

Important Notice


Ministry of Foreign Affairs & Trade recommends that travellers register their overseas travel details via www.safetravel.govt.nz. This allows them to contact you if there is an unforeseen crisis, or if you have a family emergency, while you are overseas. Just like making sure you've had the right immunisations/vaccinations and that you have the right visas, registering should be on your list of things to do before you leave home.


TKT: 086 9620 502816 NAME: MARSHALL/CHERIEMS
ISSUED: 04MAR16
OPEN NZ 849 M 14MAR WLGSYD 1545 OK MWRKNFA 1
ARPT NZ 7812 Y 14MAR SYDCBR 2035 OK MWRKNFA 2

TKT: 081 9620 502817 NAME: MARSHALL/CHERIEMS
ISSUED: 04MAR16
OPEN QF 716 Q 16MAR CBRSYD 0955 OK QNAU1 1
OPEN QF 163 Q 16MAR SYDWLG 1755 OK QNAU1 2

Your Itinerary

 **Mon 14 Mar 2016 at 1545** **AIR NEW ZEALAND (NZ849)**
Departing: WELLINGTON at 1545
Arriving: KINGSFORD SMITH SYDNEY (Terminal 1) at 1725
Class of Service: M - Economy Class [M-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: 2ZWC2H
Ticket Number (MARSHALL / CHERIE MS): 086 9620502816
Aircraft: AIRBUS IND
Number of Seats: 1
Number of Stops: 0
Flight Time: 3 hrs 40 mins

 **Mon 14 Mar 2016 at 2035** **AIR NEW ZEALAND (NZ7812) - Operated by VIRGIN AUSTRALIA**
Departing: KINGSFORD SMITH SYDNEY (Terminal 2) at 2035
Arriving: CANBERRA ARPT at 2135
Class of Service: Y - Economy Class [Y-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: 2ZWC2H
Ticket Number (MARSHALL / CHERIE MS): 086 9620502816
Aircraft: ATR TURBOP
Number of Seats: 1
Number of Stops: 0
Flight Time: 1 hrs 1 mins

 **Mon 14 Mar 2016** **MERCURE CANBERRA**
CNR LIMESTONE & AINSLEE AVENUE
CANBERRA
AUSTRALIA
Ph: 2 62430000
Check In: Mon 14 Mar 2016 at 14:00
Check out: Wed 16 Mar 2016 at 11:00
Room Type: STANDARD ROOM
Status: CONFIRMED [HK]
Room Rate: AUD 198.90 per Night
Number of Rooms: 1
Confirmation No: 5509QCD526
Hotel Guarantee: Agent Guarantee
Remarks: Rate Change During the Stay.
194.65 PER NIGHT STARTING 14 MARCH FOR 1 NIGHT
203.15 PER NIGHT STARTING 15 MARCH FOR 1 NIGHT
397.80 SUB TOTAL FOR STAY
397.80 APPROX TOTAL INCL ALL KNOWN TAXES/FEES

Released under the Official Information Act

**Wed 16 Mar 2016 at 0955**

QANTAS AIRWAYS (QF716)
 Departing: CANBERRA ARPT at 0955
 Arriving: KINGSFORD SMITH SYDNEY (Terminal 3) at 1050
 Class of Service: Q - Economy Class [Q-QNAU1] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 2JAOBU
 Ticket Number (MARSHALL / CHERIE MS): 081 9620502817
 Aircraft: BOEING 737
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 55 mins

**Wed 16 Mar 2016 at 1755**

QANTAS AIRWAYS (QF163)
 Departing: KINGSFORD SMITH SYDNEY (Terminal 1) at 1755
 Arriving: WELLINGTON at 2305
 Class of Service: Q - Economy Class [Q-QNAU1] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 2JAOBU
 Ticket Number (MARSHALL / CHERIE MS): 081 9620502817
 Aircraft: BOEING 737
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 3 hrs 10 mins

* Please check the booking terms and conditions for the rules of carriage for each flight on your itinerary.

Your Flight Charges

	TOTAL*
Total Cost of Flights	NZ\$1,263.95

Booking References

Authorised by	PRUE WILLIAMS
CONTRACT NUMBER	
Internal Reference Code	
Project Code	
Reason for Travel	Australian Research Council/ ICT team about RMS

*Airline card payment fees may apply to your booking, please check with your Travel Manager for the most up to date charges.

e-Ticket to be issued on 04-Mar-2016. Photo ID required at airport check-in.

