



Freedom of Information Request: DHR 12/13

**Emails which relate to the Speaker's use of Entitlements and also to
Expenditure
24 November 2011 to 4 June 2012**

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 12 April 2012 12:02 PM
To: [REDACTED] (REPS)
Subject: Fwd: Travel bne to lon via syd and singapore departing on qf1 on 29 June returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21 July.

hope this clarifies let me know any queries have only limited access to wifi

Begin forwarded message:

From: maps.int <maps.int.au@hrgworldwide.com>
Date: 11 April 2012 11:39:50 AM GMT+06:00
To: " [REDACTED] (P. Slipper, MP)" < [REDACTED] @aph.gov.au >, maps.int <maps.int.au@hrgworldwide.com>
Cc: "Slipper, Peter (Private)" < [REDACTED] >, [REDACTED] < [REDACTED] @hrgworldwide.com >
Subject: RE: Travel bne to lon via syd and singapore departing on qf1 on 29 June returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21 July.

Hi Mr Slipper and [REDACTED]

We have held in flights Tel Aviv to Cyprus to Beirut – 6 July as per requested. Please note the most direct flights are departing Tel Aviv at 0705am, arriving Cyprus @ 0800. The next direct flight from Cyprus to Beirut does not actually depart until the evening of 6 July, 2205hrs, which will mean all day in Cyprus. I just wanted to make sure that this is what you are after?

I have checked on flight BA663 on 17 July arriving in London @ 19.40 and this flight does meet the required minimum connection times to connect you with flight QF2, however if you feel this is a tight connection for you I have also held in flight CY346 which arrives in London @ 1310. This is next direct flight from Cyprus to London which arrives before BA663.

We have changed the flight from Brisbane to Sydney 29th June to depart 1125 arriving Sydney 1300 in order to connect with QF1 @ 1610.

Breakdown of costs:

QF - J class: BRISBANE/SYDNEY/LONDON – LONDON/SINGAPORE/SYDNEY/BRISBANE = \$12,000.00 including taxes
BA - J Class: LONDON/TEL AVIV- CYPRUS/LONDON = approx \$5,500.00 including taxes
CY/ME - J class: TEL AVIV/CYPRUS/BEIRUT/CYPRUS = approx \$1,500.00 including taxes

Hope this helps! We will have a look at alternative airlines on the add on flights to see if we can reduce costs.

Updated proposed itineraries attached.

Kind regards

[REDACTED]

From: [REDACTED] (P. Slipper, MP) [mailto:[REDACTED]@aph.gov.au]
Sent: Wednesday, 11 April 2012 1:05 AM
To: maps.int
Cc: Slipper, Peter (Private); [REDACTED]
Subject: Re: Travel bne to lon via syd and singapore departing on qf1 on 29 June returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21 July.

Thanks [REDACTED] with regard to proposed travel from Tel Aviv to Beirut via Cyprus all of this travel is to take place on the 6th.

Please change booking on the 3rd to the 6th. Also could confirm whether the flight landing in London at 19.40pm will allow adequate time for the flight at 21.30pm?

Also with respect to the flight from Brisbane to Sydney on 29th could you bring this flight forward approximately 2hrs earlier.

The Speaker has also emailed you about costings. Would you please include me in the response.

Kind regards

[REDACTED]

On 10/04/2012, at 12:37 PM, "maps.int" <maps.int.au@hrgworldwide.com> wrote:

Hi Mr Slipper, [REDACTED]

Thank you for your email. Please find attached proposed travel itineraries.

As per requested we have held in flights to depart Singapore 21 July, arriving back in Australia 22 July.

We have also looked at flights from London to Tel Aviv (evening of 1 July), Tel Aviv to Cyprus (unsure of date here??), Cyprus to Beirut (6 July) and then Beirut to Cyprus (11 July) and Cyprus to London to connect with QF2 (17 July).

Please note we were unsure of the date from Tel Aviv to Cyprus? We have held in 3 July to give you an idea of departure times etc but grateful if you could email us your preferred date so we can amend.

