

Copy of authorisation of my travel to Sydney.

Memo

Subject	Travel to Sydney
Date	12 April 2013
To	Maree Brown, Acting Manager, Cultural Policy Branch
Copies to	Ralph Johnson, Manager, Heritage Policy
From	[9(2)(a)] ; Senior Policy Adviser, Heritage

- 1 This memo seeks approval for me to travel to Sydney to attend a seminar by, and consult with, a leading expert on Immunity from Seizure legislation.

Purpose of travel

- 2 Professor [9(2)(a)] is one of the foremost experts on Immunity from Seizure, and probably the leading expert in the English-speaking world. Professor [9(2)(a)] is a practising barrister in the United Kingdom, specialising in the law relating to art and other cultural objects. He has been an adviser to the UK Government, and has been advising the Art Gallery of New South Wales about proposals for Immunity from Seizure legislation in Australia. Further information about him can be found here:

[9(2)(a)]

- 3 I propose to travel to Sydney to:

- attend a seminar for museum sector professionals on the Protection of Cultural Objects on Loan Act 2013 (Australia's new Immunity from Seizure legislation) being given by Professor [9(2)(a)] at the Art Gallery of New South Wales on Wednesday 24 April 2013 from 1:00-4:30 pm
- meet Professor [9(2)(a)] to ask him questions about Immunity from Seizure legislation on the morning of Thursday 25 April.

- 4 As Professor [9(2)(a)] is a practising lawyer and is therefore not available to be consulted without payment, we have agreed to pay him NZ\$1000 and to enter into a formal contract with him for the consultation on 25 April. The cost of attending the seminar on 24 April is \$A50.

- 5 In addition, I hope to arrange to meet Dr [9(2)(a)] (from the Faculty of Law, University of Technology Sydney. Dr [9(2)(a)] an expert on international and comparative law relating to cultural objects. I have emailed Dr [9(2)(a)] but have not yet heard back from her. I hope to meet her on the morning of Wednesday 24 April.

6 I believe the proposed travel to Sydney would provide me with an invaluable opportunity to gain a better understanding of Australia's new Immunity from Seizure law, and to put detailed questions to someone who has not only helped to shape that law but also has a deep knowledge of Immunity from Seizure and related issues internationally. If I can arrange to meet Dr [9(2)(a)] I will also be able to explore wider legal issues concerning cultural objects.

Details of proposed travel

7 It would be possible to travel to Sydney and back in two days, leaving early on the morning of 24 April and getting back to Wellington late at night on 25 April. However, I propose to travel as follows:

- departing on the afternoon of Tuesday 23 April
- returning on the morning of Friday 26 April.

8 Because I propose to stay in Sydney longer than strictly necessary, I would cover my own accommodation for the nights of 23 and 25 April. I would only claim for one set of meals, ie dinner on 24 April and breakfast and lunch on 25 April.

9 I also note that Wednesday 24 April is my fortnightly day off and Thursday 25 April is the Anzac Day holiday. I am happy to work on these two non-work days in return for flexibility about my travel arrangements. I am also happy to take Friday 26 April, when I would be returning from Sydney, as annual leave.


10 The estimated cost of my travel is \$530 for airfares and \$150 for one night's accommodation, plus any costs for taxis or other transport and three meals. The cost of travel will be paid for from the Heritage Policy budget.

11 My Manager, Ralph Johnson, has agreed to the above arrangements, subject to your approval.

12 If you have any questions about the purpose or details of the proposed travel, please let me know.

I seek approval for travel to Sydney, details and estimated costs of which are set out in paragraphs 7-10 above.

Approved / not approved



Maree Brown

Acting Manager, Cultural Policy Branch

12 April 2013

Memo

Subject	Approval for travel to Japan: April 2013
Date	14 March 2013
To	Lewis Holden
Copy to	Sarah Hardy, John Rapley, Katherine Baxter, Ralph Johnson, [9(2)(a)]
From	[9(2)(a)]

Travel for UNITAR course: The Management and Conservation of World Heritage sites – 2013 workshop – World Heritage serial nominations and the vital role of comparative analysis

[9(2)(a)] will be in Japan between April 17 or 18 and 27 (exact dates to be confirmed). He will first travel to Tokyo (leave days) then on to Hiroshima by plane on Sunday 21 April for the course beginning on Monday 22 April. The course runs until Friday 26 April and [9(2)(a)] will return to New Zealand, leaving Saturday 27 April (no reasonably priced flights have been quoted leaving on the evening of Friday).

The course is directly relevant to [9(2)(a)] work on the Auckland Volcanic Field World Heritage nomination project and a separate professional development approval form has been prepared.

Total estimated costs for this trip:

1 x economy airfare, Auckland-Hiroshima-Auckland	Approx \$2,600 NZD (from Heritage Policy Budget)
1 x course costs	\$700 USD, covering accommodation for duration of course, tuition, materials, study tours, breakfast and lunch costs (not dinner). Est. \$860 NZD.
2 x hotel nights in Hiroshima	Approx \$300 NZD
Daily expenses (Dinners for 6 nights, plus some lunches)	\$50 per day, 6 days, approx \$300 NZD
Incidental transport (eg. taxis, tokyo airport transfers)	Approximately \$300
Total estimated cost	\$4360

It is recommended that you:

Approve payment from the Heritage Policy Team budget and Human Resources budget a total of approximately NZ \$4360 as appropriate.

