

Jillian Segal - s. 22(1)(a)(ii)

| Country travelled to       | Dates             | Airfares  | Accommodation | Ground transport | Trip Total | Total Paid |                                                                      |
|----------------------------|-------------------|-----------|---------------|------------------|------------|------------|----------------------------------------------------------------------|
| Argentina - Buenos Aires   | 07/2024 - 07/2024 | 8,767.98  |               |                  | 8,767.98   | 8,767.98   |                                                                      |
| Poland                     | 01/2025 - 01/2025 | 12,446.92 | 1,210.35      | 460.47           | 14,117.74  | 460.47     | Airfares and accommodation not invoiced, based on ITR                |
| USA                        | 02/2025 - 03/2025 | 19,761.28 | 8,731.57      | 640.38           | 29,133.23  | 20,401.66  | Accommodation not invoiced, used s. 22(1)(a) based on the signed ITR |
| Israel                     | 05/2025 - 05/2025 | 15,790.00 | 3,551.82      |                  | 19,341.82  | 3,551.82   | Airfares not invoiced, based on ITR                                  |
| Other Countries - Brussels | 09/2024 - 09/2024 |           |               |                  | -          |            | work performed in Brussels but no other costs                        |

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

| Country travelled to | Dates             | Airfares  | Accommodation | Ground transport | Trip Total | Total Paid |
|----------------------|-------------------|-----------|---------------|------------------|------------|------------|
| USA                  | 02/2025 - 03/2025 | 15,968.80 | 8731.57       | 1,235.29         | 25,935.66  | 25,935.66  |

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

| Country travelled to | Dates             | Airfares | Accommodation | Ground transport | Trip Total | Total Paid |
|----------------------|-------------------|----------|---------------|------------------|------------|------------|
| Argentina            | 07/2024 - 07/2024 | 7,858.04 | 1,394.87      |                  | 9,252.91   | 9,252.91   |

[illegible]

## TAX INVOICE

s. 47F(1)

Invoice Date: s. 22(1)(b) June 2025  
 Invoice Number: INV - 12  
 Reference: Special Envoy  
 Addressed to: Department of Home Affairs  
 ABN 33380054835  
 Purchase order: s. 22(1)(a)(ii)  
 Contact:

**Description**

Reimbursement | travel to costs for trip to Israel to attend  
conference at MFA

**Amount AUD**

1,154.81  
2,397.01

**TOTAL AUD****3,551.82**

Due Date: s. 22(1)(a) July 2025  
Please make payments to

s. 47F(1)

6/22/2025, 13:41

PRINT TRANSACTION LIST PREVIEW

## TRANSACTION LISTING

S. 47F(1)

| DATE         | NARRATIVE                                                   | CHEQUE NO. | DEBIT       | CREDIT | BALANCE   |
|--------------|-------------------------------------------------------------|------------|-------------|--------|-----------|
| 6/22/05/2025 | S. 22(1)(a)(ii) TEL AVIV<br>S. 47F(1) 740.00US              |            | -\$1,154.81 |        | S. 47F(1) |
| 05/2025      | S. 22(1)(a)(ii) HOTEL 6/22 JERUSALEM<br>S. 47F(1) 161.00IL  |            | -\$70.99    |        |           |
| 05/2025      | coffee TEL AVIV S. 47F(1)<br>155.00IL                       |            | -\$69.35    |        |           |
| 05/2025      | S. 22(1)(a)(ii) HOTEL 6/22 JERUSALEM<br>S. 47F(1) 275.00IL  |            | -\$119.85   |        |           |
| 05/2025      | S. 22(1)(a)(ii) HOTEL 6/22 JERUSALEM<br>S. 47F(1) 5500.00IL |            | -\$2,397.01 |        |           |

S. 47F(1)

Original Tax Invoice Number: S. 47F(1)

Allocated Number:

To: Segal Jillian S. 47F(1)

Folio number: S. 22(1)(a)(ii)

Invoice Date : May-25  
S. 22(1)(a)(ii) 2006 Ltd

Australia

Nationality: S. 47F(1)

V.A.T No : S. 22(1)(a)(ii)

Comp No: S. 22(1)(a)(ii)

Agent/Comp:

Segal Jillian S. 47F(1)

Check-In: S. 22(1)(a) May-25 11:04:13

| Room No.  | Arrival                | Departure          | Persons | Board |
|-----------|------------------------|--------------------|---------|-------|
| S. 47F(1) | S. 22(1)(a)(ii) May-25 | S. 22(1)(a) May-25 | 2/0/0/0 | B/B   |

  

| Date               | Description             | Reference       | Qty | Shekel    | USD       | Comments |
|--------------------|-------------------------|-----------------|-----|-----------|-----------|----------|
| S. 22(1)(a) May-25 | Isracard(Mastercharge)  | S. 22(1)(a)(ii) | 1   | -5,500.00 | -1,553.67 | 2975     |
| May-25             | Segal Daily Room Charge |                 | 1   | 1,800.00  | 508.47    |          |
| May-25             | Segal Daily Room Charge |                 | 1   | 1,900.00  | 536.72    |          |
| May-25             | Segal Daily Room Charge |                 | 1   | 1,800.00  | 508.47    |          |

|                              |          |      |          |                                   |
|------------------------------|----------|------|----------|-----------------------------------|
| Tax Invoice: S. 22(1)(a)(ii) | Amount   | VAT  | Total    | Issued: S. 22(1)(a) May-25 10:03  |
| Total in Shekel              | 5,500.00 | 0.00 | 5,500.00 | Receipt No. 144149                |
| Charges VAT 18.0%            | 0.00     | 0.00 |          | Payment this receipt: 0.00 Shekel |
|                              | 5,500.00 |      |          | Voucher: S. 22(1)(a)(ii)          |
| Total In Shekel              | 5,500.00 | 0.00 | 5,500.00 | Cashier: S. 47F(1)                |

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

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

Mrs Jillian Segal

s. 47F(1)

Australia

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

\*\*\*INVOICE

Tax Invoice No s. 22(1)(a)(ii)

Company Name: s. 22(1)(a)(ii) Hotel Program

s. 22(1)(a)(ii) Tel Aviv, for and behalf of s. 22(1)(a)(ii) Hotel Management

Registered Company: s. 22(1)(a)(ii) VAT File No.: s. 22(1)(a)(ii)

Tax Allocation No.:

Room No.:

s. 47F(1)

Arrival:

s. 22(1)(a)(ii) 05-25

Departure:

-05-25

Membership No.:

s. 47F(1)

ID/Passport No:

Cashier:

492

Folio Creation Date: s. 22(1)(a)(ii) MAY-25

Page No.:

1 of 2

Printout Date:

s. 22(1)(a)(ii) 05-25

| Date                  | Text                  | Charges<br>USD | Credits<br>USD |
|-----------------------|-----------------------|----------------|----------------|
| s. 22(1)(a)(ii) 05-25 | Room Charge - Package | 740.00         |                |
| 05-25                 | MC USD ONLINE         |                | 740.00         |
| Total:                |                       | 740.00         | 740.00         |
| Balance:              |                       | 0.00 USD       |                |

|             |            |              |
|-------------|------------|--------------|
| Non Taxable | 740.00 USD | 2,597.40 NIS |
| Taxable:    | 0.00 USD   | 0.00 NIS     |
| VAT:        | 0.00 USD   | 0.00 NIS     |
| Total:      | 740.00 USD | 2,597.40 NIS |

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

Credit Card No.: s. 47F(1)

Credit Card Expire: s. 47F(1)

Transaction ID: s. 22(1)(a)(ii)

Approval Code: 0406108

Currency: USD

s. 22(1)(a)(ii) Tel Aviv for and on behalf of s. 22(1)(a)(ii) Hotel Management Limited  
s. 22(1)(a)(ii) Tel Aviv s. 22(1)(a)(ii) Israel, Tel: s. 22(1)(a)(ii) Fax: s. 22(1)(a)(ii)  
www.s. 22(1)(a)(ii) telaviv e-mail: s. 22(1)(a)(ii)@ihg.com

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



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# International Travel Request

| PART A – TRIP DETAILS                                                                                                                                                                                 |                   |                  |                                       |                                                  |                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|---------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PDMS REFERENCE: EC25-002781                                                                                                                                                                           |                   |                  |                                       |                                                  |                                                                                                                                                                              |
| TRIM REFERENCE: ADD2025/3394967                                                                                                                                                                       |                   |                  |                                       |                                                  |                                                                                                                                                                              |
| CONTACT NAME: s. 22(1)(a)(ii)                                                                                                                                                                         |                   |                  | CONTACT PHONE NUMBER: s. 22(1)(a)(ii) |                                                  |                                                                                                                                                                              |
| TIMING: Decision by COB Wednesday <sup>s. 22(1)</sup> May 2025 ahead of the Special Envoys meeting with the Secretary on Thursday and prior to travel commencing Sunday <sup>s. 22(1)</sup> May 2025. |                   |                  |                                       |                                                  |                                                                                                                                                                              |
| Q1                                                                                                                                                                                                    | Travel Details    | Date/s of Travel |                                       | <sup>s. 22(1)(a)</sup> 05/2025                   | <sup>s. 22(1)(a)</sup> 05/2025                                                                                                                                               |
|                                                                                                                                                                                                       |                   | Destination/s    |                                       | Tel Aviv and Jerusalem, Israel                   |                                                                                                                                                                              |
|                                                                                                                                                                                                       |                   | Traveller        | Name                                  | Position                                         | Branch/Division/Group                                                                                                                                                        |
|                                                                                                                                                                                                       |                   | 1                | Jillian Segal, AO                     | Australia's Special Envoy to Combat Antisemitism | Envoy Support Branch, Citizenship and Multicultural Affairs, Immigration Group<br><br><i>NB: the Special Envoy is an independent advisor and not a Home Affairs employee</i> |
| Q2                                                                                                                                                                                                    | Purpose of travel | s. 22(1)(a)(ii)  |                                       |                                                  |                                                                                                                                                                              |

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

## PART A – TRIP DETAILS

|    |                                                                                                    |                                                           |                                                 |
|----|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------|
| Q4 | Please complete details at Attachment A – Proposed Travel Program ( <b>mandatory requirement</b> ) | COMPLETED                                                 |                                                 |
|    |                                                                                                    | NO <input type="checkbox"/>                               | YES <input checked="" type="checkbox"/>         |
| Q5 | Does proposed travel include personal travel?                                                      | NO <input checked="" type="checkbox"/><br>Go to <b>Q7</b> | YES <input type="checkbox"/><br>Go to <b>Q6</b> |
| Q6 | If <b>Q5</b> is Yes, please indicate number of personal days. <sup>1</sup>                         | <input type="text"/>                                      |                                                 |
| Q7 | Please complete details at Attachment B - Flight Quotes <sup>2</sup>                               | COMPLETED                                                 |                                                 |

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

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|                                                          | (mandatory requirement)                                  |                |                               |                | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> |
|----------------------------------------------------------|----------------------------------------------------------|----------------|-------------------------------|----------------|-----------------------------|-----------------------------------------|
| <b>PART B – TRAVEL COSTS (GST INCLUSIVE)<sup>3</sup></b> |                                                          |                |                               |                |                             |                                         |
| Q8                                                       | Please complete associated costs in the following table: |                |                               |                |                             |                                         |
| Traveller                                                | Flights                                                  | *Accomm.       | Travel Allowance <sup>4</sup> | Other          | Total                       | Cost centre/<br>WBS code <sup>5</sup>   |
| 1                                                        | \$15,790                                                 | \$3,072        | \$1,000                       | \$2,000        | \$21,862                    | s. 22(1)(a)(ii)                         |
| <b>Total</b>                                             | <b>\$15,790</b>                                          | <b>\$3,072</b> | <b>\$1,000</b>                | <b>\$2,000</b> | <b>\$21,862</b>             |                                         |

\*Please provide estimate of accommodation even if booking and payment are arranged by Post.

