### VISIT BY THE MINISTER FOR IMMIGRATION AND BORDER PROTECTION, THE HON PETER DUTTON MP, TO UNITED STATES 15-20 FEBRUARY 2016

### DRAFT PROGRAMME AND COST ESTIMATES

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### **COST ESTIMATES**

ITEM	ESTIMATE (AUD)

**Air Fares** 

Minister Dutton (Business) \$13,200 Craig Maclachlan (Business) \$13,200

**Accommodation Washington DC** 

(3 nights Westin Hotel)

Minister Dutton \$975 Craig Maclachlan \$975

Meals and incidentals

Minister Dutton \$1,200 Craig Maclachlan \$800

**Ground transport** \$0 (Embassy car)

Hospitality (if required) \$0

TOTAL \$30,350

Booking #:

Consultant:

9370293

**Cost Centre:** 

**MINISTERS** 

Date:

09-Feb-2016 s. 47F(1)

Phone:

Email:

Ordered By:

**GDS Reference:** 

E2MHS0



### **Passenger**

**DUTTON / PETER HON** 

s. 22(1)(a)(ii)

ALL HOURS TRAVEL ASSISTANCE:

Please call 1300 762 027 or +61 2 6198 5600

\*\*\* Please note, Duplicate flight bookings are subject to strict automated and manual checking by each Airline Carrier and may result in cancellations with or without warning and regardless if a ticket has been issued. Qantas have enhanced their system recently to use a wider set of criteria to check these bookings and can now detect duplicate flights for same name, same routing, same day or next day travel etc. This also includes duplicate bookings on alternate carriers for both Domestic and International bookings \*\*\*

TOTAL FARE \$13562.00 PLUS TAXES \$500.00 TICKET BY 10FEB16 CHANGES AND CANCELLATION PERMITTED

### Your Itinerary

Mon 15 Feb 2016 at 1100

Qantas Airways (QF15)

Departing: BRISBANE (Terminal I) at 1100 Arriving: LOS ANGELES (Terminal B) at 0600 Class of Service: J - Business Class [J-J2JRTUQ4] \*

Flight Status: Confirmed [HK] Airline Reference: YPYM6U **BOEING 747** Aircraft:

Seat Requested (DUTTON / PETER

HON):

**Number of Seats:** Number of Stops: 0

Flight Time: 13 hrs 13 mins

### Mon 15 Feb 2016 at 0825

Aircraft:

**VIRGIN AMERICA (VX108)** Departing: LOS ANGELES (Terminal 3) at 0825 Arriving: WASHINGTON DULLES INTL at 1610

AIRBUS 320

Class of Service: J - Business Class [J-JQVX] \*

Flight Status: Confirmed [HK] Airline Reference: ULWLVT

Ticket Number (DUTTON / PETER 984 9766792603 HON):

Number of Seats: 1

Number of Stops: n

4 hrs 45 mins Flight Time:

### Thu 18 Feb 2016 at 2320

Flight Time:

Number of Seats:

Number of Stops:

Mon 15 Feb 2016 at 1505

Class of Service:

Airline Reference:

Number of Seats:

Number of Stops: Flight Time:

Mon 15 Feb 2016 at 1855

Departing:

Seat Requested (DUTTON / PETER

Flight Status:

Departing:

Arriving:

### Qantas Airways (QF16)

Qantas Airways (QF7)

Confirmed [HK]

15 hrs 30 mins

YPYM6U AIRBUS A38

22A

1 0

SYDNEY (Terminal 1) at 1505

**DALLAS/FT WORTH INTL at 1855** 

J - Business Class [J-null] \*

DALLAS/FT WORTH INTL (Terminal D) at 1335

Qantas Airways (QF4660) - Operated by AMERICAN AIRLINES

LOS ANGELES (Terminal B) at 2320 Departing:

Arriving: BRISBANE (Terminal I), Sat 20 Feb 2016 at 07:15

1

n

6 hrs 6 mins

Class of Service: J - Business Class [J-J2JRTUQ4] \*

Flight Status: Confirmed [HK]

Airline Reference YPYM6U Aircraft. **BOEING 747** 

Seat Requested (DUTTON / PETER 1K

Number of Seats: Number of Stops:

Flight Time: 13 hrs 55 mins

### AUSTRALIAN GOVERNMENT'S TRAVEL ADVISORY

We strongly recommend you visit the website: http://www.smartraveller.gov.au. prior to your departure. Alternatively you can telephone toll-free on 1300 139 281.