Agree / Disagree


Lewis Holden
Chief Executive
15 March 2013

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Memo

Subject	[9(2)(a)] s proposed travel to Taiwan and China
Date	6 July 2012
To	Lewis Holden
Copies to	Katherine Baxter
From	[9(2)(a)]-
Attachments	

Approval requested for overseas travel

I would like to request approval for [9(2)(a)] to travel to Taiwan to attend negotiations on an Economic Co-operation Agreement (ECA), in order to progress negotiations for a film co-production agreement as a chapter within the ECA. The negotiations themselves will be held from Monday 30 July to Thursday 2 August.

All of the costs of the travel, including flights and accommodation¹, will be met by MFAT, with the funding allocated to Vote Arts, Culture and Heritage. However, it may be the case that the Ministry needs to meet the upfront costs of the travel, and then be reimbursed by MFAT afterward (MFAT has indicated the Ministry will be allocated the funding first, but this still remains a possibility). NZFC Deputy Chief Executive [9(2)(a)] is also going to be attending the negotiations in Taiwan. As the NZFC's funding comes via Vote ACH, we may need to make the same arrangements of the Ministry meeting the upfront costs of [9(2)(a)] travel, and then getting reimbursed by MFAT.

Beijing component

In addition, there is a possibility that both [9(2)(a)] and [9(2)(a)] will visit Beijing either immediately before, or immediately after, the negotiations in Taiwan. This visit would be to progress the negotiations toward a television co-production agreement with China, which have recently slowed due to different views between New Zealand and China on the scope of the agreement. As New Zealand hopes for the television co-production agreement negotiations to be concluded this year, prior to the Prime Minister's planned visit in December, MFAT's post in Beijing has requested a delegation from Wellington travel there to meet with Chinese officials. However, MFAT is still waiting for confirmation from the relevant Chinese agency, the State Administration for Radio and Television (SARFT), of the dates of the visit. (The dates proposed by New Zealand are either 25-27 July, or 7-9 August.)

¹ The funding allocated for the trip is sufficient to cover the cost of return business class flights, booked two weeks before travel, and the costs of all accommodation and associated expenses.

Should the Beijing component of the trip proceed, all of the costs of the travel for both 9(2)(a) and 19(2)(a) would also be covered by MFAT (out of a separate fund to the ECA negotiations fund). As outlined above for the Taiwan trip, the Ministry may need to meet the initial costs of the travel, for 9(2)(a) and 9(2)(a), to then get reimbursed by MFAT afterward.

Need for both NZFC and MCH to participate

It is important that both 9(2)(a) and 9(2)(a) attend the negotiations in Taiwan, and also visit to Beijing if agreed by SARFT. The NZFC is what is known as the 'competent authority' for New Zealand's film co-production agreements, which means it is responsible for approving and administering all of New Zealand's official co-productions. 9(2)(a)'s extensive knowledge of negotiating, and then administering, co-production agreements is invaluable for the negotiations with both Taiwan and China.

The Ministry is the lead policy agency for co-production agreements, and 9(2)(a) has recently carried out a review of New Zealand's co-production agreements as part of the wider screen sector review. That review demonstrated a need for New Zealand to take a more strategic approach to negotiating co-productions, as well as a need to engage earlier with industry on the co-production agreements New Zealand is negotiating. For these reasons it is important that the Ministry continues to take a lead role in both the negotiation of co-production agreements and engagement with industry about future agreements.

I consider this particular trip provides the Ministry with the opportunity to be involved directly with negotiations toward a film co-production agreement with Taiwan, and a television co-production agreement with China, both of which would be world firsts. The travel would also provide a professional development opportunity for 9(2)(a) to participate in co-production negotiations at an international level.

Recommendation

- 1) I recommend you approve overseas travel for 9(2)(a) to Taiwan, and possibly China, for a period to be determined, but including attendance in negotiations in Taiwan from 30 July-2 August, with all costs to be met by MFAT.
- 2) I recommend you approve, if required, for the Ministry to meet the upfront costs of 9(2)(a) and 9(2)(a)'s travel, subject to MFAT reimbursing those costs following payment.

Approved / Not Approved



Lewis Holden
Chief Executive

**TNF INTERDEPARTMENTAL TRAVEL POOL
BID TEMPLATE FORM**

From:	MFAT Trade Negotiations Division
For:	Chinese Taipei ECA - Second round of negotiations

Funding sought:

GST exclusive (see details below)	\$NZ 139958
TOTAL TO BE TRANSFERRED TO DEPARTMENTAL VOTE	MFAT - \$59982 MPI - \$19994 MED - \$19994 Customs - \$9997 MoT - \$9997 MCH - \$9997 NZ Film Commission - \$9997

