

**Domestic/Regional Travel – (February 2018)**

**Chief Executive of the Department of the Premier and Cabinet**

Date	Destination	Reasons for Travel	Travel Itinerary	Cost of Travel	Travel Receipts
4 – 5 February	Canberra	COAG SOM	Attached	\$1493.19	Attached
8 – 9 February	Canberra	COAG	Attached	\$1739.70	Attached

Approved for publication – *Jessica Winch, A/Director office of the CE*



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

*3/4/18*



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**COAG SOM and Dinner  
Sunday 4 and Monday 5 February 2018**

<b>Sunday 4 February 2018</b>		
4.30pm – 5.25pm	<b>Flight – Sydney to Canberra</b> – Flight number QF1483 <i>In flight 55 minutes</i>	
upon arrival at Canberra airport	<b>Transfer to Accommodation</b>	
	<b>Transfer to Dinner venues</b>	
7.00 – 9.00 pm	<b>COAG SOM Dinner</b> Waters Edge Restaurant Commonwealth Place 40 Parkes Place, Parkes T +61 (2) 6273 5066 F +61 (2) 6273 5177 Email: info@watersedgecanberra.com.au	
Following dinner	<b>Transfer to Accommodation</b>	
<b>Monday 5 February 2018</b>		
From 8.00 am	<b>Check out of Accommodation and transfer to meeting venue</b>	
8.45 for 9.00 – 12.00 noon	<b>COAG SOM</b> Level 4, 1 National Circuit Barton	
On completion of COAG SOM	<b>Transfer to Parliament House</b>	
1.00pm	<b>Meetings</b>	
	<b>Transfer to Canberra Airport</b>	
3.00pm – 4.05pm	<b>Flight – Canberra to Melbourne</b> – Flight number VA274 <i>In flight 1 hour 10 minutes</i>	
4.40pm – 5.30pm	<b>Flight – Melbourne to Adelaide</b> – Flight number VA233 <i>In flight 1 hour 20 minutes</i>	

\*\*\*DUPLICATE RECEIPT\*\*\*

# CABCHARGE TAX INVOICE

PREMIER CABS 131017  
TAXI T7320 NSW AU  
MERCHANT ID: 24144014  
TERMINAL ID: V26035  
CLIENT ID: 4268  
DRIVER ID: 7188869  
DRIVER ABN: 73849796797

PICK UP: POTTS POINT  
DEST: SYD DOM ARPT  
CARD: 308300 904  
CABCHARGE CHARGE (N)

TARIFF:  
01 SINGLE DAY

FARE \$33.10  
OTHER \$0.00

EXTRAS:  
Nsw Gov Levy \$1.10

TOTAL FARE AUD \$34.20  
INC. GST

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* DRIVER RECEIPT \*\*\*  
04/02/18 15:38 040452 I

# CABCHARGE TAX INVOICE

CABXPRESS 6181 2700  
TAXI TX456 NSW AU  
MERCHANT ID: 28465334  
TERMINAL ID: V13241  
CLIENT ID: 12385  
DRIVER ID: 5026571  
DRIVER ABN:

PICK UP: CAPITAL HILL  
DEST: PIALIGO  
CARD: 308300 904  
EXPIRES: 03/21 (C)  
CABCHARGE CHARGE A/C

FARE \$21.20  
OTHER \$0.00  
EXTRAS \$0.00

TOTAL FARE AUD \$21.20  
INC. GST

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* DRIVER RECEIPT \*\*\*  
05/02/18 14:01 024860

# CABCHARGE TAX INVOICE

AERIAL CG 132227  
TAXI TX454 ACT AU  
MERCHANT ID: 24573238  
TERMINAL ID: V27190  
CLIENT ID: 2160  
DRIVER ID: 5303539  
DRIVER ABN:

PICK UP: PIALIGO  
DEST: PARKES  
CARD: 308300 904  
EXPIRES: 03/21 (C)  
CABCHARGE CHARGE A/C

FARE \$24.70  
OTHER \$0.00

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

TOTAL FARE AUD \$28.90  
INC. GST

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* CUSTOMER RECEIPT \*\*\*  
04/02/18 17:30 114533 I

# CABCHARGE TAX INVOICE

SUBURBAN TAXI 131008  
TAXI 2360 SA AU  
MERCHANT ID: 21247943  
TERMINAL ID: V50390  
CLIENT ID: 2164  
DRIVER ID: 7821  
DRIVER ABN: 71840430046