Cost on this trip would be approx \$19,000.00 business class per person including taxes. We have tried to keep to One World carriers where at all possible. Happy to look at alternative airlines if you prefer.

Please feel free to contact us if you have any queries at all.

Kind regards,

[REDACTED]

From: [REDACTED] (P. Slipper, MP) [mailto:[REDACTED]@aph.gov.au]
Sent: Thursday, 5 April 2012 2:29 AM
To: maps.int; Slipper, Peter (Private)
Cc: [REDACTED]
Subject: Re: Travel bne to lon via syd and singapore departing on qf1 on 29 June

returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21 July.

Thanks [REDACTED] could we amend to depart sing on 21st arriving Aust 22nd.

Also could you let me know options on 1 July pm from London to Tel Aviv and Tel Aviv to Cyprus to Beirut on 6 July and the Beirut to Cyprus on 11th and then Cyprus to London in time to catch QF 2 flight on 17th London to Singapore.

Preferred carriers being oneworld but would like to be advised of all options/costs.

Thanks for your help.

Regards

From: maps.int [mailto:maps.int.au@hrqworldwide.com]
Sent: Monday, March 05, 2012 08:34 AM
To: Slipper, Peter (Private); maps.int <maps.int.au@hrqworldwide.com>
Cc: [REDACTED]@hrqworldwide.com>; [REDACTED] (P. Slipper, MP)
Subject: RE: Travel bne to lon via syd and singapore departing on qf1 on 29 June returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21 July.

Good morning Mr Slipper,

Thank you for your email. Please find attached itineraries for travel to London as requested. Based on this itinerary, fare quote will be approximately 12,000.00 AUD per person for business class travel.

Currently, best fare available would be approximately 3,100.00 AUD - please note this fare is only valid until 8th March or fare will be subject to change based on availability. If approval is received and tickets are issued based on this fare, changes can be made at any time, subject to availability by paying any additional fare difference plus an additional 60.00 AUD reissue / revalidation fee.

Please let me know if I can assist further.

[REDACTED]
Business Travel Team Leader
HRG Australia
Parliamentary Travel Office
NG 111
Parliament House
Canberra ACT 2600
Telephone: 1300 062 701
Fax: +61 (02) 6234 0220
Email: maps.int.au@hrqworldwide.com
Web: www.hrqworldwide.com

<image001.gif>

HRG (Hogg Robinson Group). The worldwide network that provides a range of corporate services which add real value to our clients' travel expenditure.

-----Original Message-----

From: Slipper, Peter (Private) [mailto:]
Sent: Saturday, 3 March 2012 10:24 AM
To: maps.int
Cc: P. Slipper, MP
Subject: Travel bne to lon via syd and singapore departing on qf1 on 29 June
returning on qf 2 arriving sing on 18 July departing sing on 20 arriving Aust on 21
July.

Please book J class for Inge and me.
Also please advise best fares. Assume they would be flexible if a date had to
change?
Thanks

This email and any attachment(s) may contain information which is personal or otherwise
confidential and/or privileged. Unauthorised access, use, distribution, reproduction or
disclosure is prohibited. If you are not the intended recipient and/or received this message in
error please tell us by reply (or telephone the sender) and delete all copies from your system.
Any privilege, confidentiality or copyright that attaches to this email is not waived, lost or
destroyed if you have received this email in error.

We do not warrant that this email and any attachment(s) is free from viruses or defects and
you should scan this email for viruses prior to opening or saving any attachments. The Hogg
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email.

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Information for Trip Locator: XVTC58

**This e-mail message was sent from a notification-only address that cannot accept incoming e-
mail. Please do not reply to this message.**

HRG Australia Pty Ltd
NG111 PARLIAMENT HOUSE
CANBERRA ACT 2600
AUSTRALIA
Tel:1300 769 397
Emergency Travel Service: 1300 474 287 / +61 3 8831 0675
Email: Maps.au@hrgworldwide.com
ABN: 14 074 033 828 License No: 32125

Please check that the class of travel booked is correct, and contact the Parliamentary Travel Office in
the event of any amendments being required.