### LIQUIDS, AEROSOLS AND GELS

There are strict rules for taking liquids, aerosots and gets on the majority of international flights.

Each container of liquids, aerosots or gets in your carry-on baggage must be 100 millilitres or less. All the containers must be sealed in a single transparent, one-litre or less plastic bag.

You may still carry on board prescription medicines. Baby products and non-prescription medicines required on board are also allowed, however proof of need may be required.

For more information, visit the website: http://travelsecure.infrastructure.gov.au

Gen. Tue Feb 09 19:11:33 AEDT 2016

<sup>\*</sup> Please check the booking terms and conditions for the rules of carriage for each flight on your itinerary.

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

Booking #:

9391211 **MAPS** 

**Cost Centre:** Date:

09-Feb-2016

Consultant:

s. 47F(1)

Phone:

Email:

Ordered By:

GDS Reference:

**TKFXHY** 



**Passenger** 

**MACLACHLAN / CRAIG MR** 

s. 22(1)(a)(ii)

ALL HOURS TRAVEL ASSISTANCE:

Please call 1300 762 027 or +61 2 6198 5600

\*\*\* Please note, Duplicate flight bookings are subject to strict automated and manual checking by each Airline Carrier and may result in cancellations with or without warning and regardless if a ticket has been issued. Qantas have enhanced their system recently to use a wider set of criteria to check these bookings and can now detect duplicate flights for same name, same routing, same day or next day travel etc. This also includes duplicate bookings on alternate carriers for both Domestic and International bookings \*\*\*

TOTAL FARE \$13562.00 PLUS TAXES \$500.00 **TICKET BY 10FEB16** CHANGES AND CANCELLATION PERMITTED

### Your Itinerary

Mon 15 Feb 2016 at 1100

Departing:

Arriving:

Class of Service:

Flight Status:

Airline Reference

Aircraft:

Seat Requested (MACLACHLAN / CRAIG MR):

**Number of Seats:** 

Number of Stops:

Flight Time:

Qantas Airways (QF15)

BRISBANE (Terminal I) at 1100

LOS ANGELES (Terminal B) at 0600

J - Business Class [J-null] \*

Confirmed [HK]

Y3532C

**BOEING 747** 

o

13 hrs 13 mins



Mon 15 Feb 2016 at 0825

Departing:

Arriving:

Class of Service:

Flight Status:

Airline Reference:

Ticket Number (MACLACHLAN /

CRAIG MR):

Aircraft

Number of Seats:

Number of Stops:

Flight Time:

**VIRGIN AMERICA (VX108)** 

LOS ANGELES (Terminal 3) at 0825

WASHINGTON DULLES INTL at 1610

J - Business Class [J-JQVX] \*

Confirmed [HK]

**IMDLJG** 

984 9766843969

AIRBUS 320

1

4 hrs 45 mins

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Gen: Tue Feb 09 19:12:04 AEDT 2016

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Mon 15 Feb 2016 at 1505

Departing:

Arriving:

Class of Service: Flight Status: Airline Reference:

Aircraft:

Seat Requested (MACLACHLAN / CRAIG MR):

**Number of Seats:** Number of Stops:

Flight Time:

Qantas Airways (QF7)

SYDNEY (Terminal 1) at 1505

DALLAS/FT WORTH INTL (Terminal D) at 1335

J - Business Class [J-null] \*

Confirmed [HK] Y3532C

AIRBUS A38

21A

1 0

15 hrs 30 mins

Mon 15 Feb 2016 at 1855

Departing: Arriving:

Class of Service:

Flight Status: Airline Reference:

Aircraft:

Number of Seats:

Number of Stops:

Flight Time:

Qantas Airways (QF4660) - Operated by AMERICAN AIRLINES

**DALLAS/FT WORTH INTL at 1855** WASHINGTON DULLES INTL at 2241

J - Business Class [J-null] \*

Confirmed [HK]

Y3532C MCDONNELL

2 hrs 46 mins

Thu 18 Feb 2016 at 1701

Departing: Arriving:

Class of Service:

Flight Status:

Airline Reference:

Aircraft:

Number of Seats: Number of Stops:

Flight Time:

**AMERICAN AIRLINES (AA641)** 

WASHINGTON DULLES INTL at 1701 LOS ANGELES (Terminal 6) at 2007

F - First Class [F-null] \* \*\*\*W A I T L I S T E D\*\*\* [HL]

**KDRQSX** AIRBUS 319

1

6 hrs 6 mins

Thu 18 Feb 2016 at 1701

Departing:

Arriving:

Class of Service Flight Status:

Airline Reference

Aircraft:

Number of Seats:

Number of Stops:

Flight Time:

**AMERICAN AIRLINES (AA641)** 

WASHINGTON DULLES INTL at 1701 LOS ANGELES (Terminal 6) at 2007

Y - Economy Class [Y-null] \*

Confirmed [HK] **KDROSX** 

AIRBUS 319 0

6 hrs 6 mins

Thu 18 Feb 2016 at 2230

Departing:

Arriving:

Class of Service:

Flight Status: Airline Reference:

Aircraft:

Seat Requested (MACLACHLAN / CRAIG MR):

**Number of Seats:** 

Number of Stops:

Flight Time:

Qantas Airways (QF12)

LOS ANGELES (Terminal B) at 2230

SYDNEY (Terminal 1), Sat 20 Feb 2016 at 08:30

J = Business Class [J-null] \*

Confirmed [HK]

Y3532C

AIRBUS A38

13A

0

15 hrs 15 mins

Gen: Tue Feb 09 19:12:04 AEDT 2016

0 5 FEB 2016

in the Office of Deputy Secretary P Correspondence No: ..

### FOR OFFICIAL USE ONLY

### INTERNATIONAL TRAVEL REQUEST

To:

Chief Finance Officer

Through:

Deputy Secretary Policy PN 5/2

From:

First Assistant Secretary International Division

Purpose:

s. 22(1)(a)(ii)

**Background:** 

s. 22(1)(a)(ii)

Issues / Risks: Nil.

Costs:

Flights:

\$12,917

Accommodation:

\$1,140

TA:

\$2,085

10% contingency

\$1,614

Total:

\$17,756

Cost centre:

10015

### Recommendation:

That you approve the costs associated with the Secretary's proposed travel to the US.

Approved / Not Approved / Please discuss

Steven Groves

Chief Finance Officer

Department of Immigration and Border Protection

February 2016

### FOR OFFICIAL USE ONLY

### **INTERNATIONAL TRAVEL REQUEST**

**Supplementary Information: International Engagement Purpose** 

T di poso
To be completed by the business area undertaking the international travel:
s. 22(1)(a)(ii)

### **APPRAISAL**

To be completed by the International Division Desk Officer:

s. 22(1)(a)(ii)

### **CLEARANCE**

s. 22(1)(a)(ii)

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# Business travel made simple Your Itinerary

Printed: 15-Feb-2016

### Document 5

**QBT Ptv Limited** ABN: 50 128 382 187

Level 6 197-201 Coward Street Mascot NSW Australia 2020

Tel: (+61) 1300 652 767 DOM

### **Attention**

### **DIBP CTS TRAVEL ACCOUNT**

PO BOX 25

**BELCONNEN ACT 2616** 

We are pleased to advise the following travel arrangements.

### Name of Passenger

### **Booking Details**

Travel File Number: s. 22(1)(a)(ii) **Order Date:** 03 Feb 2016 **QBT Booking Reference:** YZAK7S **Travel Consultant:** s. 47F(1) **Customer Number:** s. 22(1)(a)(ii)

**Customer Reference/s:** TRIPNBR: 0000000000

TRAVELBKR: s. 22(1)(a)(ii)

PH JUST: BKING INTERNATIONAL

COST: 00000

### Pezzullo Michael Mr

Product	Flight Details	Departure	Arrival	Status	Other Info
<b>*</b>	Qantas QF1474 TKT:081/1682617012 RELOC: YZAK7S	12:10 14/02/2016 Sun Terminal CANBERRA	13:05 14/02/2016 Sun Terminal 3 SYDNEY, AU	Economy (Y) Confirmed	Aircraft type: DE HAVILLAND DHC-8 400 SERIES Flight Duration: 00:55 Meal Type: (R) Refreshment Number of stops: 0 Aircraft:DH4 Pezzullo/Michael Mr / s. 22(1)(a)(ii) Flight Operated By:SUNSTATE ON BEHALF OF EASTER Baggage allowance: 3PC

Please enter your additional travel arrangements here.

Product	Flight Details	Departure	Arrival	Status	Other Info	
*	Qantas QF 007 TKT:081/1682617012 RELOC: YZAK7S	Terminal 1 SYDNEY, AU	13:35 14/02/2016 Sun Terminal D DALLAS/FT WORTH	Business Class (C) Confirmed	Aircraft type: AIRBUS INDUSTRIE Flight Duration: 15:30 Meal Type: (LR) Lunch & Refreshr Number of stops: 0 Seat Number: 13J Check-in terminal: 1 Pezzullo/Michael Mr / s. 22(1)(a)(i) Non smoking Baggage allowance: 3PC	ment Z 86 L
	ter your additional travel a	rrangements here.  Departure	Arrival	Status	Other Info	nder th
Please en	American Airlines AA2239 TKT:081/1682617012 RELOC: UREXSC	Terminal DALLAS/FT WORTH	19:00 14/02/2016 Sun Terminal C WASHINGTON NTL	First Class (A) Confirmed	Aircraft type: BOEING 737-800 Flight Duration: 02:46 Meal Type: (D) Dinner Number of stops: 0 Seat Number: 05E Pezzullo/Michael Mr / s. 22(1)(a)(i) Non smoking Baggage allowance: 3PC	ed
	,	<b>3</b>				Releas Freedo

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Printed: 15-Feb-2016

**Product Flight Details** 

**American Airlines AA 641** 

TKT:081/1682614346 Thu **RELOC: UREXSC** 

17:01 18/02/2016

**Departure** 

**Terminal WAS-DULLES AIRPORT** 

**Arrival** 

20:07 18/02/2016 Thu

Terminal 6 LOS ANGELES

Other Info Status

First Class (F) Confirmed

Aircraft type: AIRBUS INDUSTRIE A319 Flight Duration: 06:06 Meal Type: (D) Dinner Number of stops: 0 Aircraft:717

Check-in terminal: D

Pezzullo/Michael Mr/s. 22(1)(a)(ii)

Flight Operated By: QANTASLINK - NATIONAL

JET SYSTEM

Baggage allowance: 3PC

Please enter your additional travel arrangements here.

**Product Flight Details** 

**Departure** 

23:20 **Qantas** QF 016 18/02/2016 TKT:081/1682617012 Thu **RELOC: YZAK7S** 

**Terminal B LOS ANGELES BRISBANE** 

**Arrival** 

20/02/2016 Sat Terminal I

07:15

Business Class (D) Confirmed

Other Info

Aircraft type: BOEING 747-400

Flight Duration: 13:55

Meal Type: (RM) Refreshment & Meal

(non-specific) Number of stops: 0 Seat Number: 02J Check-in terminal: B

Pezzullo/Michael Mr/s. 22(1)(a)(ii)

Non smoking

Baggage allowance: 3PC

Please enter your additional travel arrangements here.

**Qantas** QF1545

**Product Flight Details** 

TKT:081/1682617012 Sat **RELOC: YZAK7S** 

**08-35** 20/02/2016

**Departure** 

**Terminal D BRISBANE**  **Arrival** 11.25

20/02/2016 Sat **Terminal CANBERRA**  **Status** 

Business Class (D) Confirmed

Other Info

Aircraft type: BOEING 717 Flight Duration: 01:50 Meal Type: (R) Refreshment

Number of stops: 0 Aircraft:717

Pezzullo/Michael Mr/s. 22(1)(a)(ii)

Flight Operated By: QANTASLINK - NATIONAL

JET SYSTEM Check-in terminal: D Baggage allowance: 3PC

Please enter your additional travel arrangements here.

**Pricing Description** 

Air Fare (CBR/SYD/DFW/DCA//LAX/BNE/CBR) for Pezzullo Michael Mr

Curr **AUD**  **Price** 0.00 0.00

Tax **GST** 0.00

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price on wand do not have tax and GST breakdown.) do not have tax and GST breakdown.)

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### Additional Information (Please read your itinerary carefully)

### **Customer Remark**

\_\_\_\_\_

----- LAST DATE TO TICKET 08FEB16-----

THE ITINERARY MAY HAVE TO BE RE-PRICED.

-----

PLEASE ADVISE PASSPORT NUMBER AND DOB FOR MR PEZZULLO

----QANTAS/AMERICAN TICKET AND FARE CONDITIONS----

CBR-SYD-DFW-DCA-LAX-BNE-CBR

TICKETING DEADLINE IS 09FEBRUARY.

THE ITINERARY MAY HAVE TO BE RE-PRICED.

CANCELLATION PENALTY BEFORE DEPARTURE 200.00

CANCELLATION PENALTY AFTER DEPARTURE NON REFUNDABLE

CHANGE FEE BEFORE DEPARTURE NIL

CHANGES ARE SUBJECT TO SAME FARE TYPE AVAILABILITY.

ADDITIONAL FARE DIFFERENCES MAY APPLY.

ROUTING AND AIRLINE RESTRICTIONS MAY APPLY.

MAXIMUM STAY IS 12MONTHS

QANTAS/AMERICAN BOOKING REFERENCE IS YZAK7S/UREXSC

-----AMERICAN AIRLINES FARE -----

THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY

THIS FARE IS FULLY REFUNDABLE

THIS FARE DOES NOT HAVE A NO SHOW PENALTY

**TICKETING DEADLINE IS 10FEBRUARY** 

AMERICAN AIRLINES BOOKING REFERENCE IS UREXSC

### **Fare Conditions**

\_\_\_\_\_

Please contact your travel consultant for details of full Fare conditions for this itinerary.

### Check In (Domestic):

- For domestic flights departing from Australian domestic terminals - make sure you have checked in by the check-in deadline specified in your airline documentation, or if no deadline is specified, then at least 45 minutes prior to your scheduled departure time. Failure to do so may result in cancellation of your reservation.

### Check In (International):

- For international flights departing from Australia, and domestic sectors of flights departing from international terminals - make sure you have checked in by the check-in deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

### Reconfirmation:

- We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

### Electronic Tickets:

- Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

### **Booking Changes:**

- Please call 1300 652 767 DOM for changes to your booking at any time and please advise this office if you do not use your ticked so we may rebook or process a refund if applicable.

### No Show / Cancellation Fees:

- See the fare conditions above for the relevant rules relating to your airfare. No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to check-in, so please rotify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

### Seating & Meals:

- Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

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### Passport:

- A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a re-entry visa for Australia.

### Visas / Travel Warnings:

- Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from www.cibtvisas.com.au or by contacting your travel consultant for information. It is also recommended that you check www.smartraveller.gov.au for health and consular travel warnings for all destinations.

### Travelling to the US:

- ESTA Authorities for individual travel to the USA under the Visa Waiver Program.
- US Customs will introduce new enhanced security requirements for travellers entering the USA under the visa waiver program. It is mandatory for all individuals who plan to travel to the USA under the Visa Waiver Program to receive an authorisation through the ESTA website before travel to the USA. Applications can be made at any time at the ESTA website. Applicants will be asked to answer basic biographical and eligibility questions typically requested on the current paper form completed on board the flight (I-94W form). The system will advise the applicant whether their travel to the USA is Authorised, Not Authorised or Authorisation pending.
- For more information visit the US Department of State website.

### Other points of note:

- An application fee applies when applying for an ESTA. Please refer to the US Department of State website.
- Even if a traveller has an ESTA they will still be required to complete a paper form I-94W and present it to US Customs
- Accompanied and unaccompanied children, regardless of age, will be required to obtain an independent ESTA approval.
- VWP nationals who have valid visas, and other nationals that require visas, will not be required to apply for an ESTA.
- An ESTA is valid for two years (unless the passport data limits validity) and will be considered acceptable for multiple use.
- US Customs recommends that ESTA applications be submitted no less than 72 hours before travel. If you would like to find out more about the ESTA program refer to the ESTA website.

### **Contact Details:**

- Please provide local phone contact numbers for stopover cities.

### Baggage & Quarantine:

- Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

Booking Arrangements:
- The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking

### **QBT Privacy Notice:**

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research. information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your

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\*\*\*\* Itinerary End

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