PICK UP: ADELAIDE ARPT  
DEST: ADELAIDE  
CARD: 308300 904  
CABCHARGE CHARGE (I)

FARE \$30.70  
OTHER \$0.00  
EXTRAS \$0.00

TOTAL FARE AUD \$30.70  
INC. GST

APPROVED 08

5% SERVICE FEE ON A/C

For email receipts  
and trip maps  
visit [fastcard.com.au](http://fastcard.com.au)

\*\*\* CUSTOMER RECEIPT \*\*\*  
05/02/18 17:53 043750

# HYATT HOTEL CANBERRA™

A PARK HYATT HOTEL

## HYATT HOTEL CANBERRA

120 Commonwealth Avenue  
 Yarralumla ACT 2600  
 Australia  
 Phone: +61 2 6270 1234  
 Fax: +61 2 6273 0633  
 Email: canberra.park@hyatt.com

Ms Lynn-Marie NEWALL  
 level 12/200 victoria savare  
 adelaide  
 Australia

Room 0208  
 Persons 1  
 Arrival 04 FEB 18  
 Departure 05 FEB 18  
 Printed 05 FEB 18

TAX INVOICE 621684

Page 1 of 1

GUEST NAME Russell, Don

Caller / PO Ann Duff 08 84295013

DATE	DESCRIPTION	CHARGES/CREDITS
04 FEB 18	Accommodation	310.00
05 FEB 18	Promenade Breakfast Food	39.00
	Room# 0208 : CHECK# 1018956	
05 FEB 18	Credit Card Commission	5.06
	XXXXXXXXXXXX3333 XX/XX	
05 FEB 18	Visa	-354.06
	XXXXXXXXXXXX3333 XX/XX	

**World of Hyatt Summary**

No Membership to be credited.

Join World of Hyatt today and start earning points for stays, dining and more.  
 Visit worldofhyatt.com.

Total net of Tax	321.87	AUD
GST 10%	32.19	AUD
Total including Tax	354.06	AUD
<> Indicates non-taxable supply		
Balance Due	0.00	AUD

Summary invoice, please see front desk for eligibility details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Signature \_\_\_\_\_

**Credit Card Settlement Information:**

Merch ID		Card #	XXXXXXXXXXXX3333
Trans ID	20541308	Capture	Manual
App Code	138805	Foreign Amt	
Trans Amt	354.06	DCC xRate	



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: Dept of Premier and Cabinet  
 Executive  
 ATTN ACCOUNTS PAYABLE  
 GPO BOX 2343  
 ADELAIDE SA 5001

LOCATOR : OWXTOG  
 OUR REF : AEG0479253C  
 AGENT : SELF BOOKING SELF BOOKING

T A X I N V O I C E

INV NO: 98586-18  
 DATE: 29JAN18  
 PAGE: 1

FOR: DR DONALD ERIC RUSSELL  
 ORDER NUMBER: ANN DUFF  
 COST CENTRE: 00743

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
SYDNEY	CANBERRA	QANTAS AIR	1483 H	OK	04FEB	4:30P	5:25P	BREAK	30K
			DASH 8						
CANBERRA	MELBOURNE	QANTAS AIR	851 D	OK	05FEB	1:40P	2:50P	BREAK	30K
			73H						
MELBOURNE	ADELAIDE	QANTAS AIR	691 D	OK	05FEB	3:30P	4:20P	BREAK	30K
			73H						

----- C O S T -----

QANTAS AIRWAYTKT NO	QF 5334 950631	INCL	83.05	TAX	1125.94
		GST			112.59
DOM OBT FEE	TKT NO DOB 1				9.00
		GST			0.90
*** TOTAL EXCLUDING GST					1134.94
*** TOTAL GST					113.49
*** TOTAL CHARGES THIS INVOICE ***					1248.43
*** BALANCE DUE THIS INVOICE ****					1248.43

.....  
 .....

PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: Dept of Premier and Cabinet  
 Executive  
 ATTN ACCOUNTS PAYABLE  
 GPO BOX 2343  
 ADELAIDE SA 5001

LOCATOR : OWXTOG  
 OUR REF : AEG0479253C  
 AGENT : SELF BOOKING

A D J U S T M E N T N O T E

INV NO: 01373-18  
 DATE: 19FEB18  
 PAGE: 1

FOR: DR DONALD ERIC RUSSELL  
 ORDER NUMBER: ANN DUFF  
 COST CENTRE: 00743

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
CANBERRA	MELBOURNE	QANTAS AIR	851 D	OK	05FEB	1:40P	2:50P	BREAK	30K
			73H						
MELBOURNE	ADELAIDE	QANTAS AIR	691 D	OK	05FEB	3:30P	4:20P	BREAK	30K
			73H						

----- C O S T -----

QANTAS AIRWAYTKT NO	QF 5334 950631	INCL	-47.41	TAX	-790.00
				GST	-79.00
*** TOTAL EXCLUDING GST				-790.00	
*** TOTAL GST				-79.00	
*** TOTAL CHARGES THIS INVOICE ***					-869.00
*** CREDIT DUE THIS INVOICE ****					-869.00
(CREDIT BALANCE DO NOT PAY)					

PARTIAL REFUND OF TICKET 081 5334950631  
 ORIGINAL INVOICE NUMBER 98586 ISSUED 29 JANUARY 2018

PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: Dept of Premier and Cabinet  
 Executive  
 ATTN ACCOUNTS PAYABLE  
 GPO BOX 2343  
 ADELAIDE SA 5001

LOCATOR : OWXTOG  
 OUR REF : AEG0479253C  
 AGENT : SELF BOOKING SELF BOOKING

T A X I N V O I C E

INV NO: 99238-18  
 DATE: 02FEB18  
 PAGE: 1

FOR: DR DONALD ERIC RUSSELL  
 ORDER NUMBER: ANN DUFF  
 COST CENTRE: 00743

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
CANBERRA	MELBOURNE	VIRGIN AUS	274 D	OK	05FEB	3:00P	4:10P		2PC
			73H						
MELBOURNE	ADELAIDE	VIRGIN AUS	233 D	OK	05FEB	4:40P	5:30P		2PC
			73H						

----- C O S T -----

VIRGIN AUSTRATKT NO VA 5335 101901	INCL 48.14	TAX	586.09
		GST	58.61
*** TOTAL EXCLUDING GST		586.09	
*** TOTAL GST		58.61	
*** TOTAL CHARGES THIS INVOICE ***			644.70
*** BALANCE DUE THIS INVOICE ****			644.70

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 .....  
 PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030

**CAF / COAG Meetings  
Canberra  
8-9 February 2018**

8 February 2018		
From 2.00 pm	<b>Arrive Adelaide Airport – Check In</b>	Proceed to Chairman's Lounge
4.10 – 6.15 pm	<b>Flight –Adelaide to Canberra – VA580</b> <i>In flight 1 hour 35 minutes</i>	<i>Note: Flight and accommodation details for the SA Delegation is attached</i>
Upon arrival to Canberra	<b>Transfer to Hyatt Hotel, allow 15 minutes</b> Address: 120 Commonwealth Ave Yarralumla ACT 2600 Telephone: +61 2 6270 1234  <i>Proceed to the Comcar meeting point on the Ground Floor, between the Qantas and Virgin baggage carousels and adjacent to the lift in the middle of the terminal. Driver will be waiting near the exit door.</i>	
From 6.45 pm	<b>Transfer to COAG SOM Dinners, allow 10 minutes</b>	
7.00 – 9.00 pm	<b>SOM Dinner</b> Address: Wild Duck Shop 77-78/71 Giles Street Kingston Foreshore ACT	
On conclusion of dinners	<b>Transfer to Hyatt Hotel, allow 10 minutes</b>	



9 February 2018		
7.30 am	<b>Check out of Hotel</b>	
7.45 – 8.15 am	<b>Council for the Australian Federation (CAF) Meeting</b> Address: Canberra Room 120 Commonwealth Ave Yarralumla ACT 2600	
8.15 am	<b>Transfer to Parliament House</b>  <i>Hyatt Hotel (Banquet Entrance) to Parliament House (Ministerial Entrance). Transport runs like a shuttle until everyone has been take to Parliament House. Premier will be issued white COAG pass All other officials will be issued with blue card pass</i>	<b>Note: Delegation will be escorted by Ceremonial Officers to Committee Room 1R6</b>
10.00 am	<b>COAG meeting Commences</b>  <i>NOTE: First ministers plus heads of agencies at the table plus two behind. Electronic devices (ie. mobile phones, ipads, tablets, smart watches and Fitbits) are not permitted and need to be placed in baskets outside the Cabinet Room</i>	
11.35 – 11.50 pm	<b>Morning Tea</b> Served in the Cabinet Ante Room, Parliament House	
11.50 am – 1.30 pm	<b>COAG meeting continues</b>	
1.20 – 1.30 pm	<b>COAG concludes</b>	
1.30 pm	<b>COAG Officials Luncheon</b> <i>Mural Hall 2<sup>nd</sup> Floor, Parliament House</i>	
2.15 – 2.30 pm	<b>Return to delegation to prepare for Media Conference</b> Committee Room 1R6 <i>Delegation will be escorted by Ceremonial Officers</i>	
2.30 – 3.00 pm	<b>Media Conference</b> Committee Room 2R1 <i>Delegation will be escorted by Ceremonial Officers</i>	
From 2.30 pm	<b>Transport available from Parliament House to Airport</b>	
3.00 pm	<b>Transfer to Airport</b>	<i>Proceed to Chairman's Lounge</i>
5.15 – 6.10 pm	<b>Flight – Canberra to Sydney</b> QF1520 <i>In flight 55 minutes</i>	Don Russell

# CABCHARGE TAX INVOICE

INDEPENDENT 132211  
TAXI 2073 SA AU  
MERCHANT ID: 58050727  
TERMINAL ID: V51679  
CLIENT ID: 5000  
DRIVER ID: 9504  
DRIVER ABN: 61498730718

PICK UP: ADELAIDE  
DEST: ADELAIDE ARPRT  
CARD: 308300 904  
CABCHARGE CHARGE (C)

TARIFF:  
TRF 1 SINGLE

FARE \$19.90  
OTHER \$0.00  
EXTRAS \$0.00

TOTAL FARE \$19.90  
INC. GST

SA GOV LEVY \$1.00

TOTAL AUD \$20.90

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* DRIVER RECEIPT \*\*\*  
08/02/18 15:11 039473 I

# CABCHARGE TAX INVOICE

AERIAL CG 132227  
TAXI TX301 ACT AU  
MERCHANT ID: 24573238  
TERMINAL ID: V27398  
CLIENT ID: 2160  
DRIVER ID: 5214359  
DRIVER ABN:

PICK UP: PIALLIGO  
DEST: PARKES  
CARD: 308300 904  
EXPIRES: 03/21 (C)  
CABCHARGE CHARGE A/C

FARE \$21.50  
OTHER \$0.00

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

TOTAL FARE AUD \$25.70  
INC. GST

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* CUSTOMER RECEIPT \*\*\*  
08/02/18 18:27 037593 I

# CABCHARGE TAX INVOICE

SUBURBAN TAXI 131008  
TAXI 2271 SA AU  
MERCHANT ID: 21247943  
TERMINAL ID: V50136  
CLIENT ID: 2164  
DRIVER ID: 6451  
DRIVER ABN: 16835648013

PICK UP: ADELAIDE ARPRT  
DEST: ADELAIDE  
CARD: 308300 904  
CABCHARGE CHARGE (C)

TARIFF:  
TRF 2 SINGLE

FARE \$21.60  
OTHER \$0.00

EXTRAS:  
Airport \$3.00

TOTAL FARE \$24.60  
INC. GST

SA GOV LEVY \$1.00

TOTAL AUD \$25.60

APPROVED 00

5% SERVICE FEE ON A/C

\*\*\* DRIVER RECEIPT \*\*\*  
11/02/18 14:32 047357 I

# HYATT HOTEL CANBERRA™

A PARK HYATT HOTEL

## HYATT HOTEL CANBERRA

120 Commonwealth Avenue  
Yarralumla ACT 2600  
Australia  
Phone: +61 2 6270 1234  
Fax: +61 2 6273 0633  
Email: canberra.park@hyatt.com

Ms Lynn-Marie NEWALL  
level 12/200 victoria savare  
adelaide  
Australia

Room 0002  
Persons 1  
Arrival 08 FEB 18  
Departure 09 FEB 18  
Printed 09 FEB 18

TAX INVOICE 622223

Page 1 of 1

GUEST NAME Russell, Don

Caller / PO Lyn- 84295037

DATE	DESCRIPTION		CHARGES/CREDITS
08 FEB 18	Accommodation		310.00
09 FEB 18	Credit Card Commission XXXXXXXXXXXX3333	XX/XX	4.50
FEB 18	Visa XXXXXXXXXXXX3333	XX/XX	-314.50
09 FEB 18	Promenade Breakfast Food	Room# 0002 : CHECK# 1019343	39.00
09 FEB 18	Visa XXXXXXXXXXXX3333	XX/XX	-39.00

**World of Hyatt Summary**

Total net of Tax	321.36	AUD
GST 10%	32.14	AUD
Total including Tax	353.50	AUD
<> Indicates non-taxable supply		
Balance Due	0.00	AUD

No Membership to be credited.

Join World of Hyatt today and start earning points for stays, dining and more.  
Visit [worldofhyatt.com](http://worldofhyatt.com).

Summary invoice, please see front desk for eligibility details.

I agree that I am personally liable for the payment of the above statement if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person, company or association.

Signature \_\_\_\_\_

**Credit Card Settlement Information:**

Merch ID		Card #	XXXXXXXXXXXX3333
Trans ID	20303810	Capture	Manual
App Code	318094	Foreign Amt	
Trans Amt	39.00	DCC xRate	

**Credit Card Settlement Information:**

Merch ID		Card #	XXXXXXXXXXXX3333
Trans ID	20303810	Capture	Manual
App Code	472819	Foreign Amt	
Trans Amt	314.50	DCC xRate	



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: Dept of Premier and Cabinet  
 Executive  
 ATTN ACCOUNTS PAYABLE  
 GPO BOX 2343  
 ADELAIDE SA 5001

LOCATOR : VHFNSN  
 OUR REF : AEG0478352C  
 AGENT : SELF BOOKING SELF BOOKING

T A X I N V O I C E

INV NO: 97169-18  
 DATE: 16JAN18  
 PAGE: 1

FOR: DR DONALD ERIC RUSSELL  
 ORDER NUMBER: ANN DUFF  
 COST CENTRE: 00743

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
CANBERRA	SYDNEY	QANTAS AIR	1520 C	OK	09FEB	5:15P	6:10P	BREAK	
									717

----- C O S T -----

QANTAS AIRWAYTKT NO	QF 5144 559521	INCL	35.64	TAX	603.64
		GST			60.36
*** TOTAL EXCLUDING GST				603.64	
*** TOTAL GST				60.36	
*** TOTAL CHARGES THIS INVOICE ***					664.00
*** BALANCE DUE THIS INVOICE ****					664.00

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 .....

PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4; 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030



CARLSON WAGONLIT AUS PTY LTD  
 LEVEL 14  
 33 KING WILLIAM ST  
 ADELAIDE  
 SA 5000

BRANCH: A15960  
 ABN: 83 069 087 538  
 PHONE: 08-8124-9300

TO: Dept of Premier and Cabinet  
 Executive  
 ATTN ACCOUNTS PAYABLE  
 GPO BOX 2343  
 ADELAIDE SA 5001

LOCATOR : VHFNSN  
 OUR REF : AEG0478352C  
 AGENT : SELF BOOKING SELF BOOKING

T A X I N V O I C E

INV NO: 97168-18  
 DATE: 16JAN18  
 PAGE: 1

FOR: DR DONALD ERIC RUSSELL  
 ORDER NUMBER: ANN DUFF  
 COST CENTRE: 00743

----- I T I N E R A R Y -----

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
ADELAIDE	CANBERRA	VIRGIN AUS	580 D	OK	08FEB	4:10P	6:15P		2PC
73H									

----- C O S T -----

VIRGIN AUSTRATKT NO	VA	5144	559520	INCL	32.08	TAX	582.72
						GST	58.27
DOM OBT FEE	TKT NO	DOB	1				9.00
						GST	0.90
*** TOTAL EXCLUDING GST							591.72
*** TOTAL GST							59.17
*** TOTAL CHARGES THIS INVOICE ***							650.89
*** BALANCE DUE THIS INVOICE ****							650.89

.....  
 .....  
 PLEASE REMIT ALL PAYMENT DUE TO:  
 CARLSON WAGONLIT TRAVEL  
 LEVEL 4, 333 QUEEN STREET  
 MELBOURNE VIC 3000

BANK DETAILS: BNP PARIBAS  
 BSB: 222-200  
 ACCOUNT NO: 201026030