British Airways' Online check-in is available on all BA operated flights from 24 hours prior to departure. Please go to http://www.ba.com/trade_en for more information and to check-in for your flight.

 Passengers	Reference #	Frequent Flyer #
	SLIPPER/PETERHON	

✈️ AIR - Friday, June 29

☀️ Qantas Airways Flight 521 Business

<p>From: Brisbane Airport 1125 hrs, Friday, June 29 TERMINAL D</p> <p>To: Sydney Kingsford Smith Airport 1300 hrs, Friday, June 29 TERMINAL 3</p> <p>YOUR FLIGHT NUMBER IS QF521</p>	<p>Equipment: Boeing 767-300</p> <p>Duration: 1 hour and 35 minutes</p> <p>Meals: REFRESHMENTS</p> <p>Status: Confirmed</p>
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✈️ AIR - Friday, June 29

☀️ Qantas Airways Flight 1 Business

<p>From: Sydney Kingsford Smith Airport 1610 hrs, Friday, June 29 TERMINAL 1</p> <p>To: Singapore Changi Airport Unspecified Terminal</p> <p>Seats: 21A SLIPPER/PETERHON Confirmed</p>	<p>Equipment: AIRBUS A380-800 JET</p> <p>Duration: 8 hours and 20 minutes</p> <p>Meals: DINNER/REFRESHMENTS</p> <p>Status: Confirmed</p>
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<p>From: Singapore Changi Airport Unspecified Terminal</p> <p>To: London Heathrow Airport 0635 hrs, Saturday, June 30 TERMINAL 3</p> <p>Seats: 21A SLIPPER/PETERHON Confirmed BOOKING CLASS J YOUR FLIGHT NUMBER IS QF1</p>	<p>Equipment: AIRBUS A380-800 JET</p> <p>Duration: 13 hours and 36 minutes</p> <p>Meals: REFRESHMENTS/MEAL</p> <p>Status: Confirmed</p>
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✈️ AIR - Sunday, July 01

☀️ British Airways Flight 163 Business except UK domestic

<p>From: London Heathrow Airport 2230 hrs, Sunday, July 01 TERMINAL 5</p> <p>To: Tel Aviv Yafo Ben Gurion Int'l Airport 0525 hrs, Monday, July 02 TERMINAL 3</p> <p>BOOKING CLASS J YOUR FLIGHT NUMBER IS BA163</p>	<p>Equipment: Boeing 767</p> <p>Duration: 4 hours and 55 minutes</p> <p>Meals: MEAL</p> <p>Status: Confirmed</p>
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✈️ AIR - Friday, July 06

☀️ Cyprus Air Flight 429 Business

<p>From: Tel Aviv Yafo Ben Gurion Int'l Airport 0705 hrs, Friday, July 06 TERMINAL 3</p>	<p>Equipment: Airbus 320 Jet</p> <p>Duration: 55 minutes</p>
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To: Larnaca Airport
0800 hrs, Friday, July 06
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY429

Meals: SNACK
Status: Confirmed

→ AIR - Friday, July 06

✦ Middle East Flight 262 Business

From: Larnaca Airport
2205 hrs, Friday, July 06
Unspecified Terminal
To: Beirut Int'l Airport
2250 hrs, Friday, July 06
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS ME262

Equipment: Airbus Industrie A330-200 Jet
Duration: 45 minutes
Meals: REFRESHMENTS
Status: Confirmed

→ AIR - Wednesday, July 11

✦ Cyprus Air Flight 343 Business

From: Beirut Int'l Airport
0830 hrs, Wednesday, July 11
Unspecified Terminal
To: Larnaca Airport
0915 hrs, Wednesday, July 11
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY343

Equipment: Airbus 320 Jet
Duration: 45 minutes
Meals: SNACK
Status: Confirmed

→ AIR - Tuesday, July 17

✦ Cyprus Air Flight 346 Business

From: Larnaca Airport
1005 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1310 hrs, Tuesday, July 17
TERMINAL 1
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY346