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

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

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| PART F – GENERAL TRAVEL                                                        |                                                                                                                                                                                                |                 |                                                                |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------|
| Q18                                                                            | As the Cost Centre Manager, I confirm that there are sufficient funds available to cover the cost of this travel request. <sup>6</sup><br><br>Attach email clearance for multiple cost centres | Name:           | Malcolm McAllister                                             |
|                                                                                |                                                                                                                                                                                                | Position Title: | Assistant Secretary, Special Envoys and Grants Programs Branch |
|                                                                                |                                                                                                                                                                                                | Signature:      | s. 22(1)(a)(ii)                                                |
|                                                                                |                                                                                                                                                                                                | Date:           | s. 22(1) 05/25                                                 |
|                                                                                |                                                                                                                                                                                                | Cost Centre:    | s. 22(1)(a)(ii)                                                |
| SES SUPERVISOR ENDORSEMENT (MUST BE SENIOR TO OFFICER TRAVELLING) <sup>7</sup> |                                                                                                                                                                                                |                 |                                                                |
| Q19                                                                            | I support / do not support the proposed travel request.<br><br>Go to Q20 if supported, otherwise return to originator.                                                                         | Name:           | Michael Willard                                                |
|                                                                                |                                                                                                                                                                                                | Position Title: | Group Manager, Immigration Operations                          |
|                                                                                |                                                                                                                                                                                                | Signature:      |                                                                |
|                                                                                |                                                                                                                                                                                                | Date:           |                                                                |
| s. 22(1)(a)(ii)                                                                |                                                                                                                                                                                                |                 |                                                                |

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

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## FIRST ASSISTANT SECRETARY, STRATEGIC POLICY DIVISION ENDORSEMENT

|     |                                                                                                                               |                 |                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
| Q22 | I support / do not support the proposed travel request.<br><br>Go to <b>Q23</b> if supported, otherwise return to originator. | Name:           | s. 22(1)(a)(ii)                                      |
|     |                                                                                                                               | Position Title: | First Assistant Secretary, Strategic Policy Division |
|     |                                                                                                                               | Signature:      | s. 22(1)(a)(ii)                                      |
|     |                                                                                                                               | Date:           | 05-2025                                              |

## MINISTER NOTIFICATION WHERE TOTAL COSTS ARE GREATOR THAN \$50,000

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                      |                                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Q23 | Are travel costs significant (i.e. greater than \$50,000)<br><br><b>Note:</b> in accordance with the CFO Travel approval direction, the Secretary is the PGPAAs23(3)/FFSPs32 Travel Delegate where the costs of the travel are over \$50,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | NO <input checked="" type="checkbox"/>                                                               | YES <input type="checkbox"/><br>Go to <b>Q24</b> |
| Q24 | In accordance with the CFO Travel approval direction, issued under the Accountable Authority Instructions, where the total cost of the travel is greater than \$50,000, the Minister must be informed PRIOR to undertaking the travel.<br><br><b>Note:</b> The business area is required to provide the completed International Travel Request template (ITR) and covering ministerial submission to the Secretary's Office in sufficient time prior to the travel. This will enable the Secretary to have a discussion with the Minister before the ministerial submission is provided to the Minister's Office.<br><br>The ministerial submission must include actions taken to minimise travel costs. | COMPLETED<br>NO <input checked="" type="checkbox"/> YES <input type="checkbox"/><br>Go to <b>Q25</b> |                                                  |

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|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|
| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>8</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                       |
| Q25                                                       | <p>I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i><sup>9</sup>, on the basis that it represents a proper use of public resources.<sup>10</sup></p> <p>In accordance with the CFO Travel approval direction, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b>Go to Q26 once approved by travel delegate.</b></p> | Name:           | Michael Willard                       |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Position Title: | Group Manager, Immigration Operations |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Signature:      |                                       |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date:           |                                       |

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

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## ATTACHMENT B – FLIGHT QUOTES

Please attach details of at least 3 flight quote and complete section below<sup>11</sup>:

|    |                                                                                                                                                                     |                                                                                                                                                                                                           |                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Q1 | Preferred Quote                                                                                                                                                     | NA                                                                                                                                                                                                        | \$15,790                                         |
| Q2 | Does the proposed travel comply with the Best Fare of the Day?                                                                                                      | NO <input checked="" type="checkbox"/> go to Q3                                                                                                                                                           | YES <input type="checkbox"/> go to Q4            |
| Q3 | Please provide reasons why the proposed travel does not comply with the Best Fare of the Day                                                                        | The Special Envoy has purchased the flights in her independent capacity outside of using the departmental booking system. The Special Envoy may, at a later stage seek reimbursement for the flight cost. |                                                  |
| Q4 | Will the flight quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? <sup>12</sup> | NO <input type="checkbox"/>                                                                                                                                                                               | YES <input checked="" type="checkbox"/> go to Q5 |

## APPROVAL FOR NON-REFUNDABLE FLIGHT COSTS

|    |                                                                                                                                                                                                                                                                                                                                                                               |                                                              |                                        |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------|
| Q5 | <p>I acknowledge that there may be a non-refundable cancellation fee payable if the proposed travel is booked and this ITR is subsequently not approved by the relevant travel delegate.</p> <p>In accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i>, I approve expenditure equivalent to the cancellation fee only.</p> | Non-refundable amount (i.e. equivalent to cancellation fee): | \$<br>NA – fully flexible              |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Name:                                                        | Malcolm McAllister                     |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Position Title:                                              | Assistant Secretary,<br>Special Envoys |

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

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|  |                                                                                                            |            |                            |
|--|------------------------------------------------------------------------------------------------------------|------------|----------------------------|
|  | I confirm that I am delegated to approve this non-refundable component of the proposed travel expenditure. |            | and Grants Programs Branch |
|  |                                                                                                            | Signature: |                            |
|  |                                                                                                            | Date:      |                            |

Preferred quote: \$15,790

**s. 22(1)(a)(ii)****OFFICIAL: Sensitive**

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**CTM Quote 1: \$11,947.62**



### Quote

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

Date: 5/22/2015  
Agency: CTM Government  
Address: 21, 220 Avenue Street  
Richmond Va 23060  
Email: international@ctm.gov  
Telephone: +1 1 800 391 8

Thank you for the opportunity to provide the following quote for your proposed local programming. Please note this is a quote only and no funds are being paid. Please also note that funds quoted are subject to availability and reserves, which may be allocated to other projects without notice prior to all contractual conditions and that funding amounts being requested.

Proposal 1

Total Price: \$11,947.62

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

Page 3 of 6

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CTM Quote 2: \$12,020.29

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

Proposed 2.

Final Price: \$12,020.29

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

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

Proposed 3

11/11/11 11:11:11

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CTM quote 3: \$13,040.62

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



Page End 6

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**ATTACHMENT C – ACCOMMODATION QUOTES**

| Please attach details of the preferred accommodation quote and complete section below <sup>13</sup> : |                                                                                                                                                              |                                                                                                                 |                                                                                                                  |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Q1                                                                                                    | Preferred Quote per person travelling                                                                                                                        | <b>Number of Persons:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> | <b>Total Amount:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">\$3,072</div> |
| Q2                                                                                                    | Will the accommodation quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? | NO <input checked="" type="checkbox"/>                                                                          | YES <input type="checkbox"/>                                                                                     |

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

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**CTM quotes:**

Proposal 4

Total Price: USD 2124.00

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

Proposal 5

Total Price: USD 2565.00

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

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Proposal 6

Total Price: AUD 1678.04

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

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## TAX INVOICE

s. 47F(1)

Invoice Date: June 2025  
 Invoice Number: INV - 09  
 Reference: Special Envoy  
 Addressed to: Department of Home Affairs  
 ABN 33380054835  
 Purchase order: s. 22(1)(a)(ii)  
 Contact:

## Description

## Amount AUD

Reimbursement:  
 Car transfer in the US

640.38

TOTAL AUD

640.38

Due Date: June 2025  
 Please make payments to

s. 47F(1)

s. 47F(1)

s. 47F(1)

Transactions

| Date                   | Transaction details                              | Amount (A\$) |
|------------------------|--------------------------------------------------|--------------|
| s. 22(1)(a)<br>Feb     | s. 47F(1) Com Coventry<br>##0000 75.00US DOLLAR  | 117.78       |
| Feb                    | Intl Transaction Fee                             | 4.12         |
| Feb                    | s. 47F(1) Com Coventry<br>##0000 88.00US DOLLAR  | 138.19       |
| Feb                    | Intl Transaction Fee                             | 4.84         |
| s. 22(1)(a)(ii)<br>Feb | s. 47F(1) Com Coventry<br>##0000 132.00US DOLLAR | 207.29       |
| Feb                    | Intl Transaction Fee                             | 7.26         |
| Feb                    | s. 47F(1) Com Coventry<br>##0000 99.00US DOLLAR  | 155.46       |
| Feb                    | Intl Transaction Fee                             | 5.44         |

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

How to pay



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

Visit [s. 22\(1\)\(a\)\(ii\).com.au](https://s.22(1)(a)(ii).com.au) to transfer funds between your accounts or to pay via BPAY



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

Transfer funds between your accounts or pay via BPAY



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

BPAY® Registered to BPay Pty Ltd  
ABN 69 079 137 518



AutoPay

Visit [s. 22\(1\)\(a\)\(ii\).com.au/paymycard](https://s.22(1)(a)(ii).com.au/paymycard) to set up a monthly repayment



ATM

Visit [s. 22\(1\)\(a\)\(ii\).com.au/locateus](https://s.22(1)(a)(ii).com.au/locateus) to find an ATM that accepts deposits.

We're here to help



s. 22(1)(a)(ii).com.au/paymycard



s. 22(1)(a)(ii)  
(reverse charges accepted)

MS JILLIAN s. 47F SEGAL

Amount Paid

\$

s. 47F(1)

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

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

**From:** s. 47F(1)  
**Sent:** Saturday, February 2025 2:32 PM  
**To:** s. 47F(1)  
**Subject:** Your guest \*Jillian Segal\* booked s. 47F(1) transfer for --Thursday, February 2025, 13:10--

s. 47F(1)

## Your guest Jillian Segal booked a transfer

One day before the transfer you will get an email with the driver and traveler details

**Thursday,** Feb  
 Order s. 47F(1)

13:10  
 Los Angeles International Airport (LAX)

13:57  
 s. 47F(1)  
 s. 47F(1) Los Angeles, CA s. 22(1)(a)(ii) USA

Flight  
 Qantas s. 22(1)(a) from Sydney

The indicated arrival time is an estimation. In case of delay contact the guest or driver directly.



Get receipt

Have a problem or a question?