Travel Details

Destination:	Taipei, Taiwan.	
Purpose of Travel including expected outcome:	To participate in the second round of economic cooperation agreement (ECA) negotiations with Chinese Taipei. At the first round of negotiations in May, good progress was made on chapter texts. At this second round we expect to exchange market access offers.	
Support from bodies overseas or in NZ that will benefit?	Wide support from business for the conclusion of an ECA with Chinese Taipei.	
Total number that may be travelling		14
Delegation: Note the total possible number (including, if known, names of officers) from each Govt Dept or Agency	Number of persons from each dept	Following the completion of the first round of negotiations we now have a clearer idea of the officials that may be needed from agencies, including: MFAT x 6 (lead, coordinator, lawyer, goods, services, investment) MPI x 2 (SPS, goods) MED x 2 (ROO, GP) Customs x 1 (Customs/ROO) MoT x 1 (Air Services) MCH x1 (Film and TV co-pro) NZ Film Commission x1 (Film and TV co-pro)
If non-officials, reasons for their inclusion:	The Lead Negotiator is contracted from outside MFAT since we do not formally have diplomatic relations with Chinese Taipei. The NZ Film Commission has negotiated our previous Film and TV co-pros with other markets.	
Travel Dates:	Travel days + 4 working days (30 July – 3 August 2012)	

Cost Estimates (NZ\$)

A Airfare(s): (to comply with individual departmental guidelines)	Airfare for each person travelling (incl. taxes)	\$7,951 (airfares) \$51 (taxes)
B Accommodation:	\$273 per person per night for 5 nights	\$1365
C Per Diems:	\$86 per person per day for 5 days	\$430

D Miscellaneous (taxis; vehicle hire; phone calls)	Per person for 5 days	\$200
Total Estimate (NZ\$) GST Exclusive		\$9997 per person

Submitted by:	[9(2)(a)]
Designation:	Policy Officer, TND
Date:	21 June 2012

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

9(2)(a)

From: 9(2)(a)
Sent: Friday, 13 July 2012 1:04 p.m.
To: 9(2)(a)
Cc: 9(2)(a)
Subject: Work trip to Taiwan
Importance: High
Follow Up Flag: Follow up
Flag Status: Red
Attachments: Travel approval.pdf; Itinerary-1917907.pdf; Itinerary-1917921.pdf

Hi 9(2)(a)

following on from our phone call this morning, attached is the travel approval signed by Lewis for 9(2)(a) and 9(2)(a) work trip to Taiwan.

As you were away I helped organise their tickets. Their final itinerary and e-tickets are attached for your info.

Basically MFAT is funding both their trips but we have to front up with the money for the flights (Media policy team budget - Roger is aware) and then MFAT will reimburse us at a later date. 9(2)(a) can fill you in with those finer details.

9(2)(a) I'm now handing over the organising of your travel to 9(2)(a) and could you please touch base with her soon to have a chat about other things like travel insurance and foreign currency etc so that 9(2)(a) has time to organise things.

Many thanks

9(2)(a) | Executive Assistant to the Chief Executive
Manatū Taonga - Ministry for Culture and Heritage
ASB House, 101 The Terrace (Levels 13-16) - Reception on level 4
P O Box 5364, Wellington, New Zealand
Ph: 9(2)(a) Fax: 9(2)(a) Mobile: 9(2)(a)

Booking #: 9(2)(a)
Cost Centre: 10-150-XXXX-0000
Date: 12-Jul-2012
Consultant: 9(2)(a)
Phone: 9(2)(a)
Email: 9(2)(a)
Ordered By: 9(2)(a)
GDS Reference: 9(2)(a)



Passenger

I am pleased to advise your travel arrangements as detailed below. While the utmost care has been taken to ensure the travel meets your requirements, we recommend you check carefully the bookings and cost centre codes. Of particular importance is the correct spelling of names AS PER THE PASSPORT. Please advise us immediately if any changes need to be made.

Please ensure you have a valid Passport/Visa, Airport tax and insurance cover.

TRAVELLERS USA will be required to obtain an electronic travel authorization (ETA) prior to travelling to the USA under the Visa Waiver Program (VWP). Travellers will need to log onto the ESTA Web site at <https://esta.cbp.dhs.gov> and complete an on-line application in English. The US Department of Homeland Security (DHS) recommends that applications be submitted no less than 72 hours prior to travel. This ETA is valid for 2 years.

If you are an Airpoints/Frequent Flyer member, please retain your boarding passes until your statement arrives to confirm your points accrued.

A service fee applies.

Emergency and Afterhours Assistance

When your travel plans are disrupted and you require assistance, please contact your dedicated consultant 9(2)(a) on 9(2)(a). For assistance outside normal business hours (8.30am - 5.30pm Monday to Friday) contact the After Hours Emergency Service on the same number, selecting option 1.

PROCEDURE FOR COLLECTION OF ELECTRONIC TICKETS:

Reservations have been finalised using electronic ticketing and no physical ticket will be issued. Please proceed directly to the respective international terminal check-in desk 2 hours prior to departure for collection of your boarding pass.

You will need to state that you are travelling on an Electronic Ticket, give your name, flight number, passport, and also our Travel Agency details may be required.