Equipment: Airbus 321 Jet
Duration: 5 hours and 5 minutes
Meals: LUNCH
Status: Confirmed

→ AIR - Tuesday, July 17

✦ British Airways Flight 663 Business except UK domestic

From: Larnaca Airport
1640 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1940 hrs, Tuesday, July 17
TERMINAL 3
BOOKING CLASS J
YOUR FLIGHT NUMBER IS BA663

Equipment: Boeing 767
Duration: 5 hours
Meals: MEAL
Status: Confirmed

→ AIR - Tuesday, July 17

✦ Qantas Airways Flight 2 Business

From: London Heathrow Airport

Equipment: AIRBUS A380-800 JET

2130 hrs, Tuesday, July 17
TERMINAL 3
To: Singapore Changi Airport
1730 hrs, Wednesday, July 18
TERMINAL 1
Seats: 21A SLIPPER/PETERHON Confirmed
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF2

Duration: 13 hours
Meals: REFRESHMENTS/MEAL
Status: Confirmed

✈️ AIR - Saturday, July 21

✈️ Qantas Airways Flight 2 Business

From: Singapore Changi Airport
1920 hrs, Saturday, July 21
TERMINAL 1
To: Sydney Kingsford Smith Airport
0510 hrs, Sunday, July 22
TERMINAL 1
BOOKING CLASS J

Equipment: AIRBUS A380-800 JET
Duration: 7 hours and 50 minutes
Meals: DINNER/REFRESHMENTS
Status: Confirmed

✈️ AIR - Sunday, July 22

✈️ Qantas Airways Flight 504 Business

From: Sydney Kingsford Smith Airport
0705 hrs, Sunday, July 22
TERMINAL 3
To: Brisbane Airport
0835 hrs, Sunday, July 22
TERMINAL D
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF504

Equipment: Boeing 767-300
Duration: 1 hour and 30 minutes
Meals: BREAKFAST
Status: Confirmed

📄 General Remarks

QANTAS AIRWAYS*QF LOCATOR 2WRFOD
BOOKING CLASS C
BOOKING CLASS J
BRITISH AIRWAYS*BA LOCATOR 2WRFOD
CYPRUS AIRWAYS*CY LOCATOR DLBYBE
YOUR TICKETS WILL BE ISSUED ON 15JUN
MIDDLE EAST AIRLINES*ME LOCATOR 2WRFOD

BOOKER:PETER SLIPPER
ORDER METHOD:PHONE
DESTINATION:LHR
GMN COST CENTRE CODE: [REDACTED]
PSGR REFERENCE NBR:M9I5UV

ACCOMMODATION

It is standard hotel policy that all hotel bookings are guaranteed to a credit card. Please note that changes, cancellations or no-shows may incur penalties applied by the hotel. Penalties are dependant on the type of rate booked, and we suggest that you refer to HRG, or the hotel for advice and assistance where amendments or cancellations are necessary to avoid cancellation charges for "no shows".

INTERNATIONAL CHECK-IN

Check-in time for international services in economy class is 2 hours prior to the scheduled departure time of the flight, with the exception of business & first class which is 1 hour prior to the flight. Due to increased security precautions, some airports may require earlier check-in. Please check this with your consultant prior to departure.

Check In via the Internet is available for Qantas, British Airways, Cathay Pacific and Singapore Airlines 48 Hours prior to departure. Please check with your travel consultant for details.

Please note traveller specific requests, including, but not limited to, Seating, Meals and Room Types, are made on a "request" basis only and as such does not constitute a guarantee.

BAGGAGE ALLOWANCES

Economy Class/Premium Economy Class: 20kg is the total weight allowance regardless of the number of pieces

Business Class: 30 kg is the total weight allowance regardless of the number of pieces.

First Class/Suites: 40 kg is the total weight allowance regardless of the number of pieces.

Carry On: 1 piece of baggage max weight is 7 kg.

For more information please check with your HRG travel consultant or the applicable airlines website.

