If selected please nominate a reason from below.

Travel may be cancelled

## Accommodation

Accommodation required?  Yes  No If this accommodation booking is longer than 21 days there will be [FBT implications](#). [Contact the FBT team](#) for advice on Living Away From Home Allowance (LAFHA).

	Requested Venue	Location	Check-in Date	Check-out Date
+ -	RILEY A CRYSTALBROOK	131-141 THE ESPLANADE	30/08/2020	01/09/2020

For Qld Government contracted hotels visit <http://ctm.lido.com.au/rates/> & log in with password QTravelHotel99 **Estimated cost for accommodation (inc GST)** 400

**Hotel Payment Method**  Bill back to Lido (room only)  Bill back to Lido (meals & room (exc minibar, movies, massage))  Pay own account

## Car Hire

Car Hire Required?  Yes  No The most cost effective vehicle will be booked from either Avis, Hertz or Budget

## Other Travel - Ferry, Bus, Rail or Air Charter

Do you require ferry, bus, rail or air charter?  Yes  No Qld Government contracts for air charter are with [Independent Aviation](#) and [AVMIN](#)

	Travel Type	From	To	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -							



Print Form

Reset Form

# QTravel Booking and Approval Form

Charter flights should be booked directly with Independent Aviation or AVMIN.  
Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST) \_\_\_\_\_

### Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

### Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		ODG	100%	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	80
Accommodation	400
Car Hire	
Ferry/Bus/Rail/Charter	
<b>Total</b>	<b>480</b>

This does not include travel allowances, travel booking fees or credit card charges.

### Line Manager Support

Is line manager endorsement required?  Yes  No

In some circumstances only **approving officer certification** is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member.

### Approving Officer Certification (Must be Director or above - <http://qheps.health.qld.gov.au/travel/trav-approvals.htm>)

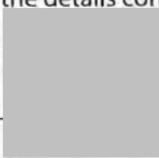
I certify that:

- 1. I have the authority as per [DoH travel approvals](#) to approve this travel  Yes  No
- 2. This travel is required for official purposes and the cost is justified  Yes  No
- 3. This travel complies with whole-of-government and Department of Health policies and directives  Yes  No
- 4. Funds are available and I approve the travel be booked as per the details contained in this form  Yes  No

Approving Officer Name

BARBARA PHILLIPS

Signature



Date

20.8.20

Position Title

DEPUTY DIRECTOR-GENERAL CORPORATE SERVICES

E-mail

Barbara.Phillips@health.qld.gov.au

Submit

## QTravel Booking and Approval Form

### NOTES:

- To enable this travel to be booked, both the traveller and line manager must have a QTravel profile. To have a new profile created you will need to complete a [QTravel Profile Form](#) and submit it to your local verifying officer for on-forwarding to QHTMS.
- At the time of booking, travel costs may increase up to 10% of the estimated costs approved on this form without the need for further approval.
- Information regarding travel booked in Serko/with CTM and the costs incurred will be emailed to the person nominated in QTravel as the line manager highlighting lost travel savings associated with the booking.
- Overseas travel must have DG/ministerial approval as per the DoH [Overseas Travel Standard](#).
- Travellers, approving officers and travel co-ordinators must understand their obligation to act appropriately when engaging in travel related activities. Each of us has a duty to ensure that public resources are managed in an effective and accountable way and we must accept responsibility for our actions and decisions.
- Travel co-ordinators have an obligation to be aware of whole-of-government and departmental policies as they relate to travel and bring any concerns they have about non-compliance to the attention of their managers.
- Approving officers are accountable for all the elements that they approve in the QTravel Booking and Approval Form and must ensure that the arrangements they approve are policy-aligned and supportive of public sector values and ethics.
- It is not appropriate for private travel to be booked using government contracted arrangements regardless of personal payment of private travel. This includes the use of CTM, Lido, airlines, car hire companies, air charter companies.
- Further information and assistance is available on [QHEPS](#) or by contacting your local travel co-ordinator or the DoH, [QTravel System Administrator](#).

# 30 August 2020

Sunday

August 2020

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		SUNDAY
		30
Sydney	Brisbane	
7 AM	7 AM	
8	8	
9	9	
10	10	
11	11	
12 PM	12 PM	
1	1	
2	2	
3	3	
4	4	4:20pm to 6:45pm Qantas QF1716 Brisbane to Cairns
5	5	
6	6	
		8:00pm - 11:00pm Overnight : Riley A Crystalbrook Resort(131-141 Esplanade Cairns)

# 31 August 2020

Monday

August 2020

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

		MONDAY		
		31		
Sydney Brisbane				
7 AM	7 AM			
8	8		COMMUNITY CABINET CAIRNS	
9	9			
10	10			
11	11			
12 PM	12 PM			
1	1			
2	2			
3	3			
4	4			
5	5			
6	6			
		8:00pm - 11:30pm Overnight : Riley A Crystalbrook Resort		

# 1 September 2020

Tuesday

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

		TUESDAY	
		1	
Sydney Brisbane			
7 AM	7 AM		
8	8		COMMUNITY CABINET CAIRNS
9	9		
10	10		
11	11		
12 PM	12 PM	MEETING: Deputy Premier   Torres Cape Indigenous Cairns Hospital (room to be advised); Steven Miles	
1	1		
2	2		MEETING: Deputy Premier   Torres Shire Council Cairns Hospital (room to be advised); Steven Miles
3	3	Hold MEETING: Deputy Premier   Torres Strait Island Cairns Hospital (room to be advised); Steven Miles	
4	4		
5	5		
6	6		
		7:25pm - 9:30pm 7.25pm to 9.30pm Qantas QF1721 Cairns to Brisbane	





THANK YOU FOR USING  
GM CABS

TAX INVOICE

INV# 004989  
DATE 26 AUG 20  
TIME 09:46

DRIVER NO 109138906  
TAXI NO 1542  
PICK UP SUBURBS  
DROP OFF SUBURBS

FARE INC GST \$ 10.80  
SERVICE FEE \$ 0.49  
SVC FEE GST \$ 0.05

TOTAL \$ 11.34

Merchant ID 00338715  
Terminal ID 03703728  
Date 26 AUG 20  
Time 09:46

Inv/ROC # 004979

MASTERCARD  
AID A00000000041010  
CBA Credit  
Card ...7479(T)

Account Type Credit

SALE AUD\$11.34

TOTAL AUD\$11.34

APPROVED 00

Auth ID 015134  
TVR 00 00 00 00 00  
ARQC CFB677185C090D44

CALL 131 001 OR  
DOWNLOAD THE RYDO  
APP AND GET \$20 OFF  
YOUR FIRST RIDE!  
PROMO CODE: GMCABS

CARDHOLDER COPY

BLACK&WHITE  
CABCHARGE  
TAX INVOICE  
NAB EFTPOS

BWC BRISBANE 133222  
TAXI 87 QLD AU  
MERCHANT ID: 26043117  
TERMINAL ID: V42136  
CLIENT ID: 5220  
DRIVER DA: 62137810  
DRIVER ABN: 38736535755

PICK UP: MILTON  
DEST: BRISBANE

#####7479 (C)  
CBA Credit CRD (C)  
AID A0000000041010  
AUTH ID: 087663

FARE \$11.20  
OTHER \$0.00

EXTRAS:  
Booking \$1.50

TOTAL FARE \$12.70  
INC. GST  
SERVICE FEE \$0.64  
INC. GST

TOTAL AUD \$13.34

APPROVED 00  
AUTH NO 087663

ARQC 59BE198802D0E217  
V421 3608 2612 3110  
0000000000 1F0302



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## QTravel Booking and Approval Form

**Privacy Statement:** The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at <http://www.health.qld.gov.au/privacy/default.asp>

## Traveller Details

Name details must be as they appear on passport/driver licence and traveller must have a [QTravel profile](#).

All travel must be for official purposes and comply with whole-of-government and Department of Health travel policies, guidelines & directives.

Title Dr First Name JOHN Last Name WAKEFIELD

E-mail John.Wakefield@health.qld.gov.au

## Travel Details

Reason for Travel

Intra-agency Travel (within agency)

Details

Community Cabinet Meeting in Cairns

Travelling with other officers?  Yes  No If yes, their full names JASMINA JOLDIC

## Air Travel

Air Travel Required?  Yes  No  Domestic  International (needs DG/Ministerial approval prior to booking)

	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	CAIRNS	23/08/2020		4.20PM	QF1716	350
+ -	CAIRNS	BRISBANE	24/08/2020		7.25PM	QF1721	350
+ -							
+ -							

Checked baggage required?  Yes  No

Estimated cost for air travel (inc GST) 700

Air travel special handling requirements (eg. travelling with other guests, extra baggage, wheelchair, vision impaired, medical/IT equipment, etc)

Please select the type of fare you require:  Flexible  Best Fare

A flexible fare may breach the policy directive of "Best fare of the Day". If selected please nominate a reason from below.

Travel may be cancelled

## Accommodation

Accommodation required?  Yes  No If this accommodation booking is longer than 21 days there will be [FBT implications](#). [Contact the FBT team](#) for advice on Living Away From Home Allowance (LAFHA).

	Requested Venue	Location	Check-in Date	Check-out Date
+ -	RILEY A CRYSTALBROOK	131-141 THE ESPLANADE	23/08/2020	24/08/2020
+ -				

For Qld Government contracted hotels visit <http://ctm.lido.com.au/rates/> & log in with password QTravelHotel99

Estimated cost for accommodation (inc GST) 200

Hotel Payment Method  Bill back to Lido (room only)  Bill back to Lido (meals & room (exc minibar, movies, massage))  Pay own account

## Car Hire

Car Hire Required?  Yes  No

The most cost effective vehicle will be booked from either Avis, Hertz or Budget



Print Form

Reset Form

# QTravel Booking and Approval Form

## Other Travel - Ferry, Bus, Rail or Air Charter

Do you require ferry, bus, rail or air charter?  Yes  No Qld Government contracts for air charter are with [Independent Aviation](#) and [AVMIN](#)

	Travel Type	From	To	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -							

Charter flights should be booked directly with Independent Aviation or AVMIN. Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST) \_\_\_\_\_

## Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

\_\_\_\_\_

## Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	700
Accommodation	200
Car Hire	<del>200</del> N/A
Ferry/Bus/Rail/Charter	
<b>Total</b>	1,100

This does not include travel allowances, travel booking fees or credit card charges.

## Line Manager Support

Is line manager endorsement required?  Yes  No

In some circumstances only **approving officer certification** is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member.

Do you support this travel to occur and confirm it is for official purposes?  Yes  No

Line Manager Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_ Line Manager Email (Mandatory) \_\_\_\_\_

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.



Print Form

Reset Form

# QTravel Booking and Approval Form

**Approving Officer Certification (Must be Director or above - <http://qheps.health.qld.gov.au/travel/trav-approvals.htm>)**

I certify that:

- 1. I have the authority as per [DoH travel approvals](#) to approve this travel  Yes  No
- 2. This travel is required for official purposes and the cost is justified  Yes  No
- 3. This travel complies with whole-of-government and Department of Health policies and directives  Yes  No
- 4. Funds are available and I approve the travel be booked as per the details contained in this form  Yes  No

Approving Officer Name	Signature	Date
BARBARA PHILLIPS		19. 8. 20

Position Title	E-mail
DEPUTY DG CORPORATE SERVICES	Barbara.Phillips@health.qld.gov.au

**NOTES:**

- To enable this travel to be booked, both the traveller and line manager must have a QTravel profile. To have a new profile created you will need to complete a [QTravel Profile Form](#) and submit it to your local verifying officer for on-forwarding to QHTMS.
- At the time of booking, travel costs may increase up to 10% of the estimated costs approved on this form without the need for further approval.
- Information regarding travel booked in Serko/with CTM and the costs incurred will be emailed to the person nominated in QTravel as the line manager highlighting lost travel savings associated with the booking.
- Overseas travel must have DG/ministerial approval as per the DoH [Overseas Travel Standard](#).
- Travellers, approving officers and travel co-ordinators must understand their obligation to act appropriately when engaging in travel related activities. Each of us has a duty to ensure that public resources are managed in an effective and accountable way and we must accept responsibility for our actions and decisions.
- Travel co-ordinators have an obligation to be aware of whole-of-government and departmental policies as they relate to travel and bring any concerns they have about non-compliance to the attention of their managers.
- Approving officers are accountable for all the elements that they approve in the QTravel Booking and Approval Form and must ensure that the arrangements they approve are policy-aligned and supportive of public sector values and ethics.
- It is not appropriate for private travel to be booked using government contracted arrangements regardless of personal payment of private travel. This includes the use of CTM, Lido, airlines, car hire companies, air charter companies.
- Further information and assistance is available on [QHEPS](#) or by contacting your local travel co-ordinator or the DoH, [QTravel System Administrator](#).

**Verna Young**

---

**From:** Barbara Phillips  
**Sent:** Friday, 23 October 2020 2:01 PM  
**To:** FBC-StaffClaims  
**Cc:** Trish Nielsen; BusinessServices\_ODG  
**Subject:** Travel Expense Claim : Dr John Wakefield, Director-General, visit to Wide Bay HHS 15 and 16 October 2020  
**Attachments:** DG TRAVEL EXPENSE CLAIM FORM\_BUNDABERG 151020.pdf; WIDE BAY ITINERARY EMAILS.pdf; DG DIARY 15 AND 16 OCTOBER 2020.pdf; DG TRAVEL WIDE BAY 15 AND 16 OCTOBER 2020.pdf; TRAVEL APPROVAL FORM\_DG BUNDABERG 151020.pdf

Hello

Please find attached, a Staff Travel Expense Claim and supporting documents, for Dr John Wakefield.

Dr Wakefield visited the Wide Bay Hospital and Health Service on 15 and 16 October 2020.

Regards



**Barbara Phillips**

Deputy Director-General

Corporate Services Division and Strategy, Policy and Planning | Queensland Health

P (07) 3082 0507 | [REDACTED]  
 E [barbara.phillips@health.qld.gov.au](mailto:barbara.phillips@health.qld.gov.au)  
 W [health.qld.gov.au](http://health.qld.gov.au)  
 A [lvl 14, 33 Charlotte Street, Brisbane](http://lvl.14.33.Charlotte.Street.Brisbane)

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# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

Claim made by: Employee  Volunteer  Non-employee\*\*  \*\* If claimant is a non-employee, use tax code P9  
 (Please indicate whichever is applicable)

## TO BE COMPLETED BY CLAIMANT

Surname	Given Names	Person ID (Payroll)	Position
Wakefield	John		Director-General
Home Address		Contact Home / Phone	

## PURPOSE OF THIS CLAIM - COMPLETE REQUIRED SECTION/S OVER THE PAGE

Selection must be made to enable required form/s to load

<input checked="" type="checkbox"/> Travel and Allowances Expense claim or advance	<input type="checkbox"/> Payment Telephone and Entertainment	<input type="checkbox"/> Visiting Medical Officers application for reimbursement and claim form of annual private medical indemnity premium
--	--	---

## CLAIMANT'S CERTIFICATION

I declare that the percentage of the above expenses incurred by me were  % applicable for business purposes in accordance with the Public Service Act (Australian taxation requirement).

Signature	Date
	21/10/2020

## TO BE COMPLETED BY ACCOUNTING OFFICER

### Certificate of Authorised Accounting Officer

I certify that this claim complies with the provisions of Financial Management Practice Manual which states:

- (1) The transaction has been approved by an officer having competent authority.
- (2) The ledger accounts to be posted are correctly shown.
- (3) Supporting evidence exists that the payee has satisfactorily performed an approved transaction or that an event under an approved scheme or arrangement has occurred and gives rise to an obligation to pay.
- (4) The amount is computed from approved rates and is arithmetically correct.
- (5) The obligation to pay has not previously been satisfied.
- (6) Where payment will be made on or before the due date, the amount shown for payment is net of available discounts.
- (7) The GST Tax code is correct.

Signature	Date	Name (Print)	Position (Print)
	21/10/20	Trish Nielsen	Senior Executive Assistant

### Certificate of Authorised Expenditure Approval Officer

I certify that:

- (1) The charge is one which was necessarily incurred in the provision of an approved departmental service and is cost justified.
- (2) The itinerary and/or travel was approved by the appropriate officer / senior officer.
- (3) Funds are available and the claim is approved for payment / voucher is approved.

Signature	Date	Name (Print)	Position (Print)
	22/10/20	Barbara Phillips	DDG Corporate Services

Accounting Information	Person ID	Last Day of Travel = Invoice Number								Invoice Date				Company Code			
		1 6 1 0 2 0 2 0												1 0 0 0			
	<b>GL Account</b>	<b>Amount</b>	<b>Tax Code</b>	<b>Cost Centre / WBS Element</b>	<b>Fund</b>	<b>Order</b>	<b>Text</b>										
	Travel advance credit																
	150080		P9														
	<b>GL Account</b>	<b>Amount</b>	<b>Tax Code</b>	<b>Cost Centre / WBS Element</b>	<b>Fund</b>	<b>Order</b>	<b>Text</b>										
Expense																	
520070	\$80.10	P9	1000852	S 0 0 1		Travel Wide Bay 15/10-16/10/20 JWakefield											
Total																	
	\$80.10																



# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

## PAYMENT TRAVEL AND ALLOWANCES

Employee Reference	Surname <b>Wakefield</b>	Given Names <b>John</b>	Person ID (Payroll)
--------------------	-----------------------------	----------------------------	---------------------

**TO BE COMPLETED BY CLAIMANT**

**PLEASE COMPLETE TABLE ON PAGE 3 PRIOR TO COMPLETING THIS PAGE AS SEVERAL TOTALS WILL AUTO POPULATE**

**Purpose of claim:**

**Work base Headquarters:**

**Travel claim or advance:**  Claim  Advance

<b>Travelling Allowance:</b>	Number of overnight stays <input type="text"/>	Accommodation \$ <input type="text"/>	
	Number of overnight stays <input type="text" value="1"/>	Incidental Allowance \$	<b>17.3</b>

<b>Meal Allowance:</b>	Breakfast \$	<b>21.15</b>
	Lunch \$	<input type="text"/>
	Dinner \$	<b>41.65</b>

<b>Actual Expenses:</b> (attach receipts)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<b>SUB-TOTAL</b>	\$ <b>80.1</b>
	Less advance payment	\$ <input type="text"/>
	<b>CLAIM AMOUNT</b>	\$ <b>80.1</b>

**Reason for claim:**

**Please attach:** 1) Original receipts 2) Travel itinerary 3) Supporting documentation



# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM PAYMENT TRAVEL AND ALLOWANCES - CLAIM SUMMARY

Employee Reference	Surname	Given Names	Person ID (Payroll)
	<b>Wakefield</b>	<b>John</b>	[REDACTED]

**Details required if claiming travelling allowance / actual expenses / meal allowance**

Days of the week	Date	Towns or centers in which journey started and finished, also towns which accommodation or meals were obtained	Times		Types of Accom. A, B, C, D (see below)	Travelling Allowance		Meal Allowance		
			Depart	Arrive		Accom.	Incidentals	Breakfast	Lunch	Dinner
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday	15/10/2020				C		17.3			41.65
Friday	16/10/2020							21.15		
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
<b>TOTALS \$</b>							<b>17.3</b>	<b>21.15</b>		<b>41.65</b>
								<b>GRAND TOTAL \$</b>		<b>80.1</b>

**A** Accommodation necessarily obtained at a motel or registered lodging house

**B** incidental expenses where accommodation and meals are provided at no expense to the officer

**C** Meals where accommodation only is provided at no expense to the officer

**D** Where an officer has accommodation and meals other than as provided in part A<B or C



**Trish Nielsen**

---

**From:** WBHHS-HSCE  
**Sent:** Tuesday, 13 October 2020 9:24 AM  
**To:** Trish Nielsen  
**Subject:** RE: Accommodation : Bundaberg

Fantastic!

Just to confirm the DG's schedule for the day whilst visiting the Bundaberg Hospital:

- 9.15am Collected from Bundaberg airport
- 10.00am WBHHS + DoH Meeting
- 11.30am Shatter the Stigma and hospital tour
- 1.00pm Lunch with Executive team
- 2.00pm Staff forum
- 3.00pm New hospital site visit

Can you please advise if the DG has any preferred catering preferences and his preferred hot drink (i.e. coffee or tea)?

Our [Shatter the Mental Health Stigma](#) campaign launched this week and we had arranged photos with our HSCE and Board Chair regarding their pledges and viewing the hospital display. If the DG is happy to participate and join the HSCE and Chair for some photos, this will be coordinated prior to the hospital tour.

Please do not hesitate to contact me if you would like anything further arranged for the DG while he is visiting Bundaberg, or if you have any queries.

*Kind regards,*

**Ilea Costin**

A/ Executive Secretary  
 Office of the Chief Executive  
 Wide Bay Hospital and Health Service

Phone: (07) 4150 2020

Address: Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

Email: [WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)

[www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)



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**From:** Trish Nielsen <Trish.Nielsen@health.qld.gov.au>  
**Sent:** Monday, 12 October 2020 12:28 PM  
**To:** WBHHS-HSCE <WBHHS-HSCE@health.qld.gov.au>  
**Subject:** RE: Accommodation : Bundaberg

Sorry Ilea – forgot to mention – yes he would like that.

Regards  
 Trish

**From:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>  
**Sent:** Monday, 12 October 2020 12:16 PM  
**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** RE: Accommodation : Bundaberg

Hi Trish

Did you have time to ask the DG about visiting the new Bundaberg Hospital site at all?

*Kind regards,*

### Ilea Costin

A/ Executive Secretary  
 Office of the Chief Executive  
 Wide Bay Hospital and Health Service

**Phone:** (07) 4150 2020

**Address:** Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

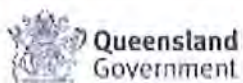
**Email:** [WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)

[www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)



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**From:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Sent:** Monday, 12 October 2020 11:40 AM

**To:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>

**Subject:** RE: Accommodation : Bundaberg

Good to hear – yes mine was nice as well thanks!

Thanks for confirming the answers to my questions.

The DG is travelling alone so only him 😊

Kind regards

Trish



**Trish Nielsen**

Senior Executive Assistant to  
Dr John Wakefield  
Director-General Queensland Health  
Office of the Director -General | Queensland Health

**P** [0737085988](tel:0737085988)

**E** [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)

**W** [health.qld.gov.au](http://health.qld.gov.au)

**A** [Level 39, 1 William St Brisbane \(Mon-Tues\) & Level 14, 33 Charlotte Street \(Wed-Fri\)](#)

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**From:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>

**Sent:** Monday, 12 October 2020 11:32 AM

**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>

**Subject:** RE: Accommodation : Bundaberg

Hi Trish

I did thank you, and I hope yours was nice as well.

We are absolutely happy to arrange collection for the DG from the Bundaberg Airport on Thursday morning. Can you please advise how many people in total will be travelling with the DG?

The walkaround Bundaberg Hospital is from 11.30am-12.30pm, directly following the WBHHS/DoH Meeting at 10.00am.

The Staff Forum is scheduled at 2.00-3.00pm.

*Kind regards,*

**Ilea Costin**

A/ Executive Secretary  
Office of the Chief Executive  
Wide Bay Hospital and Health Service

Phone: (07) 4150 2020

Address: Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

Email: [WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)

[www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)



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From: Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>

Sent: Monday, 12 October 2020 10:35 AM

To: WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>

Subject: RE: Accommodation : Bundaberg

Morning Ilea

I hope you had a great weekend. 😊

I am writing to confirm the DG's travel and accommodation details for Thursday and Friday this week.

Thursday 15 October

8.20am to 9.15am QF2320 Brisbane to Bundaberg

Overnight

Takalvan Motel

Friday 16 October

9.45am to 10.40am QF2323 Bundaberg to Brisbane

Would it be possible for the DG to be collected from the airport on Thursday morning – if not too much trouble. He should be ok to catch a cab on Friday morning from accommodation to the airport though. He won't be requiring a hire car.

Could I please confirm once again, the duration of the walk through of the hospital and the staff forum?

I am adding to the calendar and just wanted to be accurate.

Thank you.

Trish



## Trish Nielsen

Senior Executive Assistant to  
Dr John Wakefield  
Director-General Queensland Health  
Office of the Director -General | Queensland Health

P 0737085988  
E [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
W [health.qld.gov.au](http://health.qld.gov.au)  
A Level 39, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

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**From:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>  
**Sent:** Friday, 9 October 2020 12:16 PM  
**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** RE: Accommodation : Bundaberg

Sounds good, thanks Trish!  
Have a great weekend and I look forward to speaking with you next week.

Kind regards,

### Ilea Costin

A/ Executive Secretary  
Office of the Chief Executive  
Wide Bay Hospital and Health Service

Phone: (07) 4150 2020

Address: Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

Email: [WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)

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**From:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Sent:** Friday, 9 October 2020 12:11 PM  
**To:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>  
**Subject:** RE: Accommodation : Bundaberg

Hi Ilea

Thank you so much for this. That is very helpful.

I appreciate all your help with this.

Once I book flights and accommodation I will confirm with you.

Regards  
 Trish



**Trish Nielsen**  
 Senior Executive Assistant to  
 Dr John Wakefield  
 Director-General Queensland Health  
 Office of the Director -General | Queensland Health

P 0737085988  
 E [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
 W [health.qld.gov.au](http://health.qld.gov.au)  
 A Level 39, 1 William St Brisbane (Mon-Tues) & Level 14, 33 Charlotte Street (Wed-Fri)

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**From:** WBHHS-HSCE <[WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)>  
**Sent:** Friday, 9 October 2020 12:01 PM  
**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** RE: Accommodation : Bundaberg

Hi Trish

I have asked around our team and the following accommodation options were recommended within Bundaberg:

- Alexandra Apartments
- Takalvan Motel
- Sugar Country Motor Inn

If you were looking at hiring a car while the DG is visiting, there are some accommodation options at Bargara – a local beach community approximately 10-15minutes from central Bundaberg:

- The Point Resort
- Bargara Blue Resort

As discussed, we have the 10.00am meeting with Nick Steele, the walkaround Bundaberg Hospital at 11.30am, and the Staff Forum at 2.00pm. I have booked out our Boardroom for your convenience on the day. We would also be happy to collect the DG from the airport if that suits him.

If there is anything else I can assist with, please do not hesitate to contact me. I look forward to speaking with you next week to confirm the visit details.

Kind regards,

## Ilea Costin

A/ Executive Secretary  
Office of the Chief Executive  
Wide Bay Hospital and Health Service

Phone: (07) 4150 2020

Address: Bundaberg Hospital, 271-275 Bourbong Street | PO Box 34, Bundaberg Qld 4670

Email: [WBHHS-HSCE@health.qld.gov.au](mailto:WBHHS-HSCE@health.qld.gov.au)

[www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)



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**From:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>

**Sent:** Friday, 9 October 2020 10:27 AM

**To:** Ilea Costin <[Ilea.Costin@health.qld.gov.au](mailto:Ilea.Costin@health.qld.gov.au)>

**Subject:** Accommodation : Bundaberg

Hi Ilea

Happy Friday!

I was wondering if you could suggest accommodation options for the DG in Bundaberg – is there somewhere you could recommend?

Thanks  
Trish



**Trish Nielsen**

Senior Executive Assistant to  
Dr John Wakefield  
Director-General Queensland Health  
Office of the Director -General | Queensland Health

P [0737085988](tel:0737085988)  
E [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
W [health.qld.gov.au](http://health.qld.gov.au)  
A [Level 39, 1 William St Brisbane \(Mon-Tues\) & Level 14, 33 Charlotte Street \(Wed-Fri\)](#)

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RTI Release



# 15 October 2020

Thursday

October 2020

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

		THURSDAY
		15
Sydney	Brisbane	
8 AM	7 AM	Travel to airport
9	8	8.20am to 9.15am Qantas QF2320 Brisbane to Bundaberg
10	9	CE to collect you from airport
11	10	WBHHS + DoH Re - Financial outlook, challenges and sustainability plan for 2020-21 Via QH VC - Details in meeting invite Nick Steele
12 PM	11	"Shatter the Stigma" and Bundaberg Hospital Tour with Chief Executive WBHHS
1	12 PM	LUNCH
2	1	
3	2	Staff Forum - WBHHS
4	3	WORK FROM BOARDROOM, WIDE BAY HOSPITAL
5	4	
6	5	
7	6	
		8:00pm - 11:00pm Overnight : Takalvan Motel(11 Takalvan Street Bundaberg)

# 16 October 2020

Friday

October 2020

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

		FRIDAY	
		16	
Sydney Brisbane			
8 AM	7 AM		
9	8		Travel to airport - work from airport
10	9		
11	10	9.45am to 10.40am Qantas QF2323 Bundaberg to Brisbane	
12 PM	11	Travel to office	
1	12 PM		
2	1		
3	2		
4	3		
5	4		
6	5		
7	6		



Friday 09 October 2020 12:27 - Brisbane, QLD

**Itinerary for**  
WAKEFIELD/JOHN DR

**Booking Number:** B9597317  
**PNR Reference:** ZMLPEK  
**Consultant:** Qld Govt Online  
**Booked By:** Trish Nielsen  
**Departure Date:** 15 Oct 20  
**Debtor:** Dept of Health  
**Department:** ODG (Office of the DG)  
**Cost Centre:** ODG DG (Office of the DG)  
**Order Number:** 700160  
**Return Date:** 16 Oct 20  
**Reason for Travel:** DEPT NORMAL

#### CTM EMERGENCY AFTER HOURS

Should you require assistance with booking changes or amendments relating to imminent departures, please contact our emergency afterhours service on the number printed on the footer of this itinerary.

Please note that if you are calling from outside Australia please use the main office number which will divert to our Emergency Team.

DUE TO PRIVACY LAWS WE ARE UNABLE TO RELEASE TRAVEL DETAILS TO ANYONE OTHER THAN THE PASSENGER.

#### COVIDSafe app

While voluntary, travellers should consider downloading the official Australian Government COVIDSafe app on your mobile device.

Date	Service	Details		
Thursday 15 Oct 20	Flight	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Thu 15 Oct 20 at 08:20 <b>Arrival Date:</b> Thu 15 Oct 20 at 09:15 <b>Aircraft:</b> De Havilland Canada DHC-8-400 Dash 8Q <b>Class:</b> M - Economy FLEX <b>Stops:</b> Non-Stop <b>Airline Reference:</b> JE9V9A <b>Code Share:</b> /QANTASLINK - SUNSTATE AIRLINES <b>Status:</b> Confirmed <b>Baggage:</b> 1 piece <b>Details:</b> BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC) BUNDABERG, AUSTRALIA (TERMINAL - ), Dept Time 15-10-2020 08:20, Arrival Time 15-10-2020 09:15 - Travelling time: 0 hr 55 mins - Meal Service: Refreshment	<b>Flight</b> QF2320 BRISBANE, AUSTRALIA BUNDABERG, AUSTRALIA	
Thursday 15 Oct 20	Hotel	<b>Hotel Name:</b> TAKALVAN MOTEL <b>Check-In Date:</b> Thu 15 Oct 20 <b>Check-Out Date:</b> Fri 16 Oct 20 <b>Hotel Address:</b> 11 TAKALVAN STREET BUNDABERG QLD 04670 Australia P-61-7-41326999 F-61-7-41532294  <b>Booking Reference:</b> 2616004 <b>Status:</b> Confirmed <b>Payment Method:</b> Chargeback - Bill-back room and incidentals <b>Local Rate:</b> AUD138.00 Per Night <b>Rate:</b> AUD138.00 Per Night <b>Duration:</b> 1 (Nights)		

Page 1 of 4

Friday 09 October 2020 12:27 - Brisbane, QLD

<b>Friday</b> 16 Oct 20	<b>Flight</b>	<b>Airline:</b>	<b>QANTAS AIRWAYS</b>	<b>Flight</b> QF2323
		<b>Departure Date:</b>	<b>Fri 16 Oct 20 at 09:45</b>	BUNDABERG, AUSTRALIA
		<b>Arrival Date:</b>	<b>Fri 16 Oct 20 at 10:40</b>	BRISBANE, AUSTRALIA
		<b>Aircraft:</b>	De Havilland Canada DHC-8-400 Dash 8Q	
		<b>Class:</b>	M - Economy FLEX	
		<b>Stops:</b>	Non-Stop	
		<b>Airline Reference:</b>	JE9V9A	
		<b>Code Share:</b>	/QANTASLINK - SUNSTATE AIRLINES	
		<b>Status:</b>	Confirmed	
		<b>Baggage:</b>	1 piece	
		<b>Details:</b>	BUNDABERG, AUSTRALIA (TERMINAL - ) BRISBANE, AUSTRALIA (TERMINAL - DOMESTIC), Dept Time 16-10-2020 09:45, Arrival Time 16-10-2020 10:40 - Travelling time: 0 hr 55 mins - Meal Service: Refreshment	

**Frequent Flyer Numbers**

WAKEFIELD/JOHN DR FF QF 4499275

**Ticket Numbers**

TKT QF 9528456628 - WAKEFIELD/JOHN DR - ADULT - BNE-BDB-BNE

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	Booking-Dom-Online (A)	8.42	0.00	0.84	9.26
Ticket	QF - M - Economy FLEX 9528456628 - 09 Oct 20 - ADULT 15 Oct 20 BRISBANE- BUNDABERG- BRISBANE	703.86	70.51	77.43	851.80
<b>Due</b>		<b>712.28</b>	<b>70.51</b>	<b>78.27</b>	<b>861.06</b>

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	The Lido Group (Hotel provider for Queensland Government) - 2616004  BUNDABERG Date: 15 Oct 20/16 Oct 20	125.45	0.00	12.55	138.00
<b>Total Booking Cost Inc Pay Direct</b>				<b>90.82</b>	<b>999.06</b>

**Final Ticket Date:** 12 Oct 20



Print Form

Reset Form

# QTravel Booking and Approval Form

**Privacy Statement:** The collection of personal information on this form is authorised under the Information Privacy Act 2009. The information will be disclosed to relevant third parties to arrange official travel. Use and disclosure of your personal information for any other purpose requires your consent or must be legally authorised. The Department of Health's privacy obligations can be accessed at <http://www.health.qld.gov.au/privacy/default.asp>

## Traveller Details

Name details must be as they appear on passport/driver licence and traveller must have a [QTravel profile](#). All travel must be for official purposes and comply with whole-of-government and Department of Health travel policies, guidelines & directives.

Title Dr First Name JOHN Last Name WAKEFIELD  
E-mail John.Wakefield@health.qld.gov.au

## Travel Details

Reason for Travel  
Intra-agency Travel (within agency)

Details  
Site Visit - Wide Bay HHS - includes financial outlook meeting with Board Chair and HSCE

Travelling with other officers?  Yes  No If yes, their full names Nick Steele

## Air Travel

Air Travel Required?  Yes  No  Domestic  International (needs DG/Ministerial approval prior to booking)

	Airport From	Airport To	Departure Date	Earliest Departure Time	Latest Departure Time	Flight number (if known)	Cost
+ -	BRISBANE	BUNDABERG	15/10/2020		8.20am	QF2320	470
+ -	BUNDABERG	BRISBANE	16/10/2020		9.45am	QF2323	470
+ -							
+ -							

Checked baggage required?  Yes  No **Estimated cost for air travel (inc GST)** 940

Air travel special handling requirements (eg.travelling with other guests, extra baggage, wheelchair, vision impaired, medical/IT equipment, etc)

Please select the type of fare you require:  Flexible  Best Fare

A flexible fare may breach the policy directive of "Best fare of the Day". If selected please nominate a reason from below.

Travel may be cancelled

## Accommodation

Accommodation required?  Yes  No If this accommodation booking is longer than 21 days there will be [FBT implications](#). [Contact the FBT team](#) for advice on Living Away From Home Allowance (LAFHA).

	Requested Venue	Location	Check-in Date	Check-out Date
+ -	TAKALVAN HOTEL	11 TAKALVAN STRET BUNDABERG	15/10/2020	16/10/2020
+ -				

For Qld Government contracted hotels visit <http://ctm.lido.com.au/rates/> & log in with password QTravelHotel99 **Estimated cost for accommodation (inc GST)** 150

**Hotel Payment Method**  Bill back to Lido (room only)  Bill back to Lido (meals & room (exc minibar, movies, massage))  Pay own account

## Car Hire

Car Hire Required?  Yes  No **The most cost effective vehicle will be booked from either Avis, Hertz or Budget**



Print Form      Reset Form

# QTravel Booking and Approval Form

## Other Travel - Ferry, Bus, Rail or Air Charter

Do you require ferry, bus, rail or air charter?  Yes  No      Qld Government contracts for air charter are with [Independent Aviation](#) and [AVMIN](#)

	Travel Type	From	To	Departure Date	Earliest Departure Time	Latest Departure Time	Cost
+ -							

Charter flights should be booked directly with Independent Aviation or AVMIN.  
Charter flights and ferry travel are also able to be booked with CTM via the 'notes to travel agency' field in QTravel, however this will incur a \$10 special handling fee.

Estimated cost for car hire (inc GST) \_\_\_\_\_

## Additional Comments

Please provide any further details the travel co-ordinator may require to book travel. (Include passport details for all overseas travel).

## Division / Branch / Cost Centre /Internal Order

If you're charging more than one cost centre, detail how the expenses are to be split. Expenses can be split either by percentage (eg.70%,30%), or by nominating cost centres for different elements of your travel (eg. cc123456 for flights, cc987654 for accommodation).

Cost Centre	Internal Order	Branch	Split by %	Split by item
1000852		OFFICE OF THE DG	100%	

Total estimated cost of travel:

Travel Item	\$Amt inc GST
Air Travel	940
Accommodation	150
Car Hire	
Ferry/Bus/Rail/Charter	
<b>Total</b>	<b>1,090</b>

This does not include travel allowances, travel booking fees or credit card charges.

## Line Manager Support

Is line manager endorsement required?  Yes  No

In some circumstances only **approving officer certification** is required. For example if the line manager and approving officer are the same person or if the traveller is a DLT member.

Do you support this travel to occur and confirm it is for official purposes?  Yes  No

Line Manager Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position Title \_\_\_\_\_ Line Manager Email (Mandatory) \_\_\_\_\_

I certify that the above travel request complies with whole-of-government and Department of Health policies and directives.

Print Form

Reset Form

# QTravel Booking and Approval Form

**Approving Officer Certification (Must be Director or above - <http://qheps.health.qld.gov.au/travel/trav-approvals.htm>)**

I certify that:

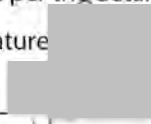
- |   |                                      |                          |
|---|--------------------------------------|--------------------------|
| 1. I have the authority as per <a href="#">DoH travel approvals</a> to approve this travel          | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 2. This travel is required for official purposes and the cost is justified                          | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 3. This travel complies with whole-of-government and Department of Health policies and directives   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 4. Funds are available and I approve the travel be booked as per the details contained in this form | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Approving Officer Name

Signature

Date

BARBARA PHILLIPS



9.10.20

Position Title

E-mail

DEPUTY DG CORPORATE SERVICES

Barbara.Phillips@health.qld.gov.au

Submit

**NOTES:**

- To enable this travel to be booked, both the traveller and line manager must have a QTravel profile. To have a new profile created you will need to complete a [QTravel Profile Form](#) and submit it to your local verifying officer for on-forwarding to QHTMS.
- At the time of booking, travel costs may increase up to 10% of the estimated costs approved on this form without the need for further approval.
- Information regarding travel booked in Serko/with CTM and the costs incurred will be emailed to the person nominated in QTravel as the line manager highlighting lost travel savings associated with the booking.
- Overseas travel must have DG/ministerial approval as per the DoH [Overseas Travel Standard](#).
- Travellers, approving officers and travel co-ordinators must understand their obligation to act appropriately when engaging in travel related activities. Each of us has a duty to ensure that public resources are managed in an effective and accountable way and we must accept responsibility for our actions and decisions.
- Travel co-ordinators have an obligation to be aware of whole-of-government and departmental policies as they relate to travel and bring any concerns they have about non-compliance to the attention of their managers.
- Approving officers are accountable for all the elements that they approve in the QTravel Booking and Approval Form and must ensure that the arrangements they approve are policy-aligned and supportive of public sector values and ethics.
- It is not appropriate for private travel to be booked using government contracted arrangements regardless of personal payment of private travel. This includes the use of CTM, Lido, airlines, car hire companies, air charter companies.
- Further information and assistance is available on [QHEPS](#) or by contacting your local travel co-ordinator or the DoH, [QTravel System Administrator](#).

**Verna Young**

**From:** Barbara Phillips  
**Sent:** Friday, 7 May 2021 3:35 PM  
**To:** Trish Nielsen  
**Subject:** FW: Travel Expense Claim: Dr John Wakefield, DG Expense Claim : Cairns and Torres trip with Minister for Health 14 to 16 April 2021  
**Attachments:** JW-calendar.pdf; JW-invoice.pdf; JW-claim form.pdf; JW-Itinerary.pdf

**From:** Barbara Phillips  
**Sent:** Friday, 7 May 2021 3:34 PM  
**To:** FBC-StaffClaims <FBC-StaffClaims@health.qld.gov.au>  
**Subject:** Travel Expense Claim: Dr John Wakefield, DG Expense Claim : Cairns and Torres trip with Minister for Health 14 to 16 April 2021

Hi

I approve the attached updated expense claim for Dr John Wakefield, totalling \$226.20, for travel allowances due to a trip to Cairns and Torres 14-16 April 2021, under cost centre 1000852.

Thanks



**Barbara Phillips**  
**A/Director-General**  
 Queensland Health

**P** (07) 3082 0557 | [REDACTED]  
**E** [barbara.phillips@health.qld.gov.au](mailto:barbara.phillips@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** [lvl 14, 33 Charlotte Street, Brisbane](#)

**CLEAN HANDS  
 SAVE LIVES**

Wash your hands regularly to stop the spread of germs



Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.



# 14 April 2021

Wednesday

April 2021

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

WEDNESDAY

14

Sydney Brisbane

7 AM 7 AM

8 8

9 9

10 10

11 11

12 PM 12 PM

1 1

2 2

3 3

Travel to airport

4 4

Travel to Cairns - Gov Jet

5 5

6 6

7:00pm - 11:30pm Overnight : Riley a Crystalbrook Resort(131-141 Esplanade Cairns)

# 15 April 2021

Thursday

April 2021

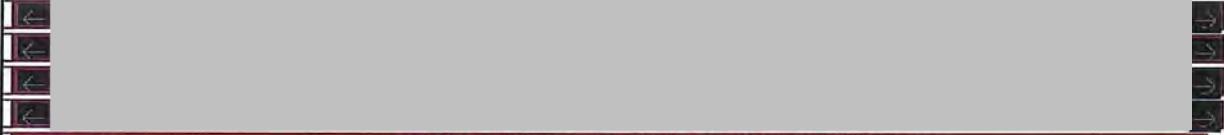
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

THURSDAY

15



From 13 Apr \*\*MINISTER TRAVELLING TO CAIRNS | TORRES AND CAPE | TOWNSVILLE \*\*



PAPERS FROM TODAY'S MEETINGS NOT IN APPOINTMENTS (ATTACHED)

Sydney Brisbane

7 AM	7 AM	CAIRNS
8	8	<div style="background-color: #4a86e8; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg); pointer-events: none;">RTI Release</span> </div>
9	9	
10	10	
11	11	
12 PM	12 PM	
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	

7:00pm - 11:30pm Overnight : Riley a Crystalbrook Resort(131-141 Esplanade Cairns)

# 16 April 2021

Friday

April 2021

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

		FRIDAY
		16
Sydney Brisbane		
7 AM	7 AM	7.15am to 8.45am   Flight - Cairns to Horn Island Gov Jet
8	8	
9	9	Bus connection to Ferry
10	10	Ferry   Horn Island to Thursday Island Site Visit to Thursday Island Ambulance Station
11	11	Visit Thursday Island Hospital Upgrade site
12 PM	12 PM	Lunch with Mayor and local community leaders
1	1	
2	2	Travel to Ferry Ferry Thursday Island to Horn Island
3	3	Bus connection to airport Fly Horn Island to Brisbane Gov Jet
4	4	
5	5	
6	6	



### Hotel Booking Confirmation

To	Wakefield, John
Company	QTravel
Subject	HRS: Booking 2745791 - Wakefield / John Dr - Tue 13 Apr 21

From	HRS
Phone	1300 368 145 press 1 for CTM and 2 for HRS
Email	<a href="mailto:govt@hrs.com">govt@hrs.com</a>
Date/Time	Monday 12/04/2021 12:28 PM

**\*\* PLEASE CAREFULLY CHECK ALL DETAILS BELOW- THIS IS A CHARGE BACK BOOKING\*\***  
**\*\* ONLY AUTHORISED COSTS (SEE BELOW) ARE TO BE CHARGED BACK TO HRS\*\***

All other charges are to be paid by the Traveller. The Property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for any additional charges incurred.

If you wish to AMEND or CANCEL your booking, please do so via the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation. For contact phone numbers to amend or cancel bookings please refer to item 1 in the Terms and Conditions on the following page.

**UPON ARRIVAL AT YOUR ACCOMMODATION:** If there are any problems please dial 1300 368 145 and press 1 for CTM and 2 for HRS.

BOOKING DETAILS			
Traveller Name	Wakefield, John	Booker Name	Nielsen, Trish
Accompanying Guest(s)	None	Booking Source	The Lido Group
HRS Booking ID	2745791	Booking Date/Time	Monday 12/04/2021 12:28 PM
Hotel Confirmation #	inventory booking from quote	Hotel Confirmed by	inventory booking from quote

STAY DETAILS			
Arrival Date	Tue 13 Apr 21	Average Rate (inc. GST)	AUD 230.00
Departure Date	Fri 16 Apr 21	Room Type	Resort Room includes wi-fi
# Nights	3	GST	AUD 62.73
# Rooms	1	TOTAL	AUD 690.00

HOTEL DETAILS	
Hotel	Riley a Crystalbrook Resort
Address	131-141 Esplanade Cairns QLD 4870
Country	Australia
Phone	61 7 4252 7777
Star Rating	5
Cancellation Policy	24 hours prior to check-in
Chargeback to HRS	Room and All Charges: EXCLUDING Mini Bar, Movies, Massage, Newspaper and Gym. See also KNOWN INCIDENTALS and OTHER DETAILS below.
Other Details	
Known Incidentals	



## TERMS AND CONDITIONS

- 1 Cancellations and amendments are to be directed to the initial Booking Source identified in the 'BOOKING DETAILS' section of this confirmation, however if your booking originated within Serko Online, please contact Corporate Travel Management (CTM). **If your stay is within 72 hours, please call HRS.** Please see contact details below:
  - a. Serko Online – please contact Corporate Travel Management (CTM).
  - b. Dial 1300 368 145 and press 1 for CTM and 2 for HRS.
- 2 The property may ask for credit card details or a cash deposit upon check in as a SECURITY GUARANTEE for incidental charges or any property damage. **IF YOU DO NOT POSSESS A CREDIT CARD, CONTACT YOUR TRAVEL BOOKER PRIOR TO TRAVELLING REGARDING YOUR OPTIONS WHEN CHECKING-IN.**
- 3 Please see HOTEL DETAILS above. HRS has advised the Property of these special requirements, however, the implementation of these requirements is the responsibility of the Property and HRS cannot guarantee or be held responsible for failure to implement.
- 4 This confirmation contains information relevant to your stay. Please take a copy to the Property at the time of check-in as proof of booking.
- 5 Only AUTHORISED ITEMS FOR CHARGEBACK (above) and any requests made within the OTHER DETAILS, KNOWN INCIDENTALS and CHARGE BACK TO HRS sections (above) are charged back to HRS. All other charges are to be paid by the Guest upon check-out.
- 6 The Property's cancellation policy is 24 hours prior to check-in unless otherwise specified in 'HOTEL DETAILS' above.
- 7 All amounts are shown in the hotel's local currency.
- 8 For more information about this booking or to clarify payment arrangements, please email HRS at [govt@hrs.com](mailto:govt@hrs.com) or call 1300 368 145 and press 1 for CTM and 2 for HRS.

# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

Claim made by: Employee  Volunteer  Non-employee\*\*  \*\* If claimant is a non-employee, use tax code P9  
 (Please indicate whichever is applicable)

TO BE COMPLETED BY CLAIMANT			
Surname	Given Names	Person ID (Payroll)	Position
Wakefield	John		Director-General
Home Address			Contact Home / Phone

**PURPOSE OF THIS CLAIM - COMPLETE REQUIRED SECTION/S OVER THE PAGE**

<input checked="" type="checkbox"/> Travel and Allowances Expense claim or advance	<input type="checkbox"/> Payment Telephone and Entertainment	<input type="checkbox"/> Visiting Medical Officers application for reimbursement and claim form of annual private medical indemnity premium
--	--	---

**CLAIMANT'S CERTIFICATION**

I declare that the percentage of the above expenses incurred in earning my assessable income was 100%. I declare and understand that expenses incurred by myself are in accordance with the Public Service Act and any work expenses reimbursed by my employer are not deductible in my personal income tax return or able to be salary packaged.

Signature: [Redacted] Date: 6.5.21

**TO BE COMPLETED BY ACCOUNTING OFFICER**

**Certificate of Authorised Accounting Officer**

I certify that this claim complies with the provisions of Financial Management Practice Manual which states:

- The transaction has been approved by an officer having competent authority.
- The ledger accounts to be posted are correctly shown.
- Supporting evidence exists that the payee has satisfactorily performed an approved transaction or that an event under an approved scheme or arrangement has occurred and gives rise to an obligation to pay.
- The amount is computed from approved rates and is arithmetically correct.
- The obligation to pay has not previously been satisfied.
- Where payment will be made on or before the due date, the amount shown for payment is net of available discounts.
- The GST Tax code is correct.

Signature: [Redacted] Date: 6/5/21 Name (Print): **Trish Nielsen** Position (Print): **Senior Executive Assistant**

**Certificate of Authorised Expenditure Approval Officer**

I certify that:

- The charge is one which was necessarily incurred in the provision of an approved departmental service and is cost justified.
- The itinerary and/or travel was approved by the appropriate officer / senior officer.
- Funds are available and the claim is approved for payment / voucher is approved.

Signature: [Redacted] Date: 7.5.21 Name (Print): **Barbara Phillips** Position (Print): **DDG Corporate Services**

Accounting Information	Vendor Number/Person ID	Last Day of Travel = Invoice Number	Invoice Date	Company Code			
		1 6 0 4 2 0 2 1		1 0 0 0			
	G L Account	Amount	Tax Code	Cost Centre / WBS Element	Fund	Order	Text
	150041		P9				
	520070	\$226.20	P9	1000852	5 0 0 1		Travel Cairns & TS 14/04-16/04/21 J Wakefield
	Vendor Number/Person ID	Invoice Number	Invoice Date				
	G L Account	Amount	Tax Code	Cost Centre	Internal Order	Text	

# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM

## PAYMENT TRAVEL AND ALLOWANCES

Employee Reference	Surname <b>Wakefield</b>	Given Names <b>John</b>	Person ID (Payroll) <div style="background-color: gray; width: 50px; height: 20px;"></div>
--------------------	-----------------------------	----------------------------	---

**TO BE COMPLETED BY CLAIMANT**

**Purpose of claim** Cairns & Torres visit with the Minister.

**Work base Headquarters** 33 Charlotte St, Brisbane

Travel Claim  Claim      **CLAIM SUMMARY - DETAILS MUST BE COMPLETED ON THE BACK OF THIS FORM**  
 or Advance  Advance

<b>Travelling Allowance</b>	Number of overnight stays	Accommodation	\$		
	Number of overnight stays	Incidental Allowance	\$	17.3	34.6

<b>Meal Allowance</b>  Actual Expenses (attach receipts)		<b>Breakfast</b>	47.3
		<b>Lunch</b>	53.1
		<b>Dinner</b>	91.2

<b>SUB-TOTAL</b>	\$	226.2
Less advance payment	\$	
<b>CLAIM AMOUNT</b>	\$	226.2

**Reason for claim** Cairns & Torres visit with the Minister.

**Please attach:** 1) Original receipts 2) Travel itinerary 3) Supporting documentation

# EXPENSE REIMBURSEMENT OR ADVANCE CLAIM FORM PAYMENT TRAVEL AND ALLOWANCES - CLAIM SUMMARY

RTI 2389/21

Employee Reference	Surname <b>Wakefield</b>	Given Names <b>John</b>	Person ID (Payroll) <div style="background-color: #cccccc; width: 40px; height: 15px;"></div>
--------------------	-----------------------------	----------------------------	--

**Details required if claiming travelling allowance / actual expenses / meal allowance**

Days of the week	Date	Towns or centers in which journey started and finished, also towns which accommodation or meals were obtained	Times		Types of Accom. A, B, C, D (see below)	Travelling Allowance		Meal Allowance		
			Depart	Arrive		Accom.	Incidentals	Breakfast	Lunch	Dinner
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday	14/04/2021	Brisbane - Cairns	15:15		C		17.3			45.6
Thursday	15/04/2021	Cairns			C		17.3	23.65	26.55	45.6
Friday	16/04/2021	Cairns-Thursday Island-Brisbane		19:00				23.65	26.55	
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
<b>TOTALS</b>							<b>34.6</b>	<b>47.3</b>	<b>53.1</b>	<b>91.2</b>

- A** Accommodation necessarily obtained at a motel or registered lodging house
- B** incidental expenses where accommodation and meals are provided at no expense to the officer
- C** Meals where accommodation only is provided at no expense to the officer
- D** Where an officer has accommodation and meals other than as provided in part A<B or C



## Itinerary

### Cairns, Mossman Gorge and Thursday Island

Wednesday, 14 April to Friday, 16 April

#### Attendees

- Minister D'Ath
- Dr John Wakefield, DG Health (Cairns and Thursday Island)
- Jasmina Joldic, Head of ODG Office (Cairns)
- David Mackie, DG JAG (Mossman Gorge )
- Luke Richmond, Senior Policy Advisor
- Martin Philip, Senior Media Advisor
- Cynthia Lui MP (Mossman and Thursday Island) – 0427 090 329

Wednesday, 14 April		
3:15 pm – 3:45 pm	DRIVE time to 1WS to Government Airwing	30 m
4:00 pm– 6:45 pm	FLIGHT – Hawker Jet Brisbane to Cairns  <i>Brisbane Government Airwing</i> 93 Pandanus Ave, Brisbane Airport	2h45m
6:45 pm – 7:15 pm	TAXI to Cairns airport, collect car and drive to accommodation  BOOKING - Maxi Black & White Taxi under Luke - 07 4048 8308 CAR HIRE - Avis Ref: 01531355AU0	30m
~ 7:15 pm	CHECK IN Accommodation <i>Riley, A Crystalbrook Resort</i> 131-141 Esplanade, Cairns   Phone: 61 7 4252 7777	
Thursday, 15 April		
7:45 am – 9:45 am	DRIVE to Mossman Gorge Stop for Breakfast on the way	2h
10:00 am – 12:45 pm	MEETING with Mossman Gorge Community Leaders morning tea included. Informal lunch at Grand at the Gateway Centre  <i>Mossman Gorge Centre</i> 212 Mossman Gorge Road, Mossman Gorge	2h 45 m
12:45 pm – 1:00 pm	TRAVEL to Mossman Hospital Redevelopment	5 m

1:00 pm – 2:00 pm	<p><b>SITE VISIT and MEDIA Announcement - Mossman Hospital</b> including \$6.9 million ED upgrade</p> <p><i>Mossman Hospital</i> 9 Hospital Street, Mossman, Qld <u>Contact:</u> Heather Robertson - [REDACTED]</p>	1 h
2:00 pm – 3:30 pm	<b>DRIVE</b> to Cairns Hospital	1h 30m
3:30 pm – 4:30 pm	<p><b>SITE VISIT</b> Cairns Hospital</p> <p><i>Cairns Hospital</i> 165 Esplanade, Cairns North QLD (NB: Lake St Entrance) <u>Contact:</u> Heather Robertson - [REDACTED]</p>	1 h
4:30 pm – 4:45 pm	<b>DRIVE</b> to Accommodation	15 m
5:00 pm – 6:00 pm	<p><b>TELECONFERENCE</b> - Health Minister's Ministers Forum</p> <p>Dial-in number: [REDACTED] Conference code: [REDACTED]</p>	1 h
<b>Friday, 16 April</b>		
6:30 am – 7:00 am	<p><b>DRIVE</b> to Cairns Airport, refuel and drop off hire car Taxi to Government Airwing <b>NOTE:</b> Refuel hire car on Thursday night or Friday morning</p> <p><i>QGAir Hangar</i> Sir Robert Norman Drive, Cairns Airport, Aeroglen, QLD</p>	30 m
7:15 am – 8:45 am	<p><b>FLIGHT</b> – Hawker Jet Cairns to Horn Island</p>	1h 30 m
Departs at 9:00 am	<p><b>TRAVEL</b> - Bus connection outside Airport to Ferry Terminal <b>NOTE:</b> Booked and prepaid by CTM</p> <p><i>Macdonald Charter Boats</i> Phone 1300 664 874</p>	
9:50 am – 10:10	<p><b>FERRY</b> - Horn Island to Thursday Island <b>NOTE:</b> Ferry was rescheduled to depart at 9:50 am</p>	20 m
10:10 am	<p><b>DAY TRANSPORT</b> arranged by QAS Warren Martin - Executive Manager, Torres and Cape Local Ambulance Service Network Mobile - [REDACTED]</p>	
10:10 am	<b>DRIVE</b> to Thursday Island Ambulance Station	3 m

10:25 am – 11:15 am	<b>SITE VISIT</b> to Thursday Island Ambulance Station Note: May arrive earlier, it will depend on Ferry arrival time	1 h
11:15 am	<b>TRAVEL</b> to Thursday Island Hospital	5 m
11:30 am – 12:30 pm	<b>SITE VISIT</b> to Thursday Island Hospital \$46m Upgrade Project Site including vaccination hub visit if permitted	1 h
12:30 pm – 2:00 pm	<b>COMMUNITY MEETING</b> on COVID-19 Vaccination rollout with Mayor and Local Community Leaders	1 h 30 m
2:15 pm – 2:30 pm	<b>DRIVE</b> to Thursday Island Port	15 m
2:40 pm – 3:00pm	<b>FERRY</b> to Thursday Island to Horn Island	20 m
3:10 pm – 3:20 pm	<b>TRAVEL</b> - Bus connection from ferry to airport	10 m
3:40 pm – 7:00 pm	<b>FLIGHT</b> – Hawker Jet Horn Island to Brisbane Government Airwing	3h 20 m

**Verna Young**

**From:** Trish Nielsen  
**Sent:** Wednesday, 26 May 2021 9:32 AM  
**To:** ProMaster  
**Subject:** RE: Disputed Transaction(s) <Action Required>  
**Attachments:** trish.nielsen-health.qld.gov.au\_24-05-2021\_15-17-18.pdf

Sorry Andrew.

Here you go.

Regards  
 Trish

**Trish Nielsen**

Senior Executive Assistant to  
 Dr John Wakefield  
 Director-General Queensland Health  
 Office of the Director -General | Queensland Health

**P** [0737085988](tel:0737085988)  
**E** [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** [Level 37, 1 William St Brisbane \(Mon-Tues\) & Level 14, 33 Charlotte Street \(Wed-Fri\)](#)

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**From:** ProMaster <promaster@health.qld.gov.au>  
**Sent:** Wednesday, 26 May 2021 9:24 AM  
**To:** Trish Nielsen <Trish.Nielsen@health.qld.gov.au>  
**Subject:** RE: Disputed Transaction(s) <Action Required>

Hi Trish,

Could you please re-send the dispute form for EZYREG \$349?  
 If you open the attached file that you have sent previously you will see it is a duplicate of the Southern phone company for \$200.

Thank you  
 Regards



## Andrew Curtis

Corporate Card Compliance (ProMaster)  
Team  
State-wide Finance Services | Finance Transactional  
Services | COVID-19 Supply Chain Surety Division |  
Queensland Health | Queensland Health

E [ProMaster@health.qld.gov.au](mailto:ProMaster@health.qld.gov.au)  
W [health.qld.gov.au](http://health.qld.gov.au)  
A Level 4, Chermshire Galleria, 831 Gympie Road,  
Chermshire

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**From:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Sent:** Monday, 24 May 2021 3:31 PM  
**To:** ProMaster <[promaster@health.qld.gov.au](mailto:promaster@health.qld.gov.au)>  
**Subject:** RE: Disputed Transaction(s) <Action Required>

Good afternoon

Please see attached disputed transaction forms.

As previously advised (copy attached), I have tried to resolve these issues.

I will wait for advice regarding a new Corporate Card.

Thanks for your assistance.

Regards  
Trish



## Trish Nielsen

Senior Executive Assistant to  
Dr John Wakefield  
Director-General Queensland Health  
Office of the Director -General | Queensland Health

P 0737085988  
E [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
W [health.qld.gov.au](http://health.qld.gov.au)  
A Level 37, 1 William St Brisbane (Mon-Tues) & Level  
14, 33 Charlotte Street (Wed-Fri)

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**From:** ProMaster <[promaster@health.qld.gov.au](mailto:promaster@health.qld.gov.au)>  
**Sent:** Monday, 24 May 2021 10:50 AM  
**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** Disputed Transaction(s) <Action Required>

Hi Trish,

We have received notification that you have marked some transactions as disputed in ProMaster.

Before proceeding with the dispute we need to clarify

1. Have you attempted to contact the vendor to ascertain why they have charged your credit card?
  - o If yes – have they agreed to refund your card? If yes - follow instructions on the attached document to cancel the dispute? Once the refund has been received code both transactions with the same details
  - o If no – attempt to contact the vendor

**(please note for transactions that are obviously suspicious this step is not required)**

If after completing the above, the transaction is still un-resolved, we require you to:

- Print the dispute declaration form for all disputed transactions. This can be found by drilling into each transaction and clicking on the [View Dispute Declaration Form](#) button at the bottom of the page
- Sign and email all CBA Investigation forms to [promaster@health.qld.gov.au](mailto:promaster@health.qld.gov.au)

The Corporate Card Team will submit these transactions to the Commonwealth Bank of Australia. Once the dispute is submitted the bank will place a stop and reissue on your current corporate card. A new card and PIN will be issued and delivered to our team here at Chermshire – this may take up to 10 business days.

**\*\*Could you please reply with a nominated address to send your new card? \*\***

Regards



### Andrew Curtis

Corporate Card Compliance (ProMaster)  
Team

State-wide Finance Services | Finance Transactional  
Services | COVID-19 Supply Chain Surety Division |  
Queensland Health | Queensland Health

E [ProMaster@health.qld.gov.au](mailto:ProMaster@health.qld.gov.au)

W [health.qld.gov.au](http://health.qld.gov.au)

A [Lvl 4, Chermshire Galleria, 831 Gympie Road,  
Chermshire](#)

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# Customer Investigation Request for Disputed Corporate Card Transactions

- Please keep a copy of this completed form and original documentation.
- The signed form must be sent to the address indicated.
- If acknowledgement of your fax is not received within 5 days please follow up.
- Please acknowledge your account maybe stopped and reissued as required.

**Please return completed form to:**  
 Premium Service Centre, Operations Processing Centre, Reconciliations and dispute.  
 Facsimile number 1300 729 512

### Section 1 – Account Details

Credit Card account number  Company name  Facility number

Title  Mr  Mrs  Miss  Ms  Other  Surname  Initials

### Section 2 – Type of disputed transaction (please tick as appropriate)

- I did not authorise the transaction(s) nor did any other party to this account.  
Please acknowledge your acceptance of us stopping your account before we can investigate the dispute , a new card will be issued. We cannot commence with investigation until the card has been stopped.
- I have not completed a transaction for the same amount with a different merchant.
- I only authorised one of the transactions (apparent duplication).
- I did engage in the transaction but did not receive the goods/services ordered (mail/telephone order).  
I have contacted/attempted to contact the merchant without success.
- I have cancelled the authority with the merchant but my account is still being charged.  
I enclose a copy of my letter of cancellation to the merchant and confirm the authority was cancelled on
- The attached credit voucher has not been credited to my account.
- I used another method of payment for this transaction, not the above credit card account and I enclose my proof of payment.
- Other (e.g. amount(s) incorrectly processed).

Please attach copy of voucher(s) and any other documentation available that may assist us in our investigation.

### Section 3 – Please specify the exact nature of the dispute and if contact has been made with the merchant involved.

### Section 4 – Details of disputed transaction(s) as they appear on your statement. Please attach a copy of statement(s) if available.

Date	Merchant description	\$ Amount
	DIT - EZYREG	\$ 349.00
		\$

I authorise the Bank to stop my account as required and correct the transaction(s) in dispute.

We cannot commence with this investigation if the account is not stopped.

Cardholder signature  Date

Address  State  Postcode

Home telephone number (incl STD area code)  Business telephone number (incl STD area code)  Email address

**Verna Young**

**From:** ProMaster  
**Sent:** Thursday, 8 July 2021 3:09 PM  
**To:** Trish Nielsen  
**Subject:** RE: Dispute Transactions <For Action - Resolve Disputes>  
**Attachments:** NIELSEN, Trish \$200.00 - 26052021.pdf

Hi Trish,

Thanks for your time over the phone.  
 Please attach this form to both transactions. This one only shows the last 4 digits of your credit card (as per policy).  
 Lucy

**From:** Trish Nielsen <Trish.Nielsen@health.qld.gov.au>  
**Sent:** Monday, 21 June 2021 5:32 PM  
**To:** ProMaster <promaster@health.qld.gov.au>  
**Subject:** RE: Dispute Transactions <For Action - Resolve Disputes>

Hi Andrew

I hope you're well.

I am having trouble with resolving one of the disputed transactions below - \$200 Southern Phone Company.

A screen shot is attached of what I can see in Promaster. Please tell me if I am missing something.

Thank you.

Trish



**Trish Nielsen**  
 Senior Executive Assistant to  
 Dr John Wakefield  
 Director-General Queensland Health  
 Office of the Director -General | Queensland Health

**P** [0737085988](tel:0737085988)  
**E** [trish.nielsen@health.qld.gov.au](mailto:trish.nielsen@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** [Level 37, 1 William St Brisbane \(Mon-Tues\) & Level 14, 33 Charlotte Street \(Wed-Fri\)](#)

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**From:** ProMaster <[promaster@health.qld.gov.au](mailto:promaster@health.qld.gov.au)>  
**Sent:** Wednesday, 9 June 2021 11:28 AM  
**To:** Trish Nielsen <[Trish.Nielsen@health.qld.gov.au](mailto:Trish.Nielsen@health.qld.gov.au)>  
**Subject:** Dispute Transactions <For Action - Resolve Disputes>

Good Morning Trish,

We have some good news. The CBA have sent through the Credit amounts that match your disputed transactions. These are used to resolve your disputed transactions. I have attached a quick reference guide to assist, or alternatively I could assist you in reconciling these via Microsoft Teams. Please feel free contact me on 07 3170 4259, I would be happy to help.

Type	Status	Tran Date	Merchant Name	Transaction Description	User
		31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
		31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
		31-05-2021	MISCELLANEOUS CREDIT	MISCELLANEOUS CREDIT	NIEL
		05-05-2021	DIT - EZYREG	DIT - EZYREG ADELAIDE UNK AUS	NIEL
		03-05-2021	SOUTHERN PHONE COMP	SOUTHERN PHONE COMP MORUYA UNK AUS	NIEL
		08-05-2021	SOUTHERN PHONE COMP	SOUTHERN PHONE COMP MORUYA UNK AUS	NIEL

6 Transactions found to the value of 0.00

Regards



**Andrew Curtis**  
 Corporate Card Compliance (ProMaster) Team  
 State-wide Finance Services | Finance Transactional Services | COVID-19 Supply Chain Surety Division | Queensland Health | Queensland Health

**E** [ProMaster@health.qld.gov.au](mailto:ProMaster@health.qld.gov.au)  
**W** [health.qld.gov.au](http://health.qld.gov.au)  
**A** [Lvl 4, Chermisde Galleria, 831 Gympie Road, Chermisde](#)

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## Customer Investigation Request for Disputed Corporate Card Transactions



- Please keep a copy of this completed form and original documentation.
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- If acknowledgement of your fax is not received within 5 days please follow up.
- Please acknowledge your account maybe stopped and reissued as required.

**Please return completed form to:**

Premium Service Centre, Operations Processing Centre, Reconciliations and dispute.  
Facsimile number 1300 729 512

### Section 1 – Account Details

Credit Card account number	Company name	Facility number
<input type="text"/>	Queensland Health	26 1874
Title	Surname	Initials
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Nielsen	T

### Section 2 – Type of disputed transaction (please tick as appropriate)

- I did not authorise the transaction(s) nor did any other party to this account.  
Please acknowledge your acceptance of us stopping your account before we can investigate the dispute , a new card will be issued. We cannot commence with investigation until the card has been stopped.
- I have not completed a transaction for the same amount with a different merchant.
- I only authorised one of the transactions (apparent duplication).
- I did engage in the transaction but did not receive the goods/services ordered (mail/telephone order).  
I have contacted/attempted to contact the merchant without success.
- I have cancelled the authority with the merchant but my account is still being charged.  
I enclose a copy of my letter of cancellation to the merchant and confirm the authority was cancelled on
- The attached credit voucher has not been credited to my account.
- I used another method of payment for this transaction, not the above credit card account and I enclose my proof of payment.
- Other (e.g. amount(s) incorrectly processed).

Please attach copy of voucher(s) and any other documentation available that may assist us in our investigation.

### Section 3 – Please specify the exact nature of the dispute and if contact has been made with the merchant involved.

I do not know what this transaction is.

### Section 4 – Details of disputed transaction(s) as they appear on your statement. Please attach a copy of statement(s) if available.

Date	Merchant description	\$ Amount
08/05/2021	SOUTHERN PHONE COMP	\$ 200.00
		\$

I authorise the Bank to stop my account as required and correct the transaction(s) in dispute.

We cannot commence with this investigation if the account is not stopped.

Cardholder signature

Date

24/5/21

Address

Locked Bag 7004, Chermside QLD 4032

~~LEVEL 37 1 WILLIAM STREET BRISBANE~~

~~State QLD~~

~~Postcode 4000~~

Home telephone number  
(incl STD area code)

Business telephone number  
(incl STD area code)

0737085988

Email address

trish.nielsen@health.qld.gov.au