Contact customer support

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

**From:** s. 47F(1)  
**Sent:** Saturday, s. 22(1) February 2025 2:42 PM  
**To:** s. 47F(1)  
**Subject:** Your guest \*Jillian Segal\* booked s. 47F(1) transfer for --Saturday, s. 22(1) March 2025, 07:40--

s. 47F(1)

## Your guest Jillian Segal booked a transfer

One day before the transfer you will get an email with the driver and traveler details

**Saturday, s. 22(1) Mar**  
 Order s. 47F(1)

07:40

s. 47F(1)  
 s. 47F(1) Los Angeles, s. 47F(1)  
 USA

08:27

Los Angeles International Airport (LAX)

 [Get receipt](#)

[Have a problem or a question?](#)

[Contact customer support](#)

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under the *Freedom of Information Act 1982*

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

**From:** s. 47F(1)  
**Sent:** Saturday, <sup>s. 22(1)(a)</sup> February 2025 2:47 PM  
**To:** s. 47F(1)  
**Subject:** Your guest \*Jillian Segal\* booked s. 47F(1) transfer for --Saturday, <sup>s. 22(1)</sup> March 2025, 19:40--

s. 47F(1)

## Your guest Jillian Segal booked a transfer

One day before the transfer you will get an email with the driver and traveler details

**Saturday,** <sup>s. 22(1)(a)</sup> Mar  
 Order s. 47F(1)

19:40  
 John F. Kennedy International Airport  
 (JFK)

20:39  
 s. 47F(1)  
 s. 47F(1) New York, NY  
 s. 47F(1) USA

Flight  
 American Airlines <sup>s. 22(1)(a)(ii)</sup> from Los Angeles



The indicated arrival time is an estimation. In case of delay contact the guest or driver directly.

Get receipt

Have a problem or a question?

Contact customer support

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

**From:** s. 47F(1)  
**Sent:** Saturday, February 25 2:53 PM  
**To:** s. 47F(1)  
**Subject:** Your guest \*Jillian Segal\* booked s. 47F(1) transfer for --Friday, March 25, 11:00--

# s. 47F(1)

## Your guest Jillian Segal booked a transfer

One day before the transfer you will get an email with the driver and traveler details

Friday, Mar

Order s. 47F(1)

11:00

s. 47F(1)

s. 47F(1) New York, NY

s. 47F(1) USA

11:59

John F. Kennedy International Airport  
(JFK)

 Get receipt

Have a problem or a question?

Contact customer support

Released by Department of Home Affairs  
under the *Freedom of Information Act 1982*



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# International Travel Request

## PART A – TRIP DETAILS

PDMS REFERENCE: EC25-000710

TRIM REFERENCE: ADD2025/964509

CONTACT NAME: s. 22(1)(a)(ii)

CONTACT PHONE NUMBER: s. 22(1)(a)(ii)

**TIMING:** Due for clearance s. 22(1)(a) February 2025 to provide as an attachment to the required Ministerial Submission and prior to the proposed travel date.

|    |                   |                  |                 |                                                                      |                                                                                                                                                                              |
|----|-------------------|------------------|-----------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Q1 | Travel Details    | Date/s of Travel |                 | s. 22(1)(a) February 2025                                            | s. 22(1)(a) March 2025                                                                                                                                                       |
|    |                   | Destination/s    |                 | USA                                                                  | s. 22(1)(a)(ii) return flight, transit via NZ - 10 Mar 2025)                                                                                                                 |
|    |                   | Traveller        | Name            | Position                                                             | Branch/Division/Group                                                                                                                                                        |
|    |                   | 1                | Jillian Segal   | Australia's Special Envoy to Combat Antisemitism                     | Envoy Support Branch, Citizenship and Multicultural Affairs, Immigration Group<br><br><i>NB: the Special Envoy is an independent advisor and not a Home Affairs employee</i> |
|    |                   | 2                | s. 22(1)(a)(ii) | Director, Office of Australia's Special Envoy to Combat Antisemitism | Envoy Support Branch, Citizenship and Multicultural Affairs, Immigration Group                                                                                               |
| Q2 | Purpose of travel | s. 22(1)(a)(ii)  |                 |                                                                      |                                                                                                                                                                              |

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

Q3

Issues/  
Risks/  
Sensitivitie  
s

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| PART A – TRIP DETAILS                              |                                                                                              |             |                               |          |             |                                        |                                         |
|----------------------------------------------------|----------------------------------------------------------------------------------------------|-------------|-------------------------------|----------|-------------|----------------------------------------|-----------------------------------------|
| Q4                                                 | Please complete details at Attachment A – Proposed Travel Program (mandatory requirement)    |             |                               |          |             | COMPLETED                              |                                         |
|                                                    |                                                                                              |             |                               |          |             | NO <input type="checkbox"/>            | YES <input checked="" type="checkbox"/> |
| Q5                                                 | Does proposed travel include personal travel?                                                |             |                               |          |             | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/>            |
|                                                    |                                                                                              |             |                               |          |             | Go to Q7                               | Go to Q6                                |
| Q6                                                 | If Q5 is Yes, please indicate number of personal days. <sup>1</sup>                          |             |                               |          |             | <input type="text"/>                   |                                         |
| Q7                                                 | Please complete details at Attachment B - Flight Quotes <sup>2</sup> (mandatory requirement) |             |                               |          |             | COMPLETED                              |                                         |
|                                                    |                                                                                              |             |                               |          |             | NO <input type="checkbox"/>            | YES <input checked="" type="checkbox"/> |
| PART B – TRAVEL COSTS (GST INCLUSIVE) <sup>3</sup> |                                                                                              |             |                               |          |             |                                        |                                         |
| Q8                                                 | Please complete associated costs in the following table:                                     |             |                               |          |             |                                        |                                         |
| Traveller                                          | Flights                                                                                      | *Accomm.    | Travel Allowance <sup>4</sup> | Other    | Total       | Cost centre/<br>WBS code <sup>5</sup>  |                                         |
| 1 Jillian Segal                                    | \$19,498.88                                                                                  | \$9,103.00  | \$4,750.00                    | \$33.00  | \$33,364.88 | s. 22(1)(a)(ii)                        |                                         |
| s. 22(1)(a)(ii)                                    | \$15,898.80                                                                                  | \$9,103.00  | \$2,500.00                    | \$850.00 | \$28,331.80 |                                        |                                         |
| Total                                              | \$35,397.68                                                                                  | \$18,206.00 | \$7,250.00                    | \$883.00 | \$61,736.68 |                                        |                                         |

\*Please provide estimate of accommodation even if booking and payment are arranged by Post.

s. 22(1)(a)(i)

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## PART F – GENERAL TRAVEL

|     |                                                                                                                                                                                                |                 |                                                        |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------|
| Q18 | As the Cost Centre Manager, I confirm that there are sufficient funds available to cover the cost of this travel request. <sup>6</sup><br><br>Attach email clearance for multiple cost centres | Name:           | Malcolm McAllister                                     |
|     |                                                                                                                                                                                                | Position Title: | Assistant Secretary, Special Envoy and Grants Programs |
|     |                                                                                                                                                                                                | Signature:      | Malcolm McAllister                                     |
|     |                                                                                                                                                                                                | Date:           | s. 22(1) /02/2025                                      |
|     |                                                                                                                                                                                                | Cost Centre:    | s. 22(1)(a)(ii)                                        |

SES SUPERVISOR ENDORSEMENT (MUST BE SENIOR TO OFFICER TRAVELLING)<sup>7</sup>

|     |                                                                                                                        |                 |                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------|
| Q19 | I support / do not support the proposed travel request.<br><br>Go to Q20 if supported, otherwise return to originator. | Name:           | Stephanie Foster                                         |
|     |                                                                                                                        | Position Title: | Secretary, Department of Home Affairs<br>s. 22(1)(a)(ii) |
|     |                                                                                                                        | Signature:      | s. 22(1)(a)(ii)                                          |
|     |                                                                                                                        | Date:           | s. 22(1)(a)(ii) 12/1/25                                  |

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

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

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

## FIRST ASSISTANT SECRETARY, STRATEGIC POLICY DIVISION ENDORSEMENT

|     |                                                                                                                               |                 |                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
| Q22 | I support / do not support the proposed travel request.<br><br>Go to <b>Q23</b> if supported, otherwise return to originator. | Name:           | s. 22(1)(a)(ii)                                      |
|     |                                                                                                                               | Position Title: | First Assistant Secretary, Strategic Policy Division |
|     |                                                                                                                               | Signature:      | s. 22(1)(a)(ii)                                      |
|     |                                                                                                                               | Date:           | s. 22(1)(a)(ii) 02-2025                              |

## MINISTER NOTIFICATION WHERE TOTAL COSTS ARE GREATOR THAN \$50,000

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                           |                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Q23 | Are travel costs significant (i.e. greater than \$50,000)<br><br><b>Note:</b> in accordance with the CFO Travel approval direction, the Secretary is the PGPAAs23(3)/FFSPs32 Travel Delegate where the costs of the travel are over \$50,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NO <input type="checkbox"/>                                                               | YES <input checked="" type="checkbox"/><br>Go to <b>Q24</b> |
| Q24 | In accordance with the CFO Travel approval direction, issued under the Accountable Authority Instructions, where the total cost of the travel is greater than \$50,000, the Minister must be informed <b>PRIOR</b> to undertaking the travel.<br><br><b>Note:</b> The business area is required to provide the completed International Travel Request template (ITR) <u>and</u> covering ministerial submission to the Secretary's Office in sufficient time <u>prior</u> to the travel. This will enable the Secretary to have a discussion with the Minister before the ministerial submission is provided to the Minister's Office.<br><br>The ministerial submission must include actions taken to minimise travel costs. | COMPLETED<br>NO <input type="checkbox"/> YES <input type="checkbox"/><br>Go to <b>Q25</b> |                                                             |

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| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>8</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                                       |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|
| Q25                                                       | <p>I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i><sup>9</sup>, on the basis that it represents a proper use of public resources.<sup>10</sup></p> <p>In accordance with the CFO Travel approval direction, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b>Go to Q26 once approved by travel delegate.</b></p> | Name:           | Stephanie Foster                      |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Position Title: | Secretary, Department of Home Affairs |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Signature:      | s. 22(1)(a)(ii)                       |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date:           | s. 22(1)(a)(ii) 1/2/25                |

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

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ATTACHMENT A – TRAVEL PROGRAM

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

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## ATTACHMENT B – FLIGHT QUOTES

Please attach details of at least 3 flight quote and complete section below<sup>11</sup>:

|    |                                                                                                                                                                     |                                      |                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|
| Q1 | Preferred Quote                                                                                                                                                     | Quote 1 for both travellers          | \$35,397.68                                      |
| Q2 | Does the proposed travel comply with the Best Fare of the Day?                                                                                                      | NO <input type="checkbox"/> go to Q3 | YES <input checked="" type="checkbox"/> go to Q4 |
| Q3 | Please provide reasons why the proposed travel does not comply with the Best Fare of the Day                                                                        |                                      |                                                  |
| Q4 | Will the flight quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? <sup>12</sup> | NO <input type="checkbox"/>          | YES <input checked="" type="checkbox"/> go to Q5 |

## APPROVAL FOR NON-REFUNDABLE FLIGHT COSTS

|    |                                                                                                                                                                                                                                                                                                                                                                               |                                                              |                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|
| Q5 | <p>I acknowledge that there may be a non-refundable cancellation fee payable if the proposed travel is booked and this ITR is subsequently not approved by the relevant travel delegate.</p> <p>In accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i>, I approve expenditure equivalent to the cancellation fee only.</p> | Non-refundable amount (i.e. equivalent to cancellation fee): | \$ 300 s. 22(1)(a)(ii) flights only) |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Name:                                                        | Malcolm McAllister                   |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Position Title:                                              | Assistant Secretary, Special Envoy   |

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

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|  |                                                                                                            |            |                     |
|--|------------------------------------------------------------------------------------------------------------|------------|---------------------|
|  | I confirm that I am delegated to approve this non-refundable component of the proposed travel expenditure. |            | and Grants Programs |
|  |                                                                                                            | Signature: |                     |
|  |                                                                                                            | Date:      |                     |

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**OFFICIAL****ATTACHMENT C – ACCOMMODATION QUOTES**

**Please attach details of the preferred accommodation quote and complete section below<sup>13</sup>:**

|    |                                                                                                                                                              |                                                                                                                 |                                                                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Q1 | Preferred Quote per person travelling                                                                                                                        | <b>Number of Persons:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div> | <b>Total Amount:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">\$18,206.00</div> |
| Q2 | Will the accommodation quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? | NO <input type="checkbox"/>                                                                                     | YES <input checked="" type="checkbox"/>                                                                              |

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

**OFFICIAL**

**OFFICIAL**

Flight Quote 1 – Jillian Segal (booked flight)

| Date            | Service | Details |
|-----------------|---------|---------|
| s. 22(1)(a)(ii) |         |         |

| Pre Pay     | Description                              | Rates ex GST    | Taxes/Fees ex GST | GST          | AUD Total       |
|-------------|------------------------------------------|-----------------|-------------------|--------------|-----------------|
| Service Fee | Quote Fee                                | 25.00           | 0.00              | 2.50         | 27.50           |
| Service Fee | Quote Fee                                | 50.00           | 0.00              | 5.00         | 55.00           |
| Service Fee | Quote Fee                                | 25.00           | 0.00              | 2.50         | 27.50           |
| Service Fee | Quote Fee                                | 25.00           | 0.00              | 2.50         | 27.50           |
| Service Fee | Credit Card Decline Fee                  | 20.00           | 0.00              | 0.00         | 20.00           |
| Ticket      | QF - C - Business<br>Feb 25              | 18941.00        | 460.38            | 0.00         | 19341.38        |
|             | s. 22(1)(a)(ii)                          |                 |                   |              |                 |
|             | <b>Due</b>                               | <b>19086.00</b> | <b>400.38</b>     | <b>12.50</b> | <b>19498.88</b> |
|             | <b>Total Booking Cost Inc Pay Direct</b> |                 |                   | <b>12.50</b> | <b>19498.88</b> |

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Flight quote 1 -s. 22(1)(a)(ii) (booked flight)

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

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| Pre Pay                           | Description                       | Rates ex GST | Taxes/Fees ex GST | GST  | AUD Total |
|-----------------------------------|-----------------------------------|--------------|-------------------|------|-----------|
| Service Fee                       | Quote Fee                         | 25.00        | 0.00              | 0.00 | 25.00     |
| Service Fee                       | Quote Fee                         | 75.00        | 0.00              | 0.00 | 75.00     |
| Service Fee                       | Quote Fee                         | 75.00        | 0.00              | 0.00 | 75.00     |
| Service Fee                       | International-Standard            | 180.00       | 0.00              | 0.00 | 180.00    |
| Service Fee                       | WoAG Admin Int                    | 6.00         | 0.00              | 0.60 | 6.60      |
| Ticket                            | QF - D - Business Class           | 15120.00     | 417.20            | 0.00 | 15537.20  |
|                                   | s. 22(1)(a)(ii) 29 Jan 25 - ADULT |              |                   |      |           |
|                                   | s. 22 Feb 25                      |              |                   |      |           |
|                                   | s. 22(1)(a)(ii)                   |              |                   |      |           |
| Due                               |                                   | 15481.00     | 417.20            | 0.60 | 15898.80  |
| Total Booking Cost Inc Pay Direct |                                   |              |                   | 0.60 | 15898.80  |

Final Ticket Date: s. 22(1)(a) Jan 25

## General Notes

-----QANTAS TICKET AND FARE CONDITIONS-----  
 CANCELLATION PENALTY BEFORE DEPARTURE AUD300  
 CANCELLATION PENALTY AFTER DEPARTURE AUD300  
 NO SHOW PENALTY IS NOT PERMITTED  
 CHANGE FEE BEFORE DEPARTURE AUD250  
 CHANGE FEE AFTER DEPARTURE AUD250  
 CHANGES ARE SUBJECT TO SAME FARE TYPE AVAILABILITY.  
 ADDITIONAL FARE DIFFERENCES MAY APPLY.  
 ROUTING AND AIRLINE RESTRICTIONS MAY APPLY.  
 QANTAS BOOKING REFERENCE IS 53U68L AA - YINBWD  
 ----- IMPORTANT TICKETING INFORMATION -----  
 ----- THE DOCUMENTS AND E-TICKETS FOR THIS  
 ----- ITINERARY WILL BE ISSUED ON s. 47(9) JAN.  
 ----- THE ITINERARY MAY HAVE TO BE RE-PRICED.  
 ----- IF YOU WISH TO CANCEL OR AMEND THESE TRAVEL  
 ----- ARRANGEMENTS, PLEASE CONTACT CTM PRIOR  
 ----- TO s. 47(9) JAN TO AVOID POTENTIAL CANCELLATION  
 ----- AND OR AMENDMENT FEES.  
 -----

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Flight quote 2 – Jillian Segal

Proposal 16 - Mixed carriers of and ac

Total Price: AUD 31267.10

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

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Flight quote 2 – s. 22(1)(a)(ii)

Proposal 10 - Revised on <sup>s. 22</sup> Jan

Total Price: AUD 19143.30

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

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Flight quote 3 – Jillian Segal

Proposal 14 - Revised qf intl on s. 22(1) Jan

Total Price: AUD 19262.38

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

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Flight Quote 3 - s. 22(1)(a)(ii)

Proposal 6

Total Price: AUD 26034.30

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

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**OFFICIAL****Accommodation quote****s. 22(1)(a)(ii)****s. 22(1)(a)(ii) 1 KING - 320SF 29SM, Floors 3-8, Balcony,  
Spacious Full Bath, 65in Streaming HDTV****1 Adult**

Reimagined room with modern aesthetic offering floor-to-ceiling windows, a private balcony with outdoor seating and luxurious bathroom featuring Le Labo amenities, vanity mirror, separate bathtub and walk-in shower.

**s. 22(1)(a)(ii)****1 x USD 520.84 per night****s. 22(1)(a)(ii) Feb 2025 to s. 22(1)(a)(ii) Feb 2025****USD 520.84****s. 22(1)(a)(ii)****1 x USD 488.54 per night****s. 22(1)(a)(ii) Feb 2025 to s. 22(1)(a)(ii) Mar 2025****USD 488.54****TOTAL PRICE OF STAY****Remaining amount to be paid at the hotel:****USD 1265.86****\*\* plus \$150 early check in fee****OFFICIAL**

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## Quote

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

Date: February 2025  
 Agency: CTM GOVERNMENT  
 Level 11, 620 Spencer Street  
 Melbourne Vic 3000  
 Email: international@travelctm.com  
 Telephone: +61 2 8338 5918

Thank you for the opportunity to provide the following quote for your proposed travel arrangements. Please note this is a quote only and no flights are being held. Please also note that fares quoted are subject to availability and increase, withdrawal or alteration by airlines/hotels without notice, prior to all reservations confirmed and the final ticketing process being completed.

Quote 18

Total Price: USD 5834.48

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

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Quote 19

Total Price: USD 5847.80

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

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Quote 20

Total Price: USD 3378.14

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

Released by Department of Home Affairs  
under the *Freedom of Information Act 1982*

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

Thank you for choosing to stay with s. 22(1)(a)(ii)

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

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

s. 22(1)(a)(ii) New York, s. 22(1)(a)(ii) United States

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

## Reservation Summary

|               |                                               |                              |            |
|---------------|-----------------------------------------------|------------------------------|------------|
| Check-in      | Sat, Mar <sup>s. 22(1)</sup> 2025<br>03:00 PM | Rate                         |            |
| Checkout      | Sat, Mar <sup>s. 22(1)</sup> 2025<br>12:00 PM | Total Cash Per Room*         | \$4,216.03 |
| Room          | (1) 1 King Bed, High Floor,<br>Lounge Access  | Sat, Mar <sup>s. 22(1)</sup> | \$457.78   |
| Guest         | 1 Adult                                       | Sun, Mar <sup>s. 22(1)</sup> | \$417.79   |
| Guest Details | s. 22(1)(a)(ii)                               | Mon, Mar <sup>s. 22(1)</sup> | \$496.13   |
|               |                                               | Tue, Mar <sup>s. 22(1)</sup> | \$509.18   |
|               |                                               | Wed, Mar <sup>s. 22(1)</sup> | \$568.75   |
|               |                                               | Thu, Mar <sup>s. 22(1)</sup> | \$499.39   |
|               |                                               | Fri, Mar <sup>s. 22(1)</sup> | \$429.22   |
|               |                                               | Subtotal                     | \$3,378.24 |
|               |                                               | DEST FEE TAX                 | \$40.46    |
|               |                                               | DESTINATION FEE              | \$274.54   |
|               |                                               | STATE TAX                    | \$299.99   |
|               |                                               | OCCUPANCY TAX                | \$14.00    |
|               |                                               | CITY TAX                     | \$198.30   |
|               |                                               | JAVITS CNTR FEE              | \$10.50    |
|               |                                               | Taxes & Fees                 | \$837.79   |

\*Changes in taxes or fees will affect the total price.

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

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

Payment Details

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

Dear CTM

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**OFFICIAL**

Can I please get the following hotel quotes for LA (please include all the rooms listed below). This is what is coming up on my end in the portal, but can you please let me know if you get different prices showing up on your end.

When I spoke to a consultant earlier, she said that I should be able to see the same prices as the consultant in the portal. However, we are getting different prices. Can you please confirm whether you have access to different prices then what appears on the portal for me?