IMPORTANT INTERNATIONAL TRAVEL INFORMATION

A valid passport with a minimum of 6 months validity beyond your intended stay is required for this journey. If other than an Australian or New Zealand passport a re-entry permit will be necessary. Please check the name in your Passport exactly matches the first and surname as it appears on your itinerary. As a result of increased security measures at International Airports we must advise your airline of the following information. Failure to advise these details may result in denied boarding.

- 1.Full name as per passport
- 2.Passport number, expiry date and Nationality
- 3.Date of birth

A VISA may be required for your destination - please check that your consultant has correct and up to date passport details in order for them to determine any visa requirements which may be applicable to your itinerary. This information can also be found on the following website: <http://visalink.com.au>. HRG Australia can provide you with the relevant forms and requirements needed to process your visa application in time for your departure.

Enhanced security measures have been introduced to limit the amount of liquids, aerosols and gels that can be taken through the screening point at airports for international flights. Only small amounts of these substances (100ml per container) including drinks, creams, perfumes, sprays, gels and toothpaste will be permitted to be taken through the screening point onto international passenger aircraft as carry-on baggage, in a resealable transparent plastic bag no larger than 1 litre which must be screened separately. Exceptions will be made for passengers with medical conditions and baby food intended to be consumed on board. Passengers may take on board items purchased after the screening point, including duty free. The restrictions on liquids, aerosols and gels will not apply to passengers travelling on Australian domestic flights, at domestic terminals and airports.

For security reasons all sharp objects of any kind must be packed in your checked baggage. They cannot be carried in your cabin baggage or on your person. The airport screening service will examine personal medication. They may be removed should the medication not be professionally manufactured and labelled or accompanied by a prescription.

Due to the ever-changing travel restrictions in place to various international destinations, HRG asks all passengers travelling overseas to regularly check for updates regarding the safety concerns for the country to which they are travelling to and/or transiting. The Australian Government posts all updates to the following website: <http://www.smarttraveller.gov.au/>. Current information relating to country specific travel advice and risks to Australian travellers, general advice, countries for which the Government advise against all travel or non-essential travel, are listed on the website.

HRG recommends you contact the Travel Doctor - TMVC (www.traveldoctor.com.au) centre or your family doctor at least six (6) weeks prior to your international departure, who can advise you what medical precautions are recommended for your journey. It is also recommended that you seek medical advice prior to commencing long-distance travel to ensure you are not susceptible to Deep Vein Thrombosis.

Information for Trip Locator: XWRG6C

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Please check that the class of travel booked is correct, and contact the Parliamentary Travel Office in the event of any amendments being required.

British Airways' Online check-in is available on all BA operated flights from 24 hours prior to departure. Please go to http://www.ba.com/trade_en for more information and to check-in for your flight.

 Passengers	Reference #	Frequent Flyer #
HALL/INGEMS		

→ AIR - Friday, June 29

Qantas Airways Flight 529 Business

From: Brisbane Airport
1325 hrs, Friday, June 29
TERMINAL D
To: Sydney Kingsford Smith Airport
1500 hrs, Friday, June 29
TERMINAL 3
Seats: 3C HALL/INGEMS Confirmed
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF529

Equipment: BOEING 737 PASSENGER JET
Duration: 1 hour and 35 minutes
Meals: LUNCH
Status: Confirmed

→ AIR - Friday, June 29

Qantas Airways Flight 1 Business

From: Sydney Kingsford Smith Airport
1610 hrs, Friday, June 29
TERMINAL 1
To: Singapore Changi Airport
Unspecified Terminal
Seats: 21B HALL/INGEMS Confirmed

Equipment: AIRBUS A380-800 JET
Duration: 8 hours and 20 minutes
Meals: DINNER/REFRESHMENTS
Status: Confirmed

From: Singapore Changi Airport
Unspecified Terminal
To: London Heathrow Airport
0635 hrs, Saturday, June 30
TERMINAL 3
Seats: 21B HALL/INGEMS Confirmed
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF1

Equipment: AIRBUS A380-800 JET
Duration: 13 hours and 36 minutes
Meals: REFRESHMENTS/MEAL
Status: Confirmed