ETICKET NUMBER:

TKT: 9(2)(a) NAME: 9(2)(a)

ISSUED: 12JUL12 FOP:INVAGT
PSEUDO: 5W63 PLATING CARRIER: SQ ISO: NZ IATA: 24302331
USE CR FLT CLS DATE BRDOFF TIME ST F/B FARE CPN
ARPT NZ 480 T 28JUL WLGAKL 2000 OK JAG 1
OPEN SQ 282 J 28JUL AKLSIN 2350 OK JAG 2
OPEN SQ 878 J 29JUL SINTPE 1155 OK JAG 3
OPEN SQ 877 J 04AUG TPESIN 1415 OK JAG 4
---383---
OPEN SQ 297 J 04AUG SINCHC 1945 OK JAG 1
ARPT NZ 5096 Q 05AUG CHCWLG 1055 OK JAG 2

WELLINGTON/TAIPEI/WELLINGTON BUSINESS CLASS
AIRFARE: 4613.00 + 144.13 TAX
TOTAL: 4757.13

TICKET ISSUE DATE: 12-07-12

Your Itinerary

Sat 28 Jul 2012 at 2000

Departing:
Arriving:
Class of Service:
Flight Status:
Airline Reference:
Ticket Number

AIR NEW ZEALAND (NZ480)
WELLINGTON NZ. at 2000
AUCKLAND (Terminal D) at 2100
T - Economy Class [T-JAG] *
CONFIRMED [HK]
QP31ZH
9(2)(a)

Aircraft:
Seat Requested 9(2)(a)

BOEING 737
14A

Number of Seats:
Number of Stops:
Flight Time:

1
0
1 hrs 1 mins

Sat 28 Jul 2012 at 2350

Departing:
Arriving:
Class of Service:
Flight Status:
Airline Reference:
Ticket Number (MS):

SINGAPORE AIRLINES (SQ282)
AUCKLAND (Terminal I) at 2350
SINGAPORE, Sun 29 Jul 2012 at 06:40
J - Business Class [J-JAG] *
CONFIRMED [HK]
7M8MFY
9(2)(a)

Aircraft:
Seat Requested 9(2)(a)
MS):

BOEING 777
15K

Number of Seats:
Number of Stops:
Flight Time:

1
0
10 hrs 50 mins

Sun 29 Jul 2012 at 1155

Departing:
Arriving:
Class of Service:
Flight Status:
Airline Reference:
Ticket Number (MS):

SINGAPORE AIRLINES (SQ878)
SINGAPORE (Terminal 3) at 1155
TAIPEI (Terminal 2) at 1640
J - Business Class [J-JAG] *
CONFIRMED [HK]
7M8MFY
9(2)(a)

Aircraft:
Seat Requested 9(2)(a)
MS):

AIRBUS IND
15A

Number of Seats:
Number of Stops:
Flight Time:

1
0
4 hrs 45 mins

Sat 04 Aug 2012 at 1415

Departing:
Arriving:
Class of Service:
Flight Status:
Airline Reference:
Ticket Number (MS):

SINGAPORE AIRLINES (SQ877)
TAIPEI (Terminal 2) at 1415
SINGAPORE at 1840
J - Business Class [J-JAG] *
CONFIRMED [HK]
7M8MFY
A 9(2)(a)

Aircraft:
Seat Requested 9(2)(a)
MS):

AIRBUS IND
14K

Number of Seats:
Number of Stops:
Flight Time:

1
0
4 hrs 25 mins

Sat 04 Aug 2012 at 1945

Departing: SINGAPORE AIRLINES (SQ297)
Arriving: SINGAPORE (Terminal 3) at 1945
Class of Service: CHRISTCHURCH, Sun 05 Aug 2012 at 09:25
Flight Status: J - Business Class [J-JAG] *
Airline Reference: CONFIRMED [HK]
Ticket Number: 9(2)(a)

Aircraft: BOEING 777
Seat Requested: 9(2)(a)

Number of Seats: 1
Number of Stops: 0
Flight Time: 9 hrs 40 mins

Sun 05 Aug 2012 at 1055

Departing: AIR NEW ZEALAND (NZ5096)
Arriving: CHRISTCHURCH at 1055
Class of Service: WELLINGTON NZ. at 1150
Flight Status: Q - Economy Class [Q-JAG] *
Airline Reference: CONFIRMED [HK]
Ticket Number: QP3IZH
 9(2)(a)

Aircraft: ATR TURBOP
Seat Requested: 9(2)(a)

Number of Seats: 1
Number of Stops: 0
Flight Time: 55 mins

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

Booking References

Reason for Travel

Attend Negotiation meetings for Film and Television Co-produ

Important Please Read

HOME CONTACT - In the event of flight rescheduling or flight cancellation it is important that we have your correct home and mobile telephone contact details on file so that you can be contacted. If you have not already done so, please advise these details to your consultant immediately. In some instances, a contact number at your destination may be useful.

CHECKIN - Please ensure you are at the airport for checkin a minimum of 40 minutes domestically and 2 hours for all other departures. Some airlines have specific checkin requirements which must be adhered to - please check airline website for additional information. Photo ID may be required to board your aircraft.

BAGGAGE ALLOWANCE- Baggage allowances vary from Airline to Airline. Please check the conditions of your airfare and the associated airlines websites to ensure you are aware of the baggage conditions.

TRAVELLERS USA will be required to obtain an electronic travel authorization (ETA) prior to travelling to the USA under the Visa Waiver Program (VWP). Travellers will need to log onto the ESTA Web site at <https://asia.cbp.dhs.gov> and complete an on-line application in English. The US Department of Homeland Security (DHS) recommends that applications be submitted no less than 72 hours prior to travel. This ETA is valid for 2 years.

RECONFIRMATION - Contact all airlines to reconfirm your flights and advise your contact number. This must be done no later than 72 hours prior to departure.

TRAVEL ADVISORIES AND HEALTH RISKS: for information on the security and health risks associated with your chosen destination please consult the ministry of foreign affairs and trade website www.mfat.govt.nz/travel/index and the world health organisation www.who.int/en/ for current travel advisories and up-to-date advice on staying healthy while travelling.

IN-FLIGHT WELLBEING - To ensure your wellbeing in-flight we recommend that you do the following: Consult your doctor before you travel if you have any concerns about any medical condition which might affect you during a flight. Once on board the aircraft, follow the advice provided in the airline in-flight video and magazine about how to maximise your personal comfort and wellbeing through gentle, regular exercise and sensible eating and drinking.

AIR NEW ZEALAND & VIRGIN AUSTRALIA CODE SHARE FLIGHT INFORMATION - NZ7000 series flight numbers are operated by Virgin Australia - Check in is at the Virgin Australia Counter.

CHANGES TO AIRLINE TRAVEL - If you are travelling on a discounted air ticket, cancellation and/or amendment fees are levied by the airlines. These can be quite substantial depending on the time of your cancellation and/or amendment. Please check with the local office of the airline concerned or contact FCm Travel Solutions for overseas assistance.

CANCELLATION OF HOTELS - If your booking includes hotel reservations please note that this may have been guaranteed using the credit card specified in your traveller profile. To avoid charges being billed, please ensure that you advise us or the hotel of any change or cancellation in advance. If you are paying your accommodation direct to avoid a penalty charge please refer to your hotel confirmation itinerary for details of the hotel cancellation policy. After that time the hotel is entitled to charge one nights' accommodation. Unless otherwise specified, please pay upon check-out.

FCM Travel Solutions undertake to perform these services with reasonable care and skill. We will not be liable for any loss or damage which results from the act, default or omission of any person other than ourselves or our employees or any other cause independent of human control. As we are not able to exercise control over services we do not supply directly we will not be responsible for any loss or damage arising from any other suppliers non delivery/performance.

We will endeavour to provide the most suitable travel arrangements to meet the particular requirements you make known to us. However, travel is an individual experience and your preferences and opinions may vary from our own. For this reason, we cannot take responsibility for your individual satisfaction.

Thank you for booking with FCM Travel Solutions.

FCM TRAVEL SOLUTIONS AFTER HOURS ASSISTANCE:

For emergency assistance outside New Zealand office hours.

Tel - 0800-805-815 if calling outside Auckland.

Otherwise please call your local FCM office as listed below.

Auckland Office +64 9 301-9412

Wellington Office +64 4 499-2777

Christchurch Office +64 3 379-2484

PLEASE NOTE: Between 5.30pm - 8.00am NZT weekdays and on weekends, our After Hours service is for urgent bookings/amendments. It is operated by our own staff for personalised service. Voicemail is actioned in order of receipt.

Rules of Carriage

Multiple fare rules could exist for this selected fare. Please contact your Travel Manager for the complete rules and conditions of your airfare.

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Booking Terms and Conditions

Prices: All prices are subject to availability and can be withdrawn or varied without notice.

Travellers to USA - From 12 January 2009, all travellers will be required to obtain an electronic travel authorization (ETA) prior to travelling to the USA under the Visa Waiver Program (VWP). Travellers will need to log onto the ESTA Web site at <https://esta.cbp.dhs.gov> and complete an on-line application in English. The US Department of Homeland Security (DHS) recommends that applications be submitted no less than 72 hours prior to travel. This ETA is valid for 2 years.

Travel Documents: Travel documents include (without limitation) airline tickets, hotel vouchers, tour vouchers or any other document (whether in electronic form or otherwise) used to confirm an arrangement with a service provider. Travel documents may be subject to certain conditions and/or restrictions including (without limitation) being non-refundable, non-date-changeable and subject to cancellation and/or amendment fees. All travel documents are non-transferable. All airline tickets must be issued in the name of the passport/photo identity holder, some carriers will deny carriage if the name varies and the booking may be cancelled. It is your responsibility to collect all travel documents from us prior to travel. Please contact your consultant the day before collection to confirm that the travel documents are ready for collection.

Travel Insurance: We can provide information to you about travel insurance. For details of the services we provide, including a quote, please refer to our Financial Services Guide. Travel insurance is strongly recommended by the Department of Foreign Affairs and Trade for all overseas travel.

Passports & Visas: It is your responsibility to ensure that you have valid passports, visas and re-entry permits which meet the requirements of immigration and other government authorities. Any fines, penalties, payments or expenditures incurred as a result of such documents not meeting the requirements of those authorities will be your sole responsibility. All travelers must have a valid passport for international travel and many countries require at least 6 months validity from the date of entry. If you need information regarding visa and other travel document requirements for your trip please let us know. We can obtain such information from an external visa advisory service provider on your behalf. We do not warrant the accuracy of such information and accept no liability for any loss or damage which you may suffer in reliance on it. We can obtain visas for you if you wish and fees may apply for this service.

Health: It is your responsibility to ensure that you are aware of any health requirements for your travel destinations and to ensure that you carry all necessary vaccination documentation.

Taxes: Certain taxes are mandatory in various countries. There may also be an additional local tax charged at some airports. All taxes are subject to change without notice.

Cancellation Fees: We are unable to provide a refund to you until we receive the funds from the relevant supplier. Cancelled bookings will incur charges. These charges can be up to 100% of the cost of the booking, regardless of whether travel has commenced. Fees will also apply where a booking is changed or tickets are re-issued.

Agency: FCM Travel Solutions a division of Flight Centre NZ Limited acts as an agent for service travel providers. We have no responsibility for these services nor do we make or give any warranty or representation regarding their standard. Bookings are made on your behalf subject to the terms and conditions

imposed by these service providers. Your legal recourse is against the specific provider and not FCM Travel Solutions or Flight Centre NZ Limited. If for any reason, any travel service provider is unable to provide the services for which you have contracted your remedy lies against the provider and not with FCM Travel Solutions or Flight Centre NZ Limited.

Liability: We do not accept any liability of whatever nature, whether in contract, tort or otherwise, for the acts, omissions or default, whether negligent or otherwise, of third party providers over whom we have no direct control. Under circumstances where liability cannot be excluded, such liability is limited to the value of the purchased travel arrangements. We do not accept any liability in contract, tort or otherwise for any injury, damage, loss (including consequential loss), delay, additional expense or inconvenience caused directly or indirectly by force majeure or any other event which is beyond our control which is not preventable by reasonable diligence on our part.

Credit Card Transactions: Credit card surcharges may apply when paying by credit card. If for any reason any travel service provider is unable to provide the services for which you have contracted, your remedy lies against that provider, and not against FCM Travel Solutions or Flight Centre NZ Limited. In the event that payment has been made to FCM Travel Solutions by credit card, you agree that you will not seek to charge back your payment to FCM Travel Solutions or Flight Centre NZ Limited.

Privacy Policy: To process this booking we will have to collect personal information from you. FCM Travel Solutions is committed to protecting the privacy and confidentiality of personal information. For more information on why we need to collect your personal information, what we will use it for, and who we will give it to, please refer to our Privacy Policy at <http://www.nz.fcm.travel>.

Travel Money: Organise your Travalex Holiday Money through us. Travalex provide the largest range of currencies and denominations in Travellers Cheques and Foreign Cash as well as the new pre-paid PIN protected card - Cash Passport.

Travel Advice: For travel advice please contact the Department of Foreign Affairs and Trade or visit their website at <http://www.mfat.govt.nz/>

In making this booking you acknowledge and warrant that you are 18 years of age or older and that you understand and agree with the above terms and conditions.

Booking #:
Cost Centre: 10-150-XXXX-0000
Date: 12-Jul-2012
Consultant:
Phone:
Email:
Ordered By:
GDS Reference:



Passenger

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PROCEDURE FOR COLLECTION OF ELECTRONIC TICKETS:

Reservations have been finalised using electronic ticketing and no physical ticket will be issued. Please proceed directly to the respective International terminal check-in desk 2 hours prior to departure for collection of your boarding pass.

You will need to state that you are travelling on an Electronic Ticket, give your name, flight number, passport, and also our Travel Agency details may be required.

ETICKET NUMBER:

TKT: NAME:

ISSUED: 12JUL12 FOP:INVAGT
 PSEUDO: 5W63 PLATING CARRIER: SQ ISO: NZ IATA: 24302331

USE	CR	FLT	CLS	DATE	BRDOFF	TIME	ST	F/B	FARE	CPN
ARPT	NZ	480	T	28JUL	WLGAKL	2000	OK	JAG	1	
OPEN	SQ	282	J	28JUL	AKLSIN	2350	OK	JAG	2	
OPEN	SQ	878	J	29JUL	SINTPE	1155	OK	JAG	3	
OPEN	SQ	877	J	04AUG	TPESIN	1415	OK	JAG	4	
---380---										
OPEN	SQ	297	J	04AUG	SINCHC	1945	OK	JAG	1	
ARPT	NZ	5096	Q	05AUG	CHCWLG	1055	OK	JAG	2	

WELLINGTON/TAIPEI/WELLINGTON BUSINESS CLASS

AIRFARE: 4613.00 + 144.13 TAX

TOTAL: 4757.13

TICKET ISSUE DATE: 12-07-12

Your Itinerary

Sat 28 Jul 2012 at 2000

Departing: AIR NEW ZEALAND (NZ480)
 Arriving: WELLINGTON NZ. at 2000
 Class of Service: AUCKLAND (Terminal D) at 2100
 Flight Status: T - Economy Class [T-JAG] *
 Airline Reference: CONFIRMED [HK]
 Ticket Number: 9(2)(a)
 a(2)(a)

BOEING 737
 9(2)(a)

Number of Seats: 1
 Number of Stops: 0
 Flight Time: 1 hrs 1 mins

Sat 28 Jul 2012 at 2350

Departing: SINGAPORE AIRLINES (SQ282)
 Arriving: AUCKLAND (Terminal I) at 2350
 Class of Service: SINGAPORE, Sun 29 Jul 2012 at 06:40
 Flight Status: J - Business Class [J-JAG] *
 Airline Reference: CONFIRMED [HK]
 Ticket Number: 7M8P37
 9(2)(a)

BOEING 777
 9(2)(a)

Number of Seats: 1
 Number of Stops: 0
 Flight Time: 10 hrs 50 mins

Sun 29 Jul 2012 at 1155

Departing: SINGAPORE AIRLINES (SQ878)
 Arriving: SINGAPORE (Terminal 3) at 1155
 Class of Service: TAIPEI (Terminal 2) at 1640
 Flight Status: J - Business Class [J-JAG] *
 Airline Reference: CONFIRMED [HK]
 Ticket Number: 7M8P37
 9(2)(a)

AIRBUS IND
 9(2)(a)

Number of Seats: 1
 Number of Stops: 0
 Flight Time: 4 hrs 45 mins

Sat 04 Aug 2012 at 1415

Departing: SINGAPORE AIRLINES (SQ877)
 Arriving: TAIPEI (Terminal 2) at 1415
 Class of Service: SINGAPORE at 1840
 Flight Status: J - Business Class [J-JAG] *
 Airline Reference: CONFIRMED [HK]
 Ticket Number: 7M8P37
 9(2)(a)

AIRBUS IND
 9(2)(a)

Number of Seats: 1
 Number of Stops: 0
 Flight Time: 4 hrs 25 mins

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Sat 04 Aug 2012 at 1945

SINGAPORE AIRLINES (SQ297)
 Departing: SINGAPORE (Terminal 3) at 1945
 Arriving: CHRISTCHURCH; Sun 05 Aug 2012 at 09:25
 Class of Service: J - Business Class [J-JAG] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 9(2)(a)
 Ticket Number: 9(2)(a)
 Aircraft: BOEING 777
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 9 hrs 40 mins

Sun 05 Aug 2012 at 1055

AIR NEW ZEALAND (NZ5096)
 Departing: CHRISTCHURCH at 1055
 Arriving: WELLINGTON NZ. at 1150
 Class of Service: Q - Economy Class [Q-JAG] *
 Flight Status: CONFIRMED [HK]
 Airline Reference: 9(2)(a)
 Ticket Number: 9(2)(a)
 Aircraft: ATR TURBOP
 Number of Seats: 1
 Number of Stops: 0
 Flight Time: 55 mins

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

Booking References

Reason for Travel	Attend Negotiation meetings for Film and Television Co-produ
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Important Please Read

HOME CONTACT - In the event of flight rescheduling or flight cancellation it is important that we have your correct home and mobile telephone contact details on file so that you can be contacted. If you have not already done so, please advise these details to your consultant immediately. In some instances, a contact number at your destination may be useful.

CHECKIN - Please ensure you are at the airport for checkin a minimum of 40 minutes domestically and 2 hours for all other departures. Some airlines have specific checkin requirements which must be adhered to - please check airline website for additional information. Photo ID may be required to board your aircraft.

BAGGAGE ALLOWANCE- Baggage allowances vary from Airline to Airline. Please check the conditions of your airfare and the associated airlines websites to ensure you are aware of the baggage conditions.

TRAVELLERS USA will be required to obtain an electronic travel authorization (ETA) prior to travelling to the USA under the Visa Waiver Program (VWP). Travellers will need to log onto the ESTA Web site at <https://esta.cbp.dhs.gov> and complete an on-line application in English. The US Department of Homeland Security (DHS) recommends that applications be submitted no less than 72 hours prior to travel. This ETA is valid for 2 years.

RECONFIRMATION - Contact all airlines to reconfirm your flights and advise your contact number. This must be done no later than 72 hours prior to departure.

TRAVEL ADVISORIES AND HEALTH RISKS: for information on the security and health risks associated with your chosen destination please consult the ministry of foreign affairs and trade website www.mfat.govt.nz/travel/index and the world health organisation www.who.int/en/ for current travel advisories and up-to-date advice on staying healthy while travelling.

IN-FLIGHT WELLBEING - To ensure your wellbeing in-flight we recommend that you do the following: Consult your doctor before you travel if you have any concerns about any medical condition which might affect you during a flight. Once on board the aircraft, follow the advice provided in the airline in-flight video and magazine about how to maximise your personal comfort and wellbeing through gentle, regular exercise and sensible eating and drinking.

AIR NEW ZEALAND & VIRGIN AUSTRALIA CODE SHARE FLIGHT INFORMATION - NZ7000 series flight numbers are operated by Virgin Australia - Check in is at the Virgin Australia Counter.

CHANGES TO AIRLINE TRAVEL - If you are travelling on a discounted air ticket, cancellation and/or amendment fees are levied by the airlines. These can be quite substantial depending on the time of your cancellation and/or amendment. Please check with the local office of the airline concerned or contact FCM Travel Solutions for overseas assistance.

CANCELLATION OF HOTELS - If your booking includes hotel reservations please note that this may have been guaranteed using the credit card specified in your traveller profile. To avoid charges being billed, please ensure that you advise us or the hotel of any change or cancellation in advance. If you are paying your accommodation direct to avoid a penalty charge please refer to your hotel confirmation itinerary for details of the hotel cancellation policy. After that time the hotel is entitled to charge one nights' accommodation. Unless otherwise specified, please pay upon check-out.

FCM Travel Solutions undertake to perform these services with reasonable care and skill. We will not be liable for any loss or damage which results from the act, default or omission of any person other than ourselves or our employees or any other cause independent of human control. As we are not able to exercise control over services we do not supply directly we will not be responsible for any loss or damage arising from any other suppliers non delivery/performance.

We will endeavour to provide the most suitable travel arrangements to meet the particular requirements you make known to us. However, travel is an individual experience and your preferences and opinions may vary from our own. For this reason, we cannot take responsibility for your individual satisfaction.

Thank you for booking with FCM Travel Solutions.

FCM TRAVEL SOLUTIONS AFTER HOURS ASSISTANCE:

For emergency assistance outside New Zealand office hours.

Tel - 0800-805-815 if calling outside Auckland.

Otherwise please call your local FCM office as listed below.

Auckland Office +64 9 301-9412

Wellington Office +64 4 499-2777

Christchurch Office +64 3 379-2484

PLEASE NOTE: Between 5.30pm - 8.00am NZT weekdays and on weekends, our After Hours service is for urgent bookings/amendments. It is operated by our own staff for personalised service. Voicemail is actioned in order of receipt.

Rules of Carriage

Multiple fare rules could exist for this selected fare. Please contact your Travel Manager for the complete rules and conditions of your airfare.

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Booking Terms and Conditions

Prices: All prices are subject to availability and can be withdrawn or varied without notice.

Travellers to USA - From 12 January 2009, all travellers will be required to obtain an electronic travel authorization (ETA) prior to travelling to the USA under the Visa Waiver Program (VWP). Travellers will need to log onto the ESTA Web site at <https://esta.cbp.dhs.gov> and complete an on-line application in English. The US Department of Homeland Security (DHS) recommends that applications be submitted no less than 72 hours prior to travel. This ETA is valid for 2 years.

Travel Documents: Travel documents include (without limitation) airline tickets, hotel vouchers, tour vouchers or any other document (whether in electronic form or otherwise) used to confirm an arrangement with a service provider. Travel documents may be subject to certain conditions and/or restrictions including (without limitation) being non-refundable, non-date-changeable and subject to cancellation and/or amendment fees. All travel documents are non transferable. All airline tickets must be issued in the name of the passport/photo identity holder, some carriers will deny carriage if the name varies and the booking may be cancelled. It is your responsibility to collect all travel documents from us prior to travel. Please contact your consultant the day before collection to confirm that the travel documents are ready for collection.

Travel Insurance: We can provide information to you about travel insurance. For details of the services we provide, including a quote, please refer to our Financial Services Guide. Travel Insurance is strongly recommended by the Department of Foreign Affairs and Trade for all overseas travel.

Passports & Visas: It is your responsibility to ensure that you have valid passports, visas and re-entry permits which meet the requirements of immigration and other government authorities. Any fines, penalties, payments or expenditures incurred as a result of such documents not meeting the requirements of those authorities will be your sole responsibility. All travelers must have a valid passport for international travel and many countries require at least 6 months validity from the date of entry. If you need information regarding visa and other travel document requirements for your trip please let us know. We can obtain such information from an external visa advisory service provider on your behalf. We do not warrant the accuracy of such information and accept no liability for any loss or damage which you may suffer in reliance on it. We can obtain visas for you if you wish and fees may apply for this service.

Health: It is your responsibility to ensure that you are aware of any health requirements for your travel destinations and to ensure that you carry all necessary vaccination documentation.

Taxes: Certain taxes are mandatory in various countries. There may also be an additional local tax charged at some airports. All taxes are subject to change without notice.

Cancellation Fees: We are unable to provide a refund to you until we receive the funds from the relevant supplier. Cancelled bookings will incur charges. These charges can be up to 100% of the cost of the booking, regardless of whether travel has commenced. Fees will also apply where a booking is changed or tickets are re-issued.

Agency: FCM Travel Solutions a division of Flight Centre NZ Limited acts as an agent for service travel providers. We have no responsibility for these services nor do we make or give any warranty or representation regarding their standard. Bookings are made on your behalf subject to the terms and conditions

imposed by these service providers. Your legal recourse is against the specific provider and not FCM Travel Solutions or Flight Centre NZ Limited. If for any reason, any travel service provider is unable to provide the services for which you have contracted your remedy lies against the provider and not with FCM Travel Solutions or Flight Centre NZ Limited.

Liability: We do not accept any liability of whatever nature, whether in contract, tort or otherwise, for the acts, omissions or default, whether negligent or otherwise, of third party providers over whom we have no direct control. Under circumstances where liability cannot be excluded, such liability is limited to the value of the purchased travel arrangements. We do not accept any liability in contract, tort or otherwise for any injury, damage, loss (including consequential loss), delay, additional expense or inconvenience caused directly or indirectly by force majeure or any other event which is beyond our control which is not preventable by reasonable diligence on our part.

Credit Card Transactions: Credit card surcharges may apply when paying by credit card. If for any reason any travel service provider is unable to provide the services for which you have contracted, your remedy lies against that provider, and not against FCM Travel Solutions or Flight Centre NZ Limited. In the event that payment has been made to FCM Travel Solutions by credit card, you agree that you will not seek to charge back your payment to FCM Travel Solutions or Flight Centre NZ Limited.

Privacy Policy: To process this booking we will have to collect personal information from you. FCM Travel Solutions is committed to protecting the privacy and confidentiality of personal information. For more information on why we need to collect your personal information, what we will use it for, and who we will give it to, please refer to our Privacy Policy at <http://www.nz.fcm.travel>.

Travel Money: Organise your Traveler Holiday Money through us. Traveler provide the largest range of currencies and denominations in Travellers Cheques and Foreign Cash as well as the new pre-paid PIN protected card - Cash Passport.

Travel Advice: For travel advice please contact the Department of Foreign Affairs and Trade or visit their website at <http://www.mfa.govt.nz/>

In making this booking you acknowledge and warrant that you are 18 years of age or older and that you understand and agree with the above terms and conditions.