Dates are: s. 22(1)(a) Feb – s. 22 March

PNR Ref: s. 22(1)(a)(ii)

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

s. 22(1)(a)(ii) 1 KING: \$4,508.74 (per night \$901.75) **NOW NOT AVAILABLE**

s. 22(1)(a)(ii) 1 KING: 4,693.15 (per night \$938.63)  
Per night **USD 747.61 ( AUD 1,190.17 )**

s. 22(1)(a)(ii) 1 KING: \$5,061.97 per night: \$1,012.39  
Per night **USD 789.29 ( AUD 1,256.53**

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

Guest room: \$3,007.11 (per night \$1,503.56) **SAME RATE**  
Grand getaway deluxe terrace: \$3,019.07 (\$1,509.54) **SAME RATE**  
Deluxe: \$3,117.47 (\$1,558.74) **SAME RATE**  
Grand getaway Loft: \$3,138.14 (per night \$1,569.07)  
Per night **USD 985.31 ( AUD 1,568.59**

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

Superior Room: \$5,418.20 (per night \$2,709.10) **SAME**  
Deluxe Room: \$5,740.48 (per night \$2,870.24) **SAME**  
Balcony room: \$6,143.31 (per night \$3,071.66) **SAME**  
Terrace Room: \$6,505.85 (per night \$3,252.93) **SAME**

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

Signature balcony room king: \$4,205.52 (per night \$2,102.76) **SAME**

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s. 22(1)(a)(ii) view studio suite: \$4,455.83 SAME

s. 22(1)(a)(ii) Suite: \$4,739.25 (per night \$2,369.63) SAME

s. 22(1)(a)(ii) **NOT AVAILABLE FOR THE DATES**

Deluxe Room: \$3,749.74 (per night \$1,874.87)

Patio Deluxe room: \$3,883.06 (per night \$1,941.53)

Grand deluxe room: \$4,216.37 (\$2,108.18)

Villa studio: \$4,716.34 (per night \$2,358.17)

Kind regards

s. 22(1)(a)(ii) | **Coordinator**

**Australia's Special Envoy to Combat Antisemitism**

s. 22(1)(a)(ii) @aseca.gov.au | s. 22(1)(a)(ii) [www.aseca.gov.au](http://www.aseca.gov.au)

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## TAX INVOICE

s. 47F(1)

Invoice Date:  
Invoice Number:  
Reference:  
Addressed to:  
Purchase order:  
Contact:

 June 2025  
INV – 10  
Special Envoy  
Department of Home Affairs  
ABN 33380054835

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

### Description

Reimbursement:  
Car transfer in Poland  
Service fee

### Amount AUD

460.47

**TOTAL AUD**

**460.47**

Due Date:  June 2025  
Please make payments to

s. 47F(1)



# Transaction Confirmation

**s. 47F(1)**Order No **s. 47F(1)**Order Date **s. 22(1)** November 2024Payment Mastercard **s. 47F(1)**Email **s. 47F(1)**

Bill to

**s. 47F(1)**

| Item Description                                                                                                                                                                                                      | Qty | Price  | Item Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|------------|
| <b>s. 47F(1)</b> Transfer - Sedan (1 passenger, 2 luggage)<br>From: Krakow-Balice John Paul II International Airport (KRK)<br>To: <b>s. 47F(1)</b><br>Kraków, Poland<br>Date & Time: <b>s. 22</b> January 2025, 11:30 | 1   | €33.00 | €33.00     |

Notes

|                   |               |
|-------------------|---------------|
| <b>Total</b>      | <b>€33.00</b> |
| <b>Total Paid</b> | €33.00        |
| <b>Total Due</b>  | €0.00         |

Thanks for your order

**s. 47F(1)**

This is not a services invoice

s. 47F(1)

Tuesday, December 2024 10:27 - Sydney, NSW

MRS JILLIAN s. 47F(1) SEGAL  
s. 47F(1)  
Australia

Booking Number: s. 47F(1)  
PNR Reference: s. 47F(1)  
Booked By: Jill Segal

## Tax Invoice - s. 47F(1)

|                |                             |             |                  |            |           |
|----------------|-----------------------------|-------------|------------------|------------|-----------|
| Departure Date | s. 22(1) 01/2025            | Return Date |                  | Consultant | s. 47F(1) |
| Issue Date     | s. 22(1) 12/2024            | Due Date    | s. 22(1) 12/2024 | Terms      | Zero Days |
| Passengers     | SEGAL/JILLIAN s. 47F(1) MRS |             |                  |            |           |

| Description                                                                                                                                                                                                                                       | Fare       | Tax      | GST    | Due        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|------------|
| 1 Ticket                                                                                                                                                                                                                                          | \$11806.60 | \$235.52 | \$0.00 | \$12042.12 |
| s. 47F(1) AIRLINES<br>Ticket Class: I - Restricted Business Class<br>Itinerary: s. 22(1)(a)(ii)<br>Ticket No: s. 47F(1)<br>Passenger: SEGAL/JILLIAN s. 47F(1) MRS<br>Issue Date: s. 22(1) 11-2024<br>Airline Credit Card Fees (Inc GST): \$108.60 |            |          |        |            |
| 2 Service Fee                                                                                                                                                                                                                                     | \$400.00   | \$0.00   | \$0.00 | \$400.00   |
| Fee Type: Segment Fee<br>Fee Description: Business Class Booking Fee<br>Passenger Ref: \$400 per person<br>Confirmation No: TKT s. 47F(1)<br>Passenger: SEGAL/JILLIAN s. 47F(1) MRS                                                               |            |          |        |            |
| 3 Service Fee                                                                                                                                                                                                                                     | \$4.80     | \$0.00   | \$0.00 | \$4.80     |
| Fee Type: Booking Fee<br>Fee Description: TravelPay Fees                                                                                                                                                                                          |            |          |        |            |
| Invoice Total                                                                                                                                                                                                                                     | \$12211.40 | \$235.52 | \$0.00 | \$12446.92 |

Total \$12446.92

GST \$0.00

Total \$12446.92

Paid \$12446.92

Balance Due \$0.00

No GST applicable

Page 1 of 2

s. 47F(1)

Tel: s. 47F(1)  
Emergency: s. 47F(1)

Email: s. 47F(1)  
ABN: s. 47F(1)  
ATAS No: s. 47F(1)

NSW, 2028, Australia

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under the Freedom of Information Act 1982

Tax Invoice s. 47F(1)

Tuesday s. 22(1) December 2024 10:27 - Sydney, NSW

Bank Account Details

s. 47F(1)

Please reference your booking number.

Pay by Credit Card

If you wish to pay by credit card, please click on 'PAY NOW' link above.

Merchant fees apply. (Mastercard 1.20%, Visa 1.40%, AMEX 1.80%, International Cards 3.00%)

Please reference your booking number.

Page 2 of 2

s. 47F(1)

NSW, 2028, Australia

Tel: s. 47F(1)  
Emergency

Email: s. 47F(1)  
ABN:  
ATAS No

Released by Department of Home Affairs  
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Official: Sensitive

# International Travel Request

| PART A – TRIP DETAILS                                |                   |                                                                                                             |                                       |                                                  |                                                                                                                                                                                 |
|------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PDMS REFERENCE: EC25-000038                          |                   |                                                                                                             |                                       |                                                  |                                                                                                                                                                                 |
| TRIM REFERENCE: ADD2024/102901496                    |                   |                                                                                                             |                                       |                                                  |                                                                                                                                                                                 |
| CONTACT NAME: s. 22(1)(a)(ii)                        |                   |                                                                                                             | CONTACT PHONE NUMBER: s. 22(1)(a)(ii) |                                                  |                                                                                                                                                                                 |
| TIMING: FOR DECISION by Friday s. 22(1) January 2025 |                   |                                                                                                             |                                       |                                                  |                                                                                                                                                                                 |
| Q1                                                   | Travel Details    | Date/s of Travel                                                                                            |                                       | s. 22(1)(a) January 2025                         | s. 22(1)(a) January 2025                                                                                                                                                        |
|                                                      |                   | Destination/s                                                                                               |                                       | Poland                                           |                                                                                                                                                                                 |
|                                                      |                   | Traveller                                                                                                   | Name                                  | Position                                         | Branch/Division/Group                                                                                                                                                           |
|                                                      |                   | 1                                                                                                           | Jillian Segal                         | Australia's Special Envoy to Combat Antisemitism | Envoy Support Branch,<br>Citizenship and Multicultural Affairs, Immigration Group<br><br><i>NB: the Special Envoy is an independent advisor and not a Home Affairs employee</i> |
| Q2                                                   | Purpose of travel | <div style="background-color: #cccccc; padding: 20px; text-align: center;"> <h1>s. 22(1)(a)(ii)</h1> </div> |                                       |                                                  |                                                                                                                                                                                 |

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

|                              |                                                                                                    |                             |                                         |
|------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
|                              |                                                                                                    | s. 22(1)(a)(ii)             |                                         |
| Q3                           | Issues/<br>Risks/<br>Sensitivities                                                                 |                             |                                         |
| <b>PART A – TRIP DETAILS</b> |                                                                                                    |                             |                                         |
| Q4                           | Please complete details at Attachment A – Proposed Travel Program ( <b>mandatory requirement</b> ) | COMPLETED                   |                                         |
| Q5                           | Does proposed travel include personal travel?                                                      | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> |
| Q6                           | If Q5 is Yes, please indicate number of personal days. <sup>1</sup>                                | Go to Q7                    | Go to Q6                                |
|                              |                                                                                                    | NA                          |                                         |

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

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|                                                          |                                                                                                 |                    |                   |                                     |              |                             |                                              |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------|-------------------|-------------------------------------|--------------|-----------------------------|----------------------------------------------|
| Q7                                                       | Please complete details at Attachment B - Flight Quotes <sup>2</sup><br>(mandatory requirement) |                    |                   |                                     |              | COMPLETED                   |                                              |
|                                                          |                                                                                                 |                    |                   |                                     |              | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/>      |
| <b>PART B – TRAVEL COSTS (GST INCLUSIVE)<sup>3</sup></b> |                                                                                                 |                    |                   |                                     |              |                             |                                              |
| Q8                                                       | Please complete associated costs in the following table:                                        |                    |                   |                                     |              |                             |                                              |
|                                                          | <b>Traveller</b>                                                                                | <b>Flights</b>     | <b>*Accomm</b>    | <b>Travel Allowance<sup>4</sup></b> | <b>Other</b> | <b>Total</b>                | <b>Cost centre/<br/>WBS code<sup>5</sup></b> |
|                                                          | 1 Jillian Segal                                                                                 | \$ 12,446.92       | \$1,210.35        | \$ 2,200                            | \$ --        | \$15,857.27                 | s. 22(1)(a)(ii)                              |
|                                                          | <b>Total</b>                                                                                    | <b>\$12,446.92</b> | <b>\$1,210.35</b> | <b>\$2,200</b>                      | <b>\$ --</b> | <b>\$15,857.27</b>          |                                              |

\*Please provide estimate of accommodation even if booking and payment are arranged by Post.

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

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

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| PART F – GENERAL TRAVEL                                                        |                                                                                                                                        |                 |                                         |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|
| Q18                                                                            | As the Cost Centre Manager, I confirm that there are sufficient funds available to cover the cost of this travel request. <sup>6</sup> | Name:           | s. 22(1)(a)(ii)                         |
|                                                                                |                                                                                                                                        | Position Title: | A/g Assistant Secretary, Special Envoys |
|                                                                                |                                                                                                                                        | Signature:      |                                         |
|                                                                                |                                                                                                                                        | Date:           |                                         |
|                                                                                |                                                                                                                                        | Cost Centre:    | s. 22(1)(a)(ii)                         |
| SES SUPERVISOR ENDORSEMENT (MUST BE SENIOR TO OFFICER TRAVELLING) <sup>7</sup> |                                                                                                                                        |                 |                                         |
| Q19                                                                            | I support / do not support the proposed travel request.<br><br>Go to Q20 if supported, otherwise return to originator.                 | Name:           | Emma Cassar                             |
|                                                                                |                                                                                                                                        | Position Title: | Associate Secretary, Immigration Group  |
|                                                                                |                                                                                                                                        | Signature:      |                                         |
|                                                                                |                                                                                                                                        | Date:           |                                         |

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

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

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|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |                                                      |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| s. 22(1)(a)(ii)                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |                                                      |
| FIRST ASSISTANT SECRETARY, STRATEGIC POLICY DIVISION ENDORSEMENT  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |                                                      |
| Q22                                                               | I support / do not support the proposed travel request.<br><br>Go to <b>Q23</b> if supported, otherwise return to originator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Name:                                                                                                    | Craig Bickell CSM                                    |
|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Position Title:                                                                                          | First Assistant Secretary, Strategic Policy Division |
|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Signature:                                                                                               | s. 22(1)(a)(ii)                                      |
|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date:                                                                                                    | -01-2025                                             |
| MINISTER NOTIFICATION WHERE TOTAL COSTS ARE GREATOR THAN \$50,000 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |                                                      |
| Q23                                                               | Are travel costs significant (i.e. greater than \$50,000)<br><br><b>Note:</b> in accordance with the CFO Travel approval direction, the Secretary is the PGPAAs23(3)/FFSPs32 Travel Delegate where the costs of the travel are over \$50,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NO <input checked="" type="checkbox"/>                                                                   | YES <input type="checkbox"/><br>Go to <b>Q24</b>     |
| Q24                                                               | In accordance with the CFO Travel approval direction, issued under the Accountable Authority Instructions, where the total cost of the travel is greater than \$50,000, the Minister must be informed PRIOR to undertaking the travel.<br><br><b>Note:</b> The business area is required to provide the completed International Travel Request template (ITR) <u>and</u> covering ministerial submission to the Secretary's Office in sufficient time <u>prior</u> to the travel. This will enable the Secretary to have a discussion with the Minister before the ministerial submission is provided to the Minister's Office.<br><br>The ministerial submission must include actions taken to minimise travel costs. | COMPLETED<br><br>NO <input checked="" type="checkbox"/> YES <input type="checkbox"/><br>Go to <b>Q25</b> |                                                      |
| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>5</sup>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |                                                      |
| Q25                                                               | I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance</i> ,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Name:                                                                                                    | Emma Cassar                                          |

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

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|                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|
| <p><i>Performance and Accountability Act 2013</i><sup>9</sup>, on the basis that it represents a proper use of public resources. <sup>10</sup></p> <p>In accordance with the CFO Travel approval direction, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b><i>Go to Q26 once approved by travel delegate.</i></b></p> | Position Title: | Associate Secretary,<br>Immigration Group |
|                                                                                                                                                                                                                                                                                                                                                                                 | Signature:      |                                           |
|                                                                                                                                                                                                                                                                                                                                                                                 | Date:           |                                           |

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

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

## ATTACHMENT B – FLIGHT QUOTES

Please attach details of at least 3 flight quote and complete section below<sup>11</sup>:

|    |                                                                                                                                                                     |                                      |                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|
| Q1 | Preferred Quote<br><br><b>NB:</b> The Special Envoy purchased her own flights and has submitted a reimbursement request.                                            | Quote Number:<br><div>NA</div>       | Amount:<br><div>\$ 12,446.92</div>               |
| Q2 | Does the proposed travel comply with the Best Fare of the Day?                                                                                                      | NO <input type="checkbox"/> go to Q3 | YES <input checked="" type="checkbox"/> go to Q4 |
| Q3 | Please provide reasons why the proposed travel does not comply with the Best Fare of the Day                                                                        | NA                                   |                                                  |
| Q4 | Will the flight quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? <sup>12</sup> | NO <input type="checkbox"/>          | YES <input checked="" type="checkbox"/> go to Q5 |

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

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| APPROVAL FOR NON-REFUNDABLE FLIGHT COSTS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                              |    |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----|
| Q5                                       | <p>I acknowledge that there may be a non-refundable cancellation fee payable if the proposed travel is booked and this ITR is subsequently not approved by the relevant travel delegate.</p> <p>In accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i>, I approve expenditure equivalent to the cancellation fee only.</p> <p>I confirm that I am delegated to approve this non-refundable component of the proposed travel expenditure.</p> | Non-refundable amount (i.e. equivalent to cancellation fee): | \$ |
|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Name:                                                        |    |
|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Position Title:                                              |    |
|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Signature:                                                   |    |
|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date:                                                        |    |

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

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**OFFICIAL****ATTACHMENT C – ACCOMMODATION QUOTES**

| Please attach details of the preferred accommodation quote and complete section below <sup>13</sup> : |                                                                                                                                                              |                             |                                         |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
| Q1                                                                                                    | Preferred Quote per person travelling<br><br>NB: The                                                                                                         | Number of Persons:<br><br>1 | Total Amount:<br><br>\$1,210.35         |
| Q2                                                                                                    | Will the accommodation quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> |

**OFFICIAL: Sensitive**


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



ABN: 52 005 000 895

Wednesday 27 July 2024 01:05 - Sydney, NSW

Department of Home Affairs

**Booking Number:** s. 22(1)(a)(ii)  
**PNR Reference:** [REDACTED]  
**Debtor:** Department of Home Affairs  
**Department:** HA CTS TRAVEL ACCOUNT  
**Booked By:** s. 47F(1)  
**Cost Centre:** s. 22(1)(a)(ii)  
**Division:** EXTERNAL  
**Phone Bkg** BOOKING  
**Justification:**  
**Region Group:** EXTERNAL  
**Travel Bookers Name:** s. 47F(1)

**Tax Invoice - s. 22(1)(a)(ii)**

|                       |                         |                    |                         |                   |                                  |
|-----------------------|-------------------------|--------------------|-------------------------|-------------------|----------------------------------|
| <b>Departure Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Return Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Consultant</b> | CTM Consultant - s. 22(1)(a)(ii) |
| <b>Issue Date</b>     | s. 22(1)(a)(ii) 07/2024 | <b>Due Date</b>    | s. 22(1)(a)(ii) 07/2024 | <b>Terms</b>      | Zero Days                        |
| <b>Passengers</b>     | SEGAL/JILLIAN MS        |                    |                         |                   |                                  |

| Description                                                                                                                                                                                                                                                                                                                                 | Fare             | Tax           | GST           | Due              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|---------------|------------------|
| 1 Service Fee                                                                                                                                                                                                                                                                                                                               | \$50.00          | \$0.00        | \$0.00        | \$50.00          |
| Fee Type: Booking Fee<br>Fee Description: Amendment Fee-International<br>Paid by s. 22(1)(a)(ii) - SEGAL/JILLIAN MS2                                                                                                                                                                                                                        |                  |               |               |                  |
| 2 Ticket                                                                                                                                                                                                                                                                                                                                    | \$1600.00        | \$0.00        | \$0.00        | \$1600.00        |
| s. 22(1)(a)(ii) AIRLINES<br>Ticket Class: P - Premium Economy<br>Itinerary: BUENOS AIRES AEP- SANTIAGO SCL- SYDNEY<br>Ticket No: s. 22(1)(a)(ii)<br>Passenger: SEGAL/JILLIAN MS<br>Issue Date: s. 22(1)(a)(ii) 07-2024<br>Paid by s. 22(1)(a)(ii) - 1600.00 - SEGAL/JILLIAN MS2<br>Ticket Credits Used-<br>Original Ticket: s. 22(1)(a)(ii) |                  |               |               |                  |
| <b>Invoice Total</b>                                                                                                                                                                                                                                                                                                                        | <b>\$1650.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1650.00</b> |

**Total \$1650.00****GST \$0.00****Total \$1650.00**



ABN: 52 005 000 895

Wednesday 22 July 2024 01:07 - Sydney, NSW

Department of Home Affairs

**Booking Number:** s. 22(1)(a)(ii)  
**PNR Reference:**   
**Debtor:** Department of Home Affairs  
**Department:** HA CTS TRAVEL ACCOUNT  
**Booked By:** s. 47F(1)  
**Cost Centre:** s. 22(1)(a)(ii)  
**Division:** NATIONAL SEC RESILIENCE  
**Phone Bkg** BOOKING  
**Justification:**  
**Region Group:** SCTACT  
**Travel Bookers Name:** s. 47F(1)

## Tax Invoice - s. 22(1)(a)(ii)

|                       |                         |                    |                         |                   |                            |
|-----------------------|-------------------------|--------------------|-------------------------|-------------------|----------------------------|
| <b>Departure Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Return Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Consultant</b> | CTM Consultant - s. 47F(1) |
| <b>Issue Date</b>     | s. 22(1)(a)(ii) 07/2024 | <b>Due Date</b>    | s. 22(1)(a)(ii) 07/2024 | <b>Terms</b>      | Zero Days                  |

|                   |                 |
|-------------------|-----------------|
| <b>Passengers</b> | s. 22(1)(a)(ii) |
|-------------------|-----------------|

| Description                                  | Fare           | Tax           | GST           | Due            |
|----------------------------------------------|----------------|---------------|---------------|----------------|
| 1 Service Fee                                | \$50.00        | \$0.00        | \$0.00        | \$50.00        |
| Fee Type: Booking Fee                        |                |               |               |                |
| Fee Description: Amendment Fee-International |                |               |               |                |
| Paid by s. 22(1)(a)(ii)                      |                |               |               |                |
| <b>Invoice Total</b>                         | <b>\$50.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$50.00</b> |

|              |                |
|--------------|----------------|
| <b>Total</b> | <b>\$50.00</b> |
| <b>GST</b>   | <b>\$0.00</b>  |
| <b>Total</b> | <b>\$50.00</b> |



ABN: 52 005 000 895

Monday 6 June 2024 19:06 - Sydney, NSW

Department of Home Affairs  
Po Box 25  
Belconnen Act 2616  
Australia

**Booking Number:** s. 22(1)(a)(ii)  
**PNR Reference:** [REDACTED]  
**Debtor:** Department of Home Affairs  
**Department:** HA CTS TRAVEL ACCOUNT  
**Booked By:** s. 47F(1)  
**Cost Centre:** s. 22(1)(a)(ii)  
**Division:** EXTERNAL  
**Phone Bkg** BOOKING  
**Justification:**  
**Region Group:** EXTERNAL  
**Travel Bookers Name:** s. 47F(1)

**Tax Invoice - s. 22(1)(a)(ii)**

|                       |                         |                    |                         |                   |                            |
|-----------------------|-------------------------|--------------------|-------------------------|-------------------|----------------------------|
| <b>Departure Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Return Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Consultant</b> | CTM Consultant - s. 47F(1) |
| <b>Issue Date</b>     | s. 22(1)(a)(ii) 06/2024 | <b>Due Date</b>    | s. 22(1)(a)(ii) 06/2024 | <b>Terms</b>      | Zero Days                  |

|                   |                  |
|-------------------|------------------|
| <b>Passengers</b> | SEGAL/JILLIAN MS |
|-------------------|------------------|

| Description                                                                                                                                                                                                                                                          | Fare      | Tax      | GST    | Due       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|--------|-----------|
| 1 Service Fee<br>Fee Type: Booking Fee<br>Fee Description: International-Standard<br>Paid by s. 22(1)(a)(ii) - SEGAL/JILLIAN MS2                                                                                                                                     | \$180.00  | \$0.00   | \$0.00 | \$180.00  |
| 2 Service Fee<br>Fee Type: Booking Fee<br>Fee Description: WoAG Admin Int<br>Paid by s. 22(1)(a)(ii) - SEGAL/JILLIAN MS2                                                                                                                                             | \$3.00    | \$0.00   | \$0.30 | \$3.30    |
| 3 Ticket<br>s. 22(1)(a)(ii) AIRLINES<br>Ticket Class: Z - Business Class<br>Itinerary: s. 22(1)(a)(ii)<br>Ticket No: s. 22(1)(a)(ii)<br>Passenger: SEGAL/JILLIAN MS<br>Issue Date: s. 22(1)(a)(ii) -06-2024<br>Paid by s. 22(1)(a)(ii) - 6934.68 - SEGAL/JILLIAN MS2 | \$6586.00 | \$348.68 | \$0.00 | \$6934.68 |

|                      |                  |                 |               |                  |
|----------------------|------------------|-----------------|---------------|------------------|
| <b>Invoice Total</b> | <b>\$6769.00</b> | <b>\$348.68</b> | <b>\$0.30</b> | <b>\$7117.98</b> |
| <b>Total(ex GST)</b> |                  |                 |               | <b>\$7117.68</b> |
| <b>GST</b>           |                  |                 |               | <b>\$0.30</b>    |
| <b>Total Inc GST</b> |                  |                 |               | <b>\$7117.98</b> |



ABN: 52 005 000 895

Monday June 2024 19:11 - Sydney, NSW

Department of Home Affairs  
Po Box 25  
Belconnen Act 2616  
Australia

**Booking Number:** s. 22(1)(a)(ii)  
**PNR Reference:** [REDACTED]  
**Debtor:** Department of Home Affairs  
**Department:** HA CTS TRAVEL ACCOUNT  
**Booked By:** s. 47F(1)  
**Cost Centre:** s. 22(1)(a)(ii)  
**Division:** NATIONAL SEC RESILIENCE  
**Phone Bkg** BOOKING  
**Justification:**  
**Region Group:** SCTACT  
**Travel Bookers Name:** s. 47F(1)

**Tax Invoice - I.0001490975**

|                       |                         |                    |                         |                   |                            |
|-----------------------|-------------------------|--------------------|-------------------------|-------------------|----------------------------|
| <b>Departure Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Return Date</b> | s. 22(1)(a)(ii) 07/2024 | <b>Consultant</b> | CTM Consultant - s. 47F(1) |
| <b>Issue Date</b>     | s. 22(1)(a)(ii) 06/2024 | <b>Due Date</b>    | s. 22(1)(a)(ii) 06/2024 | <b>Terms</b>      | Zero Days                  |

|                   |                 |
|-------------------|-----------------|
| <b>Passengers</b> | s. 22(1)(a)(ii) |
|-------------------|-----------------|

| Description                                                                                                                                                                                                                                                                                    | Fare      | Tax      | GST    | Due       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|--------|-----------|
| 1 Service Fee                                                                                                                                                                                                                                                                                  | \$180.00  | \$0.00   | \$0.00 | \$180.00  |
| Fee Type: Booking Fee<br>Fee Description: International-Standard<br>Paid by S. 22(1)(a)(ii)                                                                                                                                                                                                    |           |          |        |           |
| 2 Service Fee                                                                                                                                                                                                                                                                                  | \$3.00    | \$0.00   | \$0.30 | \$3.30    |
| Fee Type: Booking Fee<br>Fee Description: WoAG Admin Int<br>Paid by S. 22(1)(a)(ii)                                                                                                                                                                                                            |           |          |        |           |
| 3 Ticket                                                                                                                                                                                                                                                                                       | \$7179.00 | \$445.74 | \$0.00 | \$7624.74 |
| s. 22(1)(a)(ii) AIRLINES<br>Ticket Class: Y - Economy<br>Itinerary: CANBERRA- SYDNEY- SANTIAGO SCL- BUENOS AIRES AEP- SANTIAGO SCL- SYDNEY- CANBERRA<br>Ticket No: s. 22(1)(a)(ii)<br>Passenger:<br>Issue Date: s. 22(1)(a)(ii) 06-2024<br>Paid by S. 22(1)(a)(ii) - 7624.74 - s. 22(1)(a)(ii) |           |          |        |           |

|                      |                  |                 |               |                  |
|----------------------|------------------|-----------------|---------------|------------------|
| <b>Invoice Total</b> | <b>\$7362.00</b> | <b>\$445.74</b> | <b>\$0.30</b> | <b>\$7808.04</b> |
| <b>Total(ex GST)</b> |                  |                 |               | <b>\$7807.74</b> |
| <b>GST</b>           |                  |                 |               | <b>\$0.30</b>    |
| <b>Total Inc GST</b> |                  |                 |               | <b>\$7808.04</b> |



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## International Travel Request

| PART A – TRIP DETAILS                                                          |                      |                  |                                       |                                            |                                                          |
|--------------------------------------------------------------------------------|----------------------|------------------|---------------------------------------|--------------------------------------------|----------------------------------------------------------|
| PDMS REFERENCE: EC24-003383                                                    |                      |                  |                                       |                                            |                                                          |
| TRIM REFERENCE:                                                                |                      |                  |                                       |                                            |                                                          |
| CONTACT NAME: s. 22(1)(a)(ii)                                                  |                      |                  | CONTACT PHONE NUMBER: s. 22(1)(a)(ii) |                                            |                                                          |
| TIMING: As soon as possible to facilitate travel on the s. 22(1)(a) July 2024. |                      |                  |                                       |                                            |                                                          |
| Q 1                                                                            | Travel Details       | Date/s of Travel |                                       | s. 22(1)(a)(ii) July, 2024                 |                                                          |
|                                                                                |                      | Destination/s    |                                       | Argentina                                  |                                                          |
|                                                                                |                      | Travelle<br>r    | Name                                  | Position                                   | Branch/Division/Gr<br>oup                                |
|                                                                                |                      | 1                | Jillian Segal AO                      | Special Envoy to<br>Combat<br>Antisemitism | N/A – yet to be set<br>up Office of the<br>Special Envoy |
|                                                                                |                      | 2                | s. 22(1)(a)(ii)                       | Senior Director                            | Social Cohesion<br>Taskforce                             |
| Q 2                                                                            | Purpose<br>of travel | s. 22(1)(a)(ii)  |                                       |                                            |                                                          |

Last updated: 31 September 2023

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|     |                                        |                            |
|-----|----------------------------------------|----------------------------|
|     |                                        | <div>s. 22(1)(a)(ii)</div> |
| Q 3 | Issues/<br>Risks/<br>Sensitiviti<br>es |                            |

| PART A – TRIP DETAILS |                                                                                                    |                                                           |                                                 |
|-----------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------|
| Q4                    | Please complete details at Attachment A – Proposed Travel Program ( <b>mandatory requirement</b> ) | COMPLETED                                                 |                                                 |
|                       |                                                                                                    | NO <input type="checkbox"/>                               | YES <input checked="" type="checkbox"/>         |
| Q5                    | Does proposed travel include personal travel?                                                      | NO <input checked="" type="checkbox"/><br>Go to <b>Q7</b> | YES <input type="checkbox"/><br>Go to <b>Q6</b> |

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| Q6                                                       | If Q5 is Yes, please indicate number of personal days <sup>1</sup>                              | N/A                         |                               |                                         |                    |                                       |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|-----------------------------------------|--------------------|---------------------------------------|
| Q7                                                       | Please complete details at Attachment B - Flight Quotes <sup>2</sup><br>(mandatory requirement) | COMPLETED                   |                               |                                         |                    |                                       |
|                                                          |                                                                                                 | NO <input type="checkbox"/> |                               | YES <input checked="" type="checkbox"/> |                    |                                       |
| <b>PART B – TRAVEL COSTS (GST INCLUSIVE)<sup>3</sup></b> |                                                                                                 |                             |                               |                                         |                    |                                       |
| Q8                                                       | Please complete associated costs in the following table:                                        |                             |                               |                                         |                    |                                       |
| Traveller                                                | Flights                                                                                         | *Accomm.                    | Travel Allowance <sup>4</sup> | Other                                   | Total              | Cost centre/<br>WBS code <sup>5</sup> |
| 1                                                        | \$6934.68                                                                                       | \$2404                      | \$263.75                      | \$                                      | \$9,602.43         | s. 22(1)(a)(ii)                       |
| 2                                                        | \$7624.74                                                                                       | \$2404                      | \$263.75                      | \$                                      | \$10,292.49        |                                       |
| <b>Total</b>                                             | <b>\$14,559.42</b>                                                                              | <b>\$4808</b>               | <b>\$527.50</b>               | <b>\$</b>                               | <b>\$19,894.92</b> |                                       |

\*Please provide estimate of accommodation even if booking and payment are arranged by Post.

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

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| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>7</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |     |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|
| Q15                                                       | I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i> <sup>8</sup> , on the basis that it represents a proper use of public resources. <sup>9</sup><br><br>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR. | Name:           | N/A |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Title: | N/A |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature:      | N/A |
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                         | Date:           | N/A |

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

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

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

PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL<sup>11</sup>

|     |                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|
| Q18 | I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i> <sup>12</sup> on the basis that it represents a proper use of public resources. <sup>13</sup><br><br>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR. | Name:           | N/A |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Title: | N/A |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature:      | N/A |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                         | Date:           | N/A |

THIS SECTION TO BE COMPLETED ONCE ITR IS APPROVED BY TRAVEL DELEGATE

|     |  |           |
|-----|--|-----------|
| Q19 |  | COMPLETED |
|-----|--|-----------|

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

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| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>15</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |     |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|
| Q24                                                        | I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i> <sup>16</sup> , on the basis that it represents a proper use of public resources. <sup>17</sup><br><br>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR. | Name:           | N/A |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                           | Position Title: | N/A |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                           | Signature:      | N/A |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                           | Date:           | N/A |

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

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

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| MINISTER NOTIFICATION |                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                     |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------|
| Q30                   | Are travel costs significant (i.e. greater than \$50,000)                                                                                                                                                                                                                                                                                                                                    | NO<br><input type="checkbox"/> | YES <input type="checkbox"/><br>Go to<br><b>Q31</b> |
| Q31                   | <p>In accordance with the Accountable Authority Instructions, the Minister must be informed of significant travel (i.e. travel costs are greater than \$50,000).</p> <p><b>Note:</b> The business area is responsible for notifying the Minister. The notification must include actions taken to minimise travel costs. A copy of the approved ITR must be attached to the notification.</p> | COMPLETED                      |                                                     |
|                       |                                                                                                                                                                                                                                                                                                                                                                                              | NO<br><input type="checkbox"/> | YES <input type="checkbox"/>                        |

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| PART H – GENERAL TRAVEL                                                         |                                                                                                                                                                                                 |                 |                                                           |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------|
| Q32                                                                             | As the Cost Centre Manager, I confirm that there are sufficient funds available to cover the cost of this travel request. <sup>22</sup><br><br>Attach email clearance for multiple cost centres | Name:           | s. 22(1)(a)(ii)                                           |
|                                                                                 |                                                                                                                                                                                                 | Position Title: | Chief of Staff – Social Cohesion Taskforce                |
|                                                                                 |                                                                                                                                                                                                 | Signature:      | s. 22(1)(a)(ii)                                           |
|                                                                                 |                                                                                                                                                                                                 | Date:           | s. 22(1) /06/2024                                         |
|                                                                                 |                                                                                                                                                                                                 | Cost Centre:    | s. 22(1)(a)(ii)                                           |
| SES SUPERVISOR ENDORSEMENT (MUST BE SENIOR TO OFFICER TRAVELLING) <sup>23</sup> |                                                                                                                                                                                                 |                 |                                                           |
| Q33                                                                             | I support / do not support the proposed travel request.<br><br>Go to Q34 if supported, otherwise return to originator.                                                                          | Name:           | Nathan Smyth                                              |
|                                                                                 |                                                                                                                                                                                                 | Position Title: | Deputy Secretary National Security and<br>s. 22(1)(a)(ii) |
|                                                                                 |                                                                                                                                                                                                 | Signature:      |                                                           |
|                                                                                 |                                                                                                                                                                                                 | Date:           |                                                           |

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

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

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| PART H – GENERAL TRAVEL                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                     |                                                                 |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------|
| Q37                                                        | Are any of the people travelling an SES Officer?                                                                                                                                                                                                                                                                                                                                                                                                                                        | NO <input type="checkbox"/><br>Complete<br>Q38 only | YES <input checked="" type="checkbox"/><br>Complete<br>Q39 only |
| NON-SES TRAVEL APPROVAL                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                     |                                                                 |
| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>26</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                     |                                                                 |
| Q38                                                        | <p>I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i><sup>26</sup>, on the basis that it represents a proper use of public resources.<sup>26</sup></p> <p>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b>Go to Q40 once approved by travel delegate.</b></p> | Name:                                               | N/A                                                             |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Title:                                     | N/A                                                             |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature:                                          | N/A                                                             |
|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date:                                               | N/A                                                             |
| SES OFFICER TRAVEL APPROVAL                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                     |                                                                 |
| PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL <sup>27</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                     |                                                                 |
| Q39                                                        | I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i> <sup>27</sup> , on the                                                                                                                                                                                                                                                                                                                       | Name:                                               | Nathan Smyth                                                    |

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|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                         |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------|
|                                                                  | <p><i>Governance, Performance and Accountability Act 2013</i><sup>25</sup>, on the basis that it represents a proper use of public resources.<sup>26</sup></p> <p>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b>Go to Q40 once approved by travel delegate.</b></p>                                                                                 | Position Title: | N/A                                                     |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature:      | N/A                                                     |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date:           | N/A                                                     |
| <b>SES OFFICER TRAVEL APPROVAL</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                         |
| <b>PGPAAs23(3)/FFSPs32 TRAVEL DELEGATE APPROVAL<sup>27</sup></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                                                         |
| Q39                                                              | <p>I approve this spending proposal in accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i><sup>21</sup>, on the basis that it represents a proper use of public resources.<sup>26</sup></p> <p>In accordance with the Part 2 of the Accountable Authority Instructions, I confirm that I am delegated to approve the official travel expenditure outlined in this ITR.</p> <p><b>Go to Q40 once approved by travel delegate.</b></p> | Name:           | Nathan Smyth                                            |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Position Title: | Deputy Secretary National Security and Resilience Group |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature:      |                                                         |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date:           | 07/2023                                                 |

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

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| PART H – GENERAL TRAVEL |                                                                                                                                                                                                                                                                                                                                                                                       |                                        |                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------|
| MINISTER NOTIFICATION   |                                                                                                                                                                                                                                                                                                                                                                                       |                                        |                                                     |
| Q42                     | Are travel costs significant (i.e. greater than \$50,000)                                                                                                                                                                                                                                                                                                                             | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/><br>Go to<br><b>Q43</b> |
| Q43                     | In accordance with the Accountable Authority Instructions, the Minister must be informed of significant travel (i.e. travel costs are greater than \$50,000).<br><br><b>Note:</b> The business area is responsible for notifying the Minister. The notification must include actions taken to minimise travel costs. A copy of the approved ITR must be attached to the notification. | COMPLETED                              |                                                     |
|                         |                                                                                                                                                                                                                                                                                                                                                                                       | NO <input type="checkbox"/>            | YES <input type="checkbox"/>                        |

~~PROTECTED~~**ATTACHMENT B (a) – FLIGHT QUOTES – JILLIAN SEGAL**

| Please attach details of at least 3 flight quote and complete section below <sup>28</sup> : |                                                                                                                                                                     |                                           |                                                  |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------|
| Q1                                                                                          | Preferred Quote                                                                                                                                                     | <div>7</div>                              | <div>\$7201.68</div>                             |
| Q2                                                                                          | Does the proposed travel comply with the Best Fare of the Day?                                                                                                      | NO <input type="checkbox"/> go to Q3      | YES <input checked="" type="checkbox"/> go to Q4 |
| Q3                                                                                          | Please provide reasons why the proposed travel does not comply with the Best Fare of the Day                                                                        | N/A                                       |                                                  |
| Q4                                                                                          | Will the flight quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? <sup>29</sup> | NO <input type="checkbox"/>               | YES <input checked="" type="checkbox"/> go to Q5 |
| APPROVAL FOR NON-REFUNDABLE FLIGHT COSTS                                                    |                                                                                                                                                                     |                                           |                                                  |
| Q5                                                                                          | I acknowledge that there may be a non-refundable cancellation fee payable if the proposed travel is booked and this ITR is                                          | Non-refundable amount (i.e. equivalent to | \$0- if cancelled CTM have informed there        |

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

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|                                                                                                                                                                                                                                                                                                                                                                      |                    |                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------|
| <p>subsequently not approved by the relevant travel delegate.</p> <p>In accordance with section 23(3) of the <i>Public Governance, Performance and Accountability Act 2013</i>, I approve expenditure equivalent to the cancellation fee only.</p> <p>I confirm that I am delegated to approve this non-refundable component of the proposed travel expenditure.</p> | cancellation fee): | will be no cancellation fee and a full refund will be returned. |
|                                                                                                                                                                                                                                                                                                                                                                      | Name:              | s. 22(1)(a)(ii)                                                 |
|                                                                                                                                                                                                                                                                                                                                                                      | Position Title:    | Chief of Staff, Social Cohesion Taskforce                       |
|                                                                                                                                                                                                                                                                                                                                                                      | Signature:         | s. 22(1)(a)(ii)                                                 |
|                                                                                                                                                                                                                                                                                                                                                                      | Date:              | s. 22(1)(a) 6.24                                                |

~~PROTECTED~~**ATTACHMENT B (b) – FLIGHT QUOTES – s. 22(1)(a)(ii)****Please attach details of at least 3 flight quote and complete section below<sup>30</sup>:**

|    |                                                                                                                                                                     |                                                |                                                            |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------|
| Q1 | Preferred Quote                                                                                                                                                     | <div>8</div>                                   | <div>\$7624.74</div>                                       |
| Q2 | Does the proposed travel comply with the Best Fare of the Day?                                                                                                      | NO <input type="checkbox"/> go to<br><b>Q3</b> | YES <input checked="" type="checkbox"/> go to<br><b>Q4</b> |
| Q3 | Please provide reasons why the proposed travel does not comply with the Best Fare of the Day                                                                        | N/A                                            |                                                            |
| Q4 | Will the flight quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? <sup>31</sup> | NO <input type="checkbox"/>                    | YES <input checked="" type="checkbox"/> go to<br><b>Q5</b> |

**APPROVAL FOR NON-REFUNDABLE FLIGHT COSTS**

|    |                                                                                                                                                                                                                                                                                                      |                                                              |                                                                                                           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Q5 | <p>I acknowledge that there may be a non-refundable cancellation fee payable if the proposed travel is booked and this ITR is subsequently not approved by the relevant travel delegate.</p> <p>In accordance with section 23(3) of the <i>Public Governance, Performance and Accountability</i></p> | Non-refundable amount (i.e. equivalent to cancellation fee): | \$0- if cancelled CTM have informed there will be no cancellation fee and a full refund will be returned. |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

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

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|                                                                                                                                                                                                    |                 |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|
| <i>Act 2013</i> , I approve expenditure equivalent to the cancellation fee only.<br><br>I confirm that I am delegated to approve this non-refundable component of the proposed travel expenditure. | Name:           | s. 22(1)(a)(ii)                                    |
|                                                                                                                                                                                                    | Position Title: | Chief of Staff,<br>Social<br>Cohesion<br>Taskforce |
|                                                                                                                                                                                                    | Signature:      | s. 22(1)(a)(ii)                                    |
|                                                                                                                                                                                                    | Date:           | s. 22(1)(a)<br>6.24                                |

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## Quote

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

Date: s. 22(1) June 2024  
Agency: CTM GOVERNMENT  
Level 11, 120 Spencer Street  
Melbourne VIC 3000  
Email: international@travelctm.com  
Telephone: +61 2 8338 5918

Thank you for the opportunity to provide the following quote for your proposed travel arrangements. Please note this is a quote only and no flights are being held. Please also note that fares quoted are subject to availability and increase, withdrawal or alteration by airlines/hotels without notice, prior to all reservations confirmed and the final ticketing process being completed.

### Proposal 1

Total Price: AUD 10178.58

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

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

Fare conditions may not be accurate or subject to change. Penalty fees may apply in addition to any difference in the fare. Certain taxes may not be refundable. Please contact your agent for more details.

Proposal 2

Total Price: AUD 10355.64

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

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

Proposal 3

Total Price: AUD 14967.48

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

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

Proposal 4

Total Price: AUD 15124.54

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

~~PROTECTED~~

Information released pursuant to the provisions of the Access to Information Act and the provisions of the Access to Information Act.

Proposal 7 - Latam return ul

Total Price: AUD 7201.68

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

~~PROTECTED~~

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

relatives. Please consult your agent for more details.

Proposal 8 - Latam canberra return <sup>s.22(1)</sup> Jul

Total Price: AUD 7624,74

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

~~PROTECTED~~**ATTACHMENT C – ACCOMMODATION QUOTES**

| Please attach details of the preferred accommodation quote and complete section below <sup>32</sup> : |                                                                                                                                                              |                             |                                         |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
| Q1                                                                                                    | Preferred Quote per person travelling                                                                                                                        | Number of<br><div>2</div>   | Total Amount:<br><div>\$4808</div>      |
| Q2                                                                                                    | Will the accommodation quote need to be accepted (i.e. to secure the quoted price) before the ITR can be considered and approved by the ITR travel delegate? | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> |

---

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

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QUOTE FOR s. 22(1)(a)(ii) HOTEL:

Your Stay

Check-in

After 3:00 PM

Check-out

Before 12:00 PM

ROOM 1

Sun, Jul s. 22(1) 2024 - Thu, Jul s. 22(1) 2024

1 Adult

Deluxe Room

Breakfast Inclusive

4 NIGHTS

Taxes and Fees

DETAILS

\$1,320.00

\$277.20

EDIT

REMOVE

ROOM 2

Sun, Jul s. 22(1) 2024 - Thu, Jul s. 22(1) 2024

1 Adult

Deluxe Room

Breakfast Inclusive

4 NIGHTS

Taxes and Fees

DETAILS

\$1,320.00

\$277.20

EDIT

REMOVE

ADD A ROOM

Total:

\$3,194.40

(USD tax included)

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Last updated: 16 February 2024