✈️ AIR - Sunday, July 01

✨ British Airways Flight 163 Business except UK domestic

From: London Heathrow Airport
2230 hrs, Sunday, July 01
TERMINAL 5
To: Tel Aviv Yafo Ben Gurion Int'l Airport
0525 hrs, Monday, July 02
TERMINAL 3
BOOKING CLASS J
YOUR FLIGHT NUMBER IS BA163

Equipment: Boeing 767
Duration: 4 hours and 55 minutes
Meals: MEAL
Status: Confirmed

✈️ AIR - Friday, July 06

✨ Cyprus Air Flight 429 Business

From: Tel Aviv Yafo Ben Gurion Int'l Airport
0705 hrs, Friday, July 06
TERMINAL 3
To: Larnaca Airport
0800 hrs, Friday, July 06
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY429

Equipment: Airbus 320 Jet
Duration: 55 minutes
Meals: SNACK
Status: Confirmed

✈️ AIR - Friday, July 06

✨ Middle East Flight 262 Business

From: Larnaca Airport
2205 hrs, Friday, July 06
Unspecified Terminal
To: Beirut Int'l Airport
2250 hrs, Friday, July 06
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS ME262

Equipment: Airbus Industrie A330-200 Jet
Duration: 45 minutes
Meals: REFRESHMENTS
Status: Confirmed

✈️ AIR - Wednesday, July 11

✨ Cyprus Air Flight 343 Business

From: Beirut Int'l Airport
0830 hrs, Wednesday, July 11
Unspecified Terminal
To: Larnaca Airport
0915 hrs, Wednesday, July 11
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY343

Equipment: Airbus 320 Jet
Duration: 45 minutes
Meals: SNACK
Status: Confirmed

✈️ AIR - Tuesday, July 17

✨ Cyprus Air Flight 346 Business

From: Larnaca Airport
1005 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1310 hrs, Tuesday, July 17
TERMINAL 1

Equipment: Airbus 321 Jet
Duration: 5 hours and 5 minutes
Meals: LUNCH
Status: Confirmed

BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY346

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From: Larnaca Airport
1640 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1940 hrs, Tuesday, July 17
TERMINAL 3
BOOKING CLASS J
YOUR FLIGHT NUMBER IS BA663

Equipment: Boeing 767
Duration: 5 hours
Meals: MEAL
Status: Confirmed

✈️ AIR - Tuesday, July 17

☀️ Qantas Airways Flight 2 Business

From: London Heathrow Airport
2130 hrs, Tuesday, July 17
TERMINAL 3
To: Singapore Changi Airport
1730 hrs, Wednesday, July 18
TERMINAL 1
Seats: 21B HALL/INGEMS Confirmed
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF2

Equipment: AIRBUS A380-800 JET
Duration: 13 hours
Meals: REFRESHMENTS/MEAL
Status: Confirmed

✈️ AIR - Saturday, July 21

☀️ Qantas Airways Flight 2 Business

From: Singapore Changi Airport
1920 hrs, Saturday, July 21
TERMINAL 1
To: Sydney Kingsford Smith Airport
0510 hrs, Sunday, July 22
TERMINAL 1
BOOKING CLASS J

Equipment: AIRBUS A380-800 JET
Duration: 7 hours and 50 minutes
Meals: DINNER/REFRESHMENTS
Status: Confirmed

✈️ AIR - Sunday, July 22

☀️ Qantas Airways Flight 504 Business

From: Sydney Kingsford Smith Airport
0705 hrs, Sunday, July 22
TERMINAL 3
To: Brisbane Airport
0835 hrs, Sunday, July 22
TERMINAL D
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF504

Equipment: Boeing 767-300
Duration: 1 hour and 30 minutes
Meals: BREAKFAST
Status: Confirmed

📖 General Remarks

QANTAS AIRWAYS*QF LOCATOR 2WRICB
BOOKING CLASS C
BOOKING CLASS J
BRITISH AIRWAYS*BA LOCATOR 2WRICB

CYPRUS AIRWAYS*CY LOCATOR KKRLEV
YOUR TICKETS WILL BE ISSUED ON 15JUN
MIDDLE EAST AIRLINES*ME LOCATOR 2WRICB

BOOKER:PETER SLIPPER
ORDER METHOD:PHONE
DESTINATION:LHR
GMN COST CENTRE CODE: [REDACTED]
PSGR REFERENCE NBR:BJ9AI3

ACCOMMODATION

It is standard hotel policy that all hotel bookings are guaranteed to a credit card. Please note that changes, cancellations or no-shows may incur penalties applied by the hotel. Penalties are dependant on the type of rate booked, and we suggest that you refer to HRG, or the hotel for advice and assistance where amendments or cancellations are necessary to avoid cancellation charges for "no shows".

INTERNATIONAL CHECK-IN

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Check In via the Internet is available for Qantas, British Airways, Cathay Pacific and Singapore Airlines 48 Hours prior to departure. Please check with your travel consultant for details.

Please note traveller specific requests, including, but not limited to, Seating, Meals and Room Types, are made on a ""request"" basis only and as such does not constitute a guarantee.

BAGGAGE ALLOWANCES

Economy Class/Premium Economy Class: 20kg is the total weight allowance regardless of the number of pieces

Business Class: 30 kg is the total weight allowance regardless of the number of pieces.

First Class/Suites: 40 kg is the total weight allowance regardless of the number of pieces.

Carry On: 1 piece of baggage max weight is 7 kg.

For more information please check with your HRG travel consultant or the applicable airlines website.

IMPORTANT INTERNATIONAL TRAVEL INFORMATION

A valid passport with a minimum of 6 months validity beyond your intended stay is required for this journey. If other than an Australian or New Zealand passport a re-entry permit will be necessary. Please check the name in your Passport exactly matches the first and surname as it appears on your itinerary. As a result of increased security measures at International Airports we must advise your airline of the following information. Failure to advise these details may result in denied boarding.

- 1.Full name as per passport
- 2.Passport number, expiry date and Nationality
- 3.Date of birth

A VISA may be required for your destination - please check that your consultant has correct and up to date passport details in order for them to determine any visa requirements which may be applicable to your itinerary. This information can also be found on the following website: <http://visalink.com.au>. HRG Australia can provide you with the relevant forms and requirements needed to process your visa application in time for your departure.

Enhanced security measures have been introduced to limit the amount of liquids, aerosols and gels that can be taken through the screening point at airports for international flights. Only small amounts of these substances (100ml per container) including drinks, creams, perfumes, sprays, gels and toothpaste will be permitted to be taken through the screening point onto international passenger aircraft as carry-on baggage, in a resealable transparent plastic bag no larger than 1 litre which must

be screened separately. Exceptions will be made for passengers with medical conditions and baby food intended to be consumed on board. Passengers may take on board items purchased after the screening point, including duty free. The restrictions on liquids, aerosols and gels will not apply to passengers travelling on Australian domestic flights, at domestic terminals and airports.

For security reasons all sharp objects of any kind must be packed in your checked baggage. They cannot be carried in your cabin baggage or on your person. The airport screening service will examine personal medication. They may be removed should the medication not be professionally manufactured and labelled or accompanied by a prescription.

Due to the ever-changing travel restrictions in place to various international destinations, HRG asks all passengers travelling overseas to regularly check for updates regarding the safety concerns for the country to which they are travelling to and/or transiting. The Australian Government posts all updates to the following website: <http://www.smarttraveller.gov.au/>. Current information relating to country specific travel advice and risks to Australian travellers, general advice, countries for which the Government advise against all travel or non-essential travel, are listed on the website.

HRG recommends you contact the Travel Doctor - TMVC (www.traveldoctor.com.au) centre or your family doctor at least six (6) weeks prior to your international departure, who can advise you what medical precautions are recommended for your journey. It is also recommended that you seek medical advice prior to commencing long-distance travel to ensure you are not susceptible to Deep Vein Thrombosis.

Information for Trip Locator: XMXDK

This e-mