

From: [Kevin Crossen \(Orbit Wellington\)](#)
To: [Emma Miles-Buckler](#)
Subject: Fw: Flights for Robbie Muir please
Date: Tuesday, 5 November 2019 10:25:47 a.m.
Attachments: [image001.png](#)

Hi Emma,

here are some options for Robbie that I am holding. As discussed I have added a third option combining the Air New Zealand / Air China flight to Beijing, with the Qantas / Cathay Pacific flight back to New Zealand.

Please find below the suggested options for travel to Beijing, China as requested.

Just so you know...

- I have quoted for Air China with Air New Zealand and Qantas and Cathay Pacific via Australia and Hong Kong.
- Option one is an AOG Air New Zealand airfare with longhaul flights operated by Air China. It will be necessary to leave on 20th November to arrive early on 21st November. **The flight arrival into Beijing is 4.30am. The return flight departs Beijing at 1.50am on 24th November.**
- Option two is an AOG Qantas airfare that includes Cathay Pacific on same ticket from Hong Kong to Beijing and return. I am holding departing Wellington on 20th November. The same flights operate on 21st November but it is not available on the Cathay flight on 21st from Hong Kong to Beijing. The return flight leaves in the early afternoon on 23rd November.
- Option three combines Option one outbound and Option two for the return flights.
- I understand MFAT are arranging Robbie's visa for China.

Holding flights:

Please note that due to airline rules and restrictions, we can only hold seats on the options below for you once before confirming and ticketing your preferred flights. Orbit's policy is that one reservation per passenger, on up to three carriers, per trip can be held, under the terms and of the airline fare rules. However, we are unable to re-book the same itinerary multiple times and any attempt to do so may result in an airline service fee which will be passed through to the client. Please endeavour to confirm your preferred flights before the ticketing date below to avoid this fee.

Passport / Visa's:

Our records show you are travelling on a New Zealand Passport with expiry date in September 2028. Please advise us if you have changed or updated your passport details so that we can provide you accurate information and update our records.

When travelling on a New Zealand passport, a visa is required to enter China.

Contact Details:

As you are travelling internationally, it is important that Orbit have your up to date contact mobile number and email address on file so we can contact you in case of any disruptions. Please provide these details when you confirm you preferred travel option. Please be aware this is now an IATA (International Air Transport Association) requirement for contact mobile numbers to be made available to all airlines for each booking.

Travel Safe:

Your itinerary includes travel to China, please make a note of the risks (if any) relating to this particular destination as advised by the Ministry of Foreign Affairs Travel Advisories - <https://www.safetravel.govt.nz/china>.

We also encourage travellers with a New Zealand passport to register their travel at <https://www.safetravel.govt.nz/register-your-travel>.

Vaccinations / Travel health:

It is recommended that you consult your Doctor or Health professional for personalised vaccination and travel health recommendations in plenty of time prior to your trip. Alternatively please see the following links for general recommendations based your travel destination - <https://wwwnc.cdc.gov/travel/> or <https://www.who.int/topics/immunization/en/>.

Travel Insurance:

We highly recommend you have travel insurance when travelling. Your Company has their own provider for International Travel Insurance, please contact your procurement or travel desk for further details.

Accommodation:

Please see below for accommodation quotes for your travel. Rooms and rates are subject to availability at the time of booking. Hotel rate below is per night. **No hotel is being held.**

Option 1: Hotel Name: **Hotel Jen Beijing by Shangri-La**
Rate: NZD 314.00 per night - Room, 1 King Bed - Room only - Cancel by 19 November to avoid one night cancel fee.
Website/booking source: Expedia

Note that the domestic flights within NZ are subject to cancellation until tickets are issued. If this happens the fares may increase if I'm unable to re-book the same fare level.

Let me know if the flights below are suitable or if you would like any further details.

Fares and taxes are subject to change and currency fluctuations until tickets are issued.

Option 1: Air New Zealand / Air China - Premium Economy

Costing:
Fare: NZD 2794.00
Orbit Fee: NZD 133.70
Total: NZD 2927.70

To guarantee the fare the ticket needs to be issued by: **Friday 8th November**

Please note the airlines are strict with ticketing time limits so if you can't confirm ticketing by the dates specified we would need to rebook your flights and re-quote for you when you are ready to ticket.

Fare conditions:

Please read carefully the conditions listed below which apply once this airfare is booked and ticketed.
Amendments: NZD 150.00 change fee - fare difference may apply.
Cancellations: NZD 475.00 fee if cancelled no later than day before departure. Nonrefundable on or after day of departure.

Air New Zealand NZ 448			
Departure	20 November 2019, 17:45	Wellington, (Wellington)	
Arrival	20 November 2019, 18:50	Auckland, (Auckland International)	Terminal: D
Flight duration		01:05	
Class		Economy (Y)	
Equipment		Airbus Industrie A320 Sharklets	
Operated by		Air New Zealand	
Baggage allowance		2PC	

Air New Zealand NZ 3889			
Departure	20 November 2019, 20:20	Auckland, (Auckland International)	Terminal: 1
Arrival	21 November 2019, 04:30	Beijing, (Capital Intl)	Terminal: 3
Flight duration	13:10		
Class	Premium economy (E)		
Equipment	Boeing 787-9		
Operated by	Air China		
Baggage allowance	2PC		

Air New Zealand NZ 3888			
Departure	24 November 2019, 01:05	Beijing, (Capital Intl)	Terminal: 3
Arrival	24 November 2019, 18:15	Auckland, (Auckland International)	Terminal: 1
Flight duration	12:10		
Class	Premium economy (O)		
Equipment	Boeing 787-9		
Operated by	Air China		
Baggage allowance	2PC		

Air New Zealand NZ 459			
Departure	24 November 2019, 20:30	Auckland, (Auckland International)	Terminal: D
Arrival	24 November 2019, 21:40	Wellington, (Wellington)	
Flight duration	01:10		
Class	Economy (Y)		
Equipment	Airbus Industrie A320 Sharklets		
Operated by	Air New Zealand		
Baggage allowance	2PC		

Option 2: Qantas / Cathay Pacific - Premium Economy

Costing:

Fare:	NZD 2663.00
Orbit Fee:	NZD 177.50
Total:	NZD 2840.50

To guarantee the fare the ticket needs to be issued by: **Thursday 7th November**

Please note the airlines are strict with ticketing time limits so if you can't confirm ticketing by the dates specified we would need to rebook your flights and requote for you when you are ready to ticket.

Fare conditions:

Please read carefully the conditions listed below which apply once this airfare is booked and ticketed.
Amendments: NZD 250.00 change fee - fare difference may apply. NZD 550.00 change fee if noshow.
Cancellations: NZD 475.00 fee if cancelled before departure. Nonrefundable if noshow.

Qantas Airways QF 162			
Departure	20 November 2019, 06:50	Wellington, (Wellington)	
Arrival	20 November 2019, 08:30	Sydney, (Kingsford Smith)	Terminal: 1
Flight duration	03:40		
Class	Economy (B)		
Equipment	Boeing 737-800 (Winglets)		
Operated by	Qantas Airways		
Baggage allowance	40K		

Qantas Airways QF 127			
Departure	20 November 2019, 09:35	Sydney, (Kingsford Smith)	Terminal: 1
Arrival	20 November 2019, 15:50	Hong Kong, (International)	Terminal: 1
Flight duration	09:15		
Class	Premium economy (T)		
Equipment	Boeing 787-9		
Operated by	Qantas Airways		
Baggage allowance	40K		

Cathay Pacific CX 312			
Departure	20 November 2019, 17:00	Hong Kong, (International)	Terminal: 1
Arrival	20 November 2019, 20:20	Beijing, (Capital Intl)	Terminal: 3
Flight duration	03:20		
Class	Premium economy (E)		
Equipment	Airbus Industrie A330-300		
Operated by	Cathay Pacific		
Baggage allowance	40K		

Cathay Pacific CX 391			
Departure	23 November 2019, 13:30	Beijing, (Capital Intl)	Terminal: 3
Arrival	23 November 2019, 17:30	Hong Kong, (International)	Terminal: 1
Flight duration	04:00		
Class	Premium economy (E)		
Equipment	Boeing 777-300ER		
Operated by	Cathay Pacific		
Baggage allowance	40K		

Qantas Airways QF 030			
Departure	23 November 2019, 19:05	Hong Kong, (International)	Terminal: 1
Arrival	24 November 2019, 07:35	Melbourne, (Melbourne Airport)	Terminal: 2
Flight duration	09:30		
Class	Premium economy (T)		
Equipment	Boeing 787-9		
Operated by	Qantas Airways		
Baggage allowance	40K		

Qantas Airways QF 171			
Departure	24 November 2019, 09:10	Melbourne, (Melbourne Airport)	Terminal: 2
Arrival	24 November 2019, 14:45	Wellington, (Wellington)	
Flight duration	03:35		
Class	Economy (B)		
Equipment	Boeing 737-800 (Winglets)		
Operated by	Qantas Airways		
Baggage allowance	40K		

Option 3: Air New Zealand / Air China combined with Qantas / Cathay Pacific - Premium Economy

Costing:

NZ Fare:	NZD 1658.00
QF Fare:	NZD 1279.00
Orbit Fee:	NZD 177.50
Total:	NZD 3114.50

To guarantee the fare the ticket needs to be issued by: **Thursday 7th November**

Please note the airlines are strict with ticketing time limits so if you can't confirm ticketing by the dates specified we would need to rebook your flights and re-quote for you when you are ready to ticket.

Fare conditions:

Please read carefully the conditions listed below which apply once this airfare is booked and ticketed.

Amendments: NZ ticket - NZD 100.00 change fee - fare difference may apply.

Amendments: QF ticket - NZD 165.00 change fee - fare difference may apply. NZD 715.00 change fee if no show.

Cancellations: NZ ticket - NZD 275.00 fee if cancelled no later than day before departure. Nonrefundable on day of departure.

Cancellations: QF ticket - Nonrefundable

Air New Zealand NZ 448			
Departure	20 November 2019, 17:45	Wellington, (Wellington)	
Arrival	20 November 2019, 18:50	Auckland, (Auckland International)	Terminal: D
Flight duration		01:05	
Class		Economy (Y)	
Equipment		Airbus Industrie A320 Sharklets	
Operated by		Air New Zealand	
Baggage allowance		2PC	
Air New Zealand NZ 3889			
Departure	20 November 2019, 20:20	Auckland, (Auckland International)	Terminal: I
Arrival	21 November 2019, 04:30	Beijing, (Capital Intl)	Terminal: 3
Flight duration		13:10	
Class		Premium economy (E)	
Equipment		Boeing 787-9	
Operated by		Air China	
Baggage allowance		2PC	
Cathay Pacific CX 391			
Departure	23 November 2019, 13:30	Beijing, (Capital Intl)	Terminal: 3
Arrival	23 November 2019, 17:30	Hong Kong, (International)	Terminal: 1
Flight duration		04:00	
Class		Premium economy (E)	
Equipment		Boeing 777-300ER	
Operated by		Cathay Pacific	
Baggage allowance		40K	
Qantas Airways QF 030			
Departure	23 November 2019, 19:05	Hong Kong, (International)	Terminal: 1
Arrival	24 November 2019, 07:35	Melbourne, (Melbourne Airport)	Terminal: 2
Flight duration		09:30	
Class		Premium economy (T)	
Equipment		Boeing 787-9	
Operated by		Qantas Airways	
Baggage allowance		40K	
Qantas Airways QF 171			
Departure	24 November 2019, 09:10	Melbourne, (Melbourne Airport)	Terminal: 2
Arrival	24 November 2019, 14:45	Wellington, (Wellington)	
Flight duration		03:35	
Class		Economy (B)	
Equipment		Boeing 737-800 (Winglets)	
Operated by		Qantas Airways	
Baggage allowance		40K	

Feel free to contact me with any queries.

Regards
Kevin

All prices are per person and subject to change due to availability and changes until ticketed. Departure taxes and airline surcharges are subject to increase without notice. Once tickets have been issued all rules and conditions will apply.

Kevin Crossen
International Consultant
Wellington (Orbit)

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From: Emma Miles-Buckler <@..>
Sent: Monday, 4 November 2019 4:21 PM
To: Kevin Crossen (Orbit Wellington) <@..>
Subject: RE: Flights for Robbie Muir please

Hi

Thanks for looking into these – yes the flights are premium economy please and the hotel is the Hotel Jen please as it is the preferred for MFAT and here the conference is being held

Thankyou

Emma Miles-Buckler
Executive Assistant to Robbie Muir
Registrar General of Land & Deputy Chief Executive, Strategy & Stewardship

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From: Kevin Crossen (Orbit Wellington) <@..>
Sent: Monday, 4 November 2019 4:18 PM
To: Emma Miles-Buckler <@..>
Subject: Re: Flights for Robbie Muir please

hi Emma,

I am looking at this now.

Just checking, the flights are to be in Premium Economy, based on your email?

Do you need quotes for hotels? If so is there a particular part of the city Robbie needs to be in?

Kind regards
Kevin

Kevin Crossen
International Consultant
Wellington (Orbit)

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From: Kevin Crossen (Orbit Wellington) <@..>
Sent: Monday, 4 November 2019 8:46 AM
To: Katie Hayward (Orbit Wellington) <@..>; Emma Miles-Buckler <@..>
Subject: Re: Flights for Robbie Muir please

hi Emma,

I will look at options for Robbie's trip to Beijing and get back to you today.

Kind regards
Kevin

Kevin Crossen
International Consultant
Wellington (Orbit)

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From: Katie Hayward (Orbit Wellington) <@..>
Sent: Monday, 4 November 2019 8:09 AM
To: Emma Miles-Buckler <@..>; Kevin Crossen (Orbit Wellington) <@..>
Subject: RE: Flights for Robbie Muir please

Morning Emma,

I have copied in Kevin who is your International consultant and he will be able to assist you with your below query.

Kind regards,
Katie

Katie Hayward
Account Manager
Wellington (Orbit)

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From: Emma Miles-Buckler [<mailto:@..>]
Sent: Monday, 4 November 2019 8:04 AM
To: Katie Hayward (Orbit Wellington) <@..>
Subject: Flights for Robbie Muir please

Hi – can you please look at options for the following for Robbie Muir (Robert Muir)

Wellington to Beijing

- Arrive 21st November - preferably in the afternoon
- Depart Beijing Saturday 23rd November early afternoon
- Accommodation at
- Premium Economy
- Preferred AirNZ
- 1086 A023 7402 1920126

Thankyou

Emma Miles-Buckler
Executive Assistant to Robbie Muir
Registrar General of Land & Deputy Chief Executive, Strategy & Stewardship

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