IMPORTANT - THE BELOW CONDITIONS ARE ADDITIONAL TO THE STATED BOOKING TERMS AND CONDITIONS:

CHECKIN For domestic only travel, we recommend to check-in no later than 40 minutes prior to departure. Please note if you are travelling domestically to connect to an international flight, we recommend to check-in no later than 2 hours prior to your domestic flight departure, however, some airlines have specific check in requirements which must be adhered to - please check airline website for additional information. Photo ID / passport may be required to board your aircraft.

AIRLINE MILEAGE CLUBS - If you hold membership and have notified us of your membership number, your points will be automatically generated. It is your responsibility to retain your boarding passes to reconcile against your statement.

HOTEL ACCOMMODATION - If your booking includes hotel reservations please note that this may have been guaranteed using a credit card. To avoid cancellation/no-show charges being billed, please ensure that you advise us or the hotel of any change or cancellation in advance. To avoid a penalty charge please refer to your hotel confirmation/itinerary for details of the hotel cancellation policy. Unless otherwise specified, please pay upon check-out.

BAGGAGE ALLOWANCE - Allowances vary dependant on Airline and frequent flyer status. Please check the conditions of your airfare and the associated airlines websites to ensure you are aware of the baggage conditions.

FARE RULES - If these are not displayed above then please check with airline website or your Travel Manager for exact conditions.

We appreciate your business and thank you for booking with us.

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TKT: 086 9620 502924 NAME: BUTLER/GABRIELLEMS
ISSUED: 04MAR16
OPEN NZ 849 M 14MAR WLGSYD 1545 OK MWRKNFA 1
ARPT NZ 7812 Y 14MAR SYDCBR 2035 OK MWRKNFA 2

TKT: 081 9620 502925 NAME: BUTLER/GABRIELLEMS
ISSUED: 04MAR16
OPEN QF 716 Q 16MAR CBRSYD 0955 OK QNAU1 1
OPEN QF 163 Q 16MAR SYDWLG 1755 OK QNAU1 2

Your Itinerary

 **Mon 14 Mar 2016 at 1545** **AIR NEW ZEALAND (NZ849)**

Departing: WELLINGTON at 1545
Arriving: KINGSFORD SMITH SYDNEY (Terminal 1) at 1725
Class of Service: M - Economy Class [M-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: XUGSYH
Ticket Number (BUTLER / GABRIELLE MS): 086 9620502924
Aircraft: AIRBUS IND
Seat Requested (BUTLER / GABRIELLE MS): 17E
Number of Seats: 1
Number of Stops: 0
Flight Time: 3 hrs 40 mins

 **Mon 14 Mar 2016 at 2035** **AIR NEW ZEALAND (NZ7812) - Operated by VIRGIN AUSTRALIA**

Departing: KINGSFORD SMITH SYDNEY (Terminal 2) at 2035
Arriving: CANBERRA ARPT at 2135
Class of Service: Y - Economy Class [Y-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: XUGSYH
Ticket Number (BUTLER / GABRIELLE MS): 086 9620502924
Aircraft: ATR TURBOP
Number of Seats: 1
Number of Stops: 0
Flight Time: 1 hrs 1 mins

 **Mon 14 Mar 2016** **MERCURE CANBERRA**

CNR LIMESTONE & AINSLEE AVENUE
CANBERRA
AUSTRALIA
Ph: 2 62430000

Check In: Mon 14 Mar 2016 at 14:00
Check out: Wed 16 Mar 2016 at 11:00
Room Type: STANDARD ROOM
Status: CONFIRMED [HK]
Room Rate: AUD 198.90 per Night
Number of Rooms: 1
Confirmation No: 5509QCD528
Hotel Guarantee: Agent Guarantee
Remarks: Rate Change During the Stay.
194.65 PER NIGHT STARTING 14 MARCH FOR 1 NIGHT
203.15 PER NIGHT STARTING 15 MARCH FOR 1 NIGHT
397.80 SUB TOTAL FOR STAY
397.80 APPROX TOTAL INCL ALL KNOWN TAXES/FEES

Released under the Official Information Act

**Wed 16 Mar 2016 at 0955**

QANTAS AIRWAYS (QF716)
 Departing: CANBERRA ARPT at 0955
 Arriving: KINGSFORD SMITH SYDNEY (Terminal 3) at 1050
 Class of Service: Q - Economy Class [Q-QNAU1] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 2IS2QH
 Ticket Number (BUTLER / GABRIELLE MS): 081 9620502925
 Aircraft: BOEING 737
 Seat Requested (BUTLER / GABRIELLE MS): 20E
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 55 mins

**Wed 16 Mar 2016 at 1755**

QANTAS AIRWAYS (QF163)
 Departing: KINGSFORD SMITH SYDNEY (Terminal 1) at 1755
 Arriving: WELLINGTON at 2305
 Class of Service: Q - Economy Class [Q-QNAU1] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 2IS2QH
 Ticket Number (BUTLER / GABRIELLE MS): 081 9620502925
 Aircraft: BOEING 737
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 3 hrs 10 mins

* Please check the booking terms and conditions for the rules of carriage for each flight on your itinerary.

Your Flight Charges

	TOTAL*
Total Cost of Flights	NZ\$1,263.95

Booking References

Authorised by	CHERIE MARSHALL
CONTRACT NUMBER	
Internal Reference Code	
Project Code	
Reason for Travel	Australian Research Council/ ICT team about RMS

*Airline card payment fees may apply to your booking, please check with your Travel Manager for the most up to date charges.

e-Ticket to be issued on 04-Mar-2016. Photo ID required at airport check-in.

IMPORTANT - THE BELOW CONDITIONS ARE ADDITIONAL TO THE STATED BOOKING TERMS AND CONDITIONS:

CHECK-IN: For domestic only travel, we recommend to check-in no later than 40 minutes prior to departure. Please note if you are travelling domestically to connect to an international flight, we recommend to check-in no later than 2 hours prior to your domestic flight departure, however, some airlines have specific check in requirements which must be adhered to - please check airline website for additional information. Photo ID / passport may be required to board your aircraft.

AIRLINE MILEAGE CLUBS - If you hold membership and have notified us of your membership number, your points will be automatically generated. It is your responsibility to retain your boarding passes to reconcile against your statement.

HOTEL ACCOMMODATION - If your booking includes hotel reservations please note that this may have been guaranteed using a credit card. To avoid cancellation/no-show charges being billed, please ensure that you advise us or the hotel of any change or cancellation in advance. To avoid a penalty charge please refer to your hotel confirmation/itinerary for details of the hotel cancellation policy. Unless otherwise specified, please pay upon check-out.

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TKT: 086 9620 502811 NAME: HANNAN/DANIELLEDR
ISSUED: 04MAR16
OPEN NZ 849 M 14MAR WLGSYD 1545 OK MWRKNFA 1
ARPT NZ 7812 Y 14MAR SYDCBR 2035 OK MWRKNFA 2

TKT: 081 9620 502815 NAME: HANNAN/DANIELLEDR
ISSUED: 04MAR16
OPEN QF 716 Q 16MAR CBRSYD 0955 OK QNAU1 1
OPEN QF 163 Q 16MAR SYDWLG 1755 OK QNAU1 2

Your Itinerary

 **Mon 14 Mar 2016 at 1545** **AIR NEW ZEALAND (NZ849)**

Departing: WELLINGTON at 1545
Arriving: KINGSFORD SMITH SYDNEY (Terminal 1) at 1725
Class of Service: M - Economy Class [M-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: VMWUHH
Ticket Number (HANNAN / DANIELLE DR): 086 9620502811
Aircraft: AIRBUS IND
Seat Requested (HANNAN / DANIELLE DR): 17F
Number of Seats: 1
Number of Stops: 0
Flight Time: 3 hrs 40 mins

 **Mon 14 Mar 2016 at 2035** **AIR NEW ZEALAND (NZ7812) - Operated by VIRGIN AUSTRALIA**

Departing: KINGSFORD SMITH SYDNEY (Terminal 2) at 2035
Arriving: CANBERRA ARPT at 2135
Class of Service: Y - Economy Class [Y-MWRKNFA] *
Flight Status: CONFIRMED [HK]
Airline Reference: VMWUHH
Ticket Number (HANNAN / DANIELLE DR): 086 9620502811
Aircraft: ATR TURBOP
Number of Seats: 1
Number of Stops: 0
Flight Time: 1 hrs 1 mins

 **Mon 14 Mar 2016** **MERCURE CANBERRA**

CNR LIMESTONE & AINSLEE AVENUE
CANBERRA
AUSTRALIA
Ph: 2 62430000

Check In: Mon 14 Mar 2016 at 14:00
Check out: Wed 16 Mar 2016 at 11:00
Room Type: STANDARD ROOM
Status: CONFIRMED [HK]
Room Rate: AUD 207.40 per Night
Number of Rooms: 1
Confirmation No: 5509QCD530
Hotel Guarantee: Credit Card Guarantee
Remarks: Rate Change During the Stay.
203.15 PER NIGHT STARTING 14 MARCH FOR 1 NIGHT
245.65 PER NIGHT STARTING 15 MARCH FOR 1 NIGHT
448.80 SUB TOTAL FOR STAY
448.80 APPROX TOTAL INCL ALL KNOWN TAXES/FEES

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 Flight Status: CONFIRMED [HK]
 Airline Reference: 2JBG5G
 Ticket Number (HANNAN / DANIELLE DR): 081 9620502815
 Aircraft: BOEING 737
 Seat Requested (HANNAN / DANIELLE DR): 20F
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 55 mins

**Wed 16 Mar 2016 at 1755**

QANTAS AIRWAYS (QF163)
 Departing: KINGSFORD SMITH SYDNEY (Terminal 1) at 1755
 Arriving: WELLINGTON at 2305
 Class of Service: Q - Economy Class [Q-QNAU1] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 2JBG5G
 Ticket Number (HANNAN / DANIELLE DR): 081 9620502815
 Aircraft: BOEING 737
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 3 hrs 10 mins

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Your Flight Charges

	TOTAL*
Total Cost of Flights	NZ\$1,263.95

Booking References

Authorised by	CHERIE MARSHALL
CONTRACT NUMBER	
Internal Reference Code	
Project Code	
Reason for Travel	Australian Research Council/ ICT team about RMS

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BAGGAGE ALLOWANCE - Allowances vary dependant on Airline and frequent flyer status. Please check the conditions of your airfare and the associated airlines websites to ensure you are aware of the baggage conditions.

Travel Advance Reconciliation

If you did not receive an advance prior to travelling please complete your expense claim via FlexiPurchase.

EMPLOYEE DETAILS

First Name
 Surname
 Employee Number
 MBIE Email Address
 Existing supplier in Finance System? Yes No

TRAVEL EXPENSE DETAILS

Purpose of travel
 Travel start date As per MBIE's Travel Procedures, this reconciliation should be completed within 10 working days of this end date and any foreign cash returned to Finance.
 Travel end date

A separate section must be completed for each currency.
 All amounts are to be entered in the applicable currency. Do not convert to NZ dollars.
 If reconciling NZD expenses please enter the GST inclusive amount (where applicable)

Account code
 Currency Conversion Rate

Line	Date	Account			Contract #	Description	Amount	Finance to Complete	
		Cost Centre	Natural Account	Activity Code				Conversion Rate	NZ Dollar Amount
1	14/03/2016	5440	3216	000		Taxi - Braddon	25.00	0.87	28.74
2	15/03/2016	5440	3216	000		Taxi - Pialligo	18.50	0.87	21.26
3	15/03/2016	5440	3216	000		Taxi - Braddon	12.40	0.87	14.25
4	15/03/2016	5440	3216	000		Taxi - Braddon	17.10	0.87	19.66
5	16/03/2016	5440	3216	000		Train Sydney	34.80	0.87	40.00
6			3604	000		Cash returned			
Expenditure Total							107.80	0.87	123.91
Cash Advanced							200.00	0.87	229.89
Cash Returned							61.50	0.964	63.80
Unrealised FX Gain\Loss									\$6.89
Total excluding Gain\Loss							-30.70		-42.18

- Add new item for this currency
- Add new currency

MILEAGE CLAIM

Do you have any mileage to claim? Yes No

NOTES FOR FINANCE

Please note that \$30.70 has not be accounted for as per the attached document.

Attach a document	Insert a MAKO Link
Cherie Marshall Expenses.pdf 159.96 KB	Click here to insert a hyperlink
Cherie - Taxi.pdf 142.4 KB	Click here to insert a hyperlink

Attach another file

Mako Documents

Cherie Marshall Expenses.pdf
159.96 KB

Cherie - Taxi.pdf
142.4 KB

Select Approver

Note: You cannot approve forms you have created
- The [delegated financial authority process](#) applies.

APPROVE

Approve
 Reject

FINANCE RECONCILIATION

TRAVEL EXPENSES

Line	Short Description	NZD Amount (GST Inclusive)
1	5440-3216-000-	\$123.91
2		\$0.00
3		\$0.00

Insert item

MILEAGE

Line	Short Description	NZD Amount (GST Inclusive)
1		0
2		0
3		0

Insert item

TOTALS

Expense Total	\$123.91
Unrealised FX Gain/Loss 5440 - 3604	\$6.89
Advance Total	\$229.89
Cash Returned Total	\$63.80
Balance Owing/Payable	-\$35.29

Total balance owed / payable **-\$35.29**

FINANCE RECONCILIATION

Complete
 Reject

Released under the Official Information Act

C MARSHALL

Transaction Receipt
FXB -- Lambton Quay

TRANSACTION ID DATE TIME
1472-99-139873 10-May-2016 10:14

Sales Consultant (117)

Australian Dollar	45.00
We BUY Currency @ 0.9640	
New Zealand Dollar	46.68
Fee	7.00
Fee Adjustment	-7.00
Net Fee	0.00
Fee(s) - Other	0.00
Sub-Total	46.68

Travelex Financial Services NZ
Limited has provided this product
and/or service. If you have a query or
complaint please contact your Travelex
store, call 0800 366 391 or email
RetailCSC@travelex.co.nz

SETTLEMENT SUMMARY

Total Fee	0.00
Total Fee(s) - Other	0.00
Sub-Total	46.68
Rounding Adjustment	0.02
Total Pay:	46.70

Settled by:	
Cash Pay to Customer	46.70

Released under the Official Information Act

CABCHARGE TAX INVOICE

AERIAL CG 132227
TAXI TX134 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27299
CLIENT ID: 2160
DRIVER ID: 5175920
DRIVER ABN:

PICK UP: BRADDON
DEST: PIALLIGO

TARIFF:
RATE 1

RECEIVED IN CASH
FARE \$18.50
OTHER \$0.00
EXTRAS \$0.00

TOTAL FARE \$18.50
INC. GST

*** CUSTOMER RECEIPT ***
15/03/16 09:06 I

CABCHARGE TAX INVOICE

AERIAL CG 132227
TAXI TX155 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27302
CLIENT ID: 2160
DRIVER ID: 5211319
DRIVER ABN:

PICK UP: PIALLIGO
DEST: BRADDON

TARIFF:
RATE 2

RECEIVED IN CASH
FARE \$20.80
OTHER \$0.00

EXTRAS:
Airport
Commiss. Levy \$3.00
\$1.20

TOTAL FARE \$25.00
INC. GST

*** CUSTOMER RECEIPT ***
14/03/16 21:55 I

CABCHARGE TAX INVOICE

AERIAL CG 132227
TAXI TX303 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27150
CLIENT ID: 2160
DRIVER ID: 16179432
DRIVER ABN:

PICK UP: CI
DEST: BRADDON

TARIFF:
RATE 1

RECEIVED IN CASH
FARE \$12.40
OTHER \$0.00
EXTRAS \$0.00

TOTAL FARE \$12.40
INC. GST

*** CUSTOMER RECEIPT ***
15/03/16 20:41 I

CABCHARGE TAX INVOICE

AERIAL CG 132227
TAXI TX135 ACT
MERCHANT ID: 24573238
TERMINAL ID: V27300
CLIENT ID: 2160
DRIVER ID: 5228834
DRIVER ABN:

PICK UP: PIALLIGO
DEST: BRADDON

TARIFF:
RATE 1

RECEIVED IN CASH
FARE \$17.10
OTHER \$0.00
EXTRAS 00

TOTAL FARE \$17.10
INC. GST

*** CUSTOMER RECEIPT ***
15/03/16 17:24 I

Released under the Official Information Act

All traffic carried subject to the Transport Administration Act 1998.

Return ticket valid up to 4am after day of issue.



DOMESTIC AND FOREIGN
MIND THE GAP

Cherie Marshall – Canberra Expenses

Cab Charge	14/03/2016	Pialligo – Braddon	\$25.00 GST Incl
Cab Charge	15/03/2016	Braddon – Pialligo	\$18.50 GST Incl
Cab Charge	15/03/2016	Pialligo – Braddon	\$17.10 GST Incl
Cab Charge	15/03/2016	City – Braddon	\$12.40 GST Incl
Train Charge	16/03/2016	City Airport	\$34.80 GST Incl
Total Cost			\$107.80 GST Incl

Cherie has returned \$61.50; \$30.70 has not been accounted for as a receipt was misplaced. Cherie thinks this may have been a cab charge.

Manager's Signature
 Prue Williams
 General Manager, Science Investments
 LSE, MBIE

Prue Williams

 11/04/2016

Cherie Marshall
 11/4/2016

Released under the Official Information Act

Lee Shun Wong

From: Vickie Turnbull
Sent: Monday, 11 April 2016 2:20 p.m.
To: Prue Williams
Subject: Cherie - Visit to Canberra [UNCLASSIFIED]

Hi Prue,

While Cherie was visiting Canberra she misplaced one receipt which means her reconciliation for foreign currency is unbalanced.

Accounts have advised us to document her expenses and outline the missing receipt and currency. I will give that document to Lee Shun and request you sign as per instruction.

Thank you.

Vickie Turnbull

PA/TEAM ADMINISTRATOR | KAIWHAKAHAERE-Ā-WĀHANGA

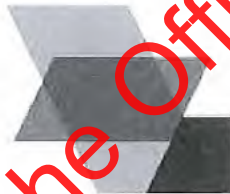
Science Development, Grants & Investments & Commercialisation | Te Whakatipu Pūnataiao, Ngā Tātaitanga ki Rāwāhi me te Whakatauhoko

Science Investments – Labour, Science & Enterprise | Te Wāhanga Haumi-ā-Pūnataiao – Te Pūnaha Hiringa Whakaea

Ministry of Business, Innovation & Employment | Te Manatū Pakihi, Auahatanga me Ngā Kaupapa ā-Mahi



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HIKINA WHAKATUTUKI



Email - Īmera: s 9(2)(a) ODI - Waea Tōtika: s 9(2)(a) Website - Pae-ipurangi:
www.mbie.govt.nz | Postal - Poutāpeta: Level 8, 15 Stout Street, PO Box 3705, Wellington 6140

Travel Advance Reconciliation

If you did not receive an advance prior to travelling please complete your expense claim via FlexiPurchase.

EMPLOYEE DETAILS

First Name
 Surname
 Employee Number
 MBIE Email Address
 Existing supplier in Finance System? Yes No

TRAVEL EXPENSE DETAILS

Purpose of travel
 Travel start date As per MBIE's Travel Procedures, this reconciliation should be completed within 10 working days of this end date and any foreign cash returned to Finance.
 Travel end date

A separate section must be completed for each currency.
 All amounts are to be entered in the applicable currency. Do not convert to NZ dollars.
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Account code
 Currency Conversion Rate

Line	Date	Account			Contract #	Description	Amount	Finance to Complete	
		Cost Centre	Natural Account	Activity Code				Conversion Rate	NZ Dollar Amount
1	15/03/2016	5440	3242	000		Bicicletta Restaurant	223.00	0.85	262.35
2	16/03/2016	5440	3242	000		Hudsons Coffee	4.80	0.85	5.65
3	16/03/2016	5440	3243	000		AirportLink	34.80	0.85	40.94
4			3604	000		Coins returned			\$0.00
Expenditure Total							262.60	0.85	308.94
Cash Advanced							500.00	0.85	588.24
Cash Returned							237.40	0.936	253.63
Unrealised FX Gain\Loss									\$25.66
Total excluding Gain\Loss							0.00		-25.66

- Add new item for this currency
- Add new currency

MILEAGE CLAIM

Do you have any mileage to claim? Yes No

NOTES FOR FINANCE

Attach a document	Insert a MAKO Link
	Click here to insert a hyperlink
	Click here to insert a hyperlink
	Click here to insert a hyperlink

Released under the Official Information Act

Received 586-85
 Returned 245-70
 341-15

H. DANIELLE

Transaction Receipt
 FXB - Lambton Quay

TRANSACTION ID DATE TIME
 1472-99-138994 05-Apr-2016 11:13

Sales Consultant (117)

Australian Dollar	230.00
We BUY Currency @ 0.9360	
New Zealand Dollar	245.73
Fee	10.00
Fee Adjustment	-10.00
Net Fee	0.00
Fee(s) - Other	0.00
Sub-Total	245.73

Travelex Financial Services NZ Limited has provided this product and/or service. If you have a query or complaint please contact your Travelex store, call 0800 600 391 or email RetailCSC@travelex.co.nz

SETTLEMENT SUMMARY

Total Fee	0.00
Total Fee(s) - Other	0.00
Sub-Total	245.73
Rounding Adjustment	-0.03
Total Pay:	245.70

Settled by: 245.70

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ABN 88 058 436 801 Tax Invoice (includes GST)

15MAY16 \$34.80 1102 2420103181

GST \$3.16

MIND THE GAP

DOMESTIC T AND RTN CITY



Return ticket valid up to 4am after day of issue.

All traffic carried subject to the Transport Administration Act 1988.

Released under the Official Information Act



hudsons™ coffee

**Canberra Airport
Terminal Building**
CANNBERRA AIRPORT (02) 61004134

WED MARCH 16, 2016

CHECK # 1777931-1

1 Full Long Black \$4.10
1 Espresso \$0.70

DAILY
TAX

: \$0.44
TOTAL \$4.80

Tell us what you think
receive a free small coffee on us.

206009031667931

Visit www.spillthebeans.com.au

Total is inclusive of GST

Visit us at

www.hudsonscoffee.com.au

ABN# 76 131 473 679

**IN
IN**

Time: 09:29 1 CUSTOMER

THANK YOU

PLEASE CALL AGAIN!

YOU HAVE BEEN SERVED

BY : James

ORDER 239

: \$10.00

CASH

: \$5.20

CHANGE

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biacchetta

15 Edinburgh Ave, New Acton, ACT
TAX INVOICE ABN: 25 087 741 599
26520 Alex N 2

65 / 1 GST 3

2859

15MAR'16 18:56

1Calamari 17.00
1Arancini 13.00
1Fench Medium 35.00
1Burrignese 23.00
1Pollo 35.00
1Gelatato 3 scoop 10.00
1Tiramisu 12.00
1Panna Cotta 12.00
1Btl Lis Merlot PG 66.00
Subtotal 223.00
Total Paid 223.00

CHARGE OK
Cash Print 230.00
Change Due 7.00
20.27 GST in Ttl of 223.00
NET TTL 202.73

----26510 Closed MAR15 20:21----

Total: \$ -----

Tip: \$ -----

Room #: -----

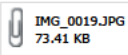
Name: -----


Name Signature: -----
Thank you for visiting Peppers
www.peppers.com.au

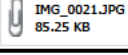
Released under the Official Information Act


Attach another file

Mako Documents







Select Approver 




Note: You cannot approve forms you have created
 - The [delegated financial authority process](#) applies.

APPROVE

Approve
 Reject




FINANCE RECONCILIATION

TRAVEL EXPENSES

Line	Short Description	NZD Amount (GST Inclusive)
1	5440-3242-000- 	\$268.00
2	5440-3243-000- 	\$40.94
3		\$0.00

Insert item

MILEAGE

Line	Short Description	NZD Amount (GST Inclusive)
1		0
2		0
3		0

Insert item

TOTALS

Expense Total	\$308.94
Unrealised FX Gain\Loss 5440-3242-000	\$25.66
Advance Total	\$588.24
Cash Returned Total	\$253.63
Balance Owed/Payable	\$0.00

Total balance owed / payable

FINANCE RECONCILIATION

Complete
 Reject

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Travel Advance Reconciliation

If you did not receive an advance prior to travelling please complete your expense claim via FlexiPurchase.

EMPLOYEE DETAILS

First Name
 Surname
 Employee Number
 MBIE Email Address
 Existing supplier in Finance System? Yes No

TRAVEL EXPENSE DETAILS

Purpose of travel
 Travel start date As per MBIE s Travel Procedures,
 Travel end date this reconciliation should be completed within 10 working days of this end date
 and any foreign cash returned to Finance.

A separate section must be completed for each currency.
 All amounts are to be entered in the applicable currency. Do not convert to NZ dollars.
 If reconciling NZD expenses please enter the GST inclusive amount (where applicable)

Account code
 Currency Conversion Rate

Line	Date	Account			Contract #	Description	Amount	Finance to Complete	
		Cost Centre	Natural Account	Activity Code				Conversion Rate	NZ Dollar Amount
1	16/03/2016	5440	3232	000		Meal x3	112.00	0.87	128.74
2	16/03/2016	5440	3232	000		Meal x3	31.80	0.87	36.55
3	16/03/2016	5440	3233	000		Train	34.80	0.87	40.00
4			3604	000		Coins returned			
Expenditure Total							178.60	0.87	205.29
Cash Advanced							200.00	0.87	229.89
Cash Returned							21.40	0.936	22.86
Unrealised FX Gain\Loss									\$1.73
Total excluding Gain\Loss							0.00		-1.73

- Add new item for this currency
- Add new currency

MILEAGE CLAIM

Do you have any mileage to claim? Yes No

NOTES FOR FINANCE

Attach a document Insert a MAKO Link
 Attach another file
 Mako Documents

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Received 229-20
 Returned 16-00

 213-20

G. BUTLER

Transaction Receipt
 FXB - Lambton Quay

TRANSACTION ID	DATE	TIME
1472-99-138995	05-Apr-2016	11:13

Sales Consultant (117)

Australian Dollar	15.00
We BUY Currency @ 0.9360	
New Zealand Dollar	16.03
Fee	4.00
Fee Adjustment	4.00
Net Fee	0.00
Fee(s) - Other	0.00
Sub-Total	16.03

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 Limited has provided this product
 and/or service. If you have a query or
 complaint please contact your Travelex
 store, call 0800 666 391 or email
 RetailCS@travelex.co.nz

RECONCILIATION SUMMARY

Total Fee	0.00
Total Fee(s) - Other	0.00
Sub-Total	16.03
Rounding Adjustment	-0.03
Total Pay:	16.00

Settled by:
 ! 16.00

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meal
 chene, Marshall, Danielle
 Portobello Cafe - Gabrielle Sutter
 No3 East Circular Quay
 Ph 9247 8548

Table #4
 Trans #: 215824 Serv: Cashier
 16/03/2016 3:06 PM # Inst: 1

Quan	Descript	Cost
1	Long Black	\$4.90
1	Flat White	\$4.90
1	MUG	\$1.00
1	Pistacchio Panna Cotta	\$10.50
1	Millefoglie	\$10.50
TOTAL:		\$31.80

Food: \$21.00
 Beverage: \$10.80

CASH \$50.00
 Change \$18.20

<-REPRINTED->

Tax Invoice
 Abn 75 209 030 344
 GST Included In Total

Meal - Sydney
 chene Marshall, Danielle
 + Gabrielle Sutter

Wolfies
 27 Circular Quay West
 The Rocks Sydney NSW 2000
 Ph: 02 9241 5577
 Fax: 02 9252 2481

DATE: 16/03/2016 TIME: 01:37 PM
 Operator: Alfredo Trans #: 4959199
 Till: Wolfies 1 Lunch 16/03/2016

Wolfies No. 352
 Guests: 3

-Beverage-
 1 S.Vitt Spk Water 1Ltr 12.00 @1
 1 Cc G1- Chain Fire Sav 0.00 @4
 1 Cc G1- Chain Fire Sav 0.00 @2
 1 G1- Ara Sav Bl, Glass 12.00 @3

-Beverage- Total \$24.00

-Food-
 1 Ceasar + Chicken 30.00 @3
 1 Lunch Pasta 29.00 @4
 1 Lunch Fish And Chips 29.00 @2

-Food- Total \$88.00

Subtotal: \$112.00

Balance: \$112.00


Gratuity: _____

Total: _____
 Number of items: 8

Total Includes: GST of \$10.18

Tax Invoice
 ABN 41 698 677 686
 Thank You For Dining With Us

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Mako		Documents	
			
Select Approver: <input type="text" value="Cherie Marshall"/>			
Note: You cannot approve forms you have created - The delegated financial authority process applies.			
APPROVE			
<input checked="" type="radio"/> Approve <input type="radio"/> Reject			
FINANCE RECONCILIATION			
TRAVEL EXPENSES			
Line	Short Description		NZD Amount (GST Inclusive)
1	5440-3232-000-	▼	\$165.29
2	5440-3233-000-	▼	\$40.00
3		▼	\$0.00
<input checked="" type="checkbox"/> Insert item			
MILEAGE			
Line	Short Description		NZD Amount (GST Inclusive)
1		▼	0
2		▼	0
3		▼	0
<input checked="" type="checkbox"/> Insert item			
TOTALS			
	Expense Total	\$205.29	
	Unrealised FX Gain\Loss 5440 - 3604	\$1.73	
	Advance Total	\$229.89	
	Cash Returned Total	\$22.86	
	Balance Owing/Payable	\$0.00	
Total balance owed / payable		\$0.00	
FINANCE RECONCILIATION			
<input type="radio"/> Complete <input type="radio"/> Reject			
<input type="button" value="Cancel"/>			

Released under the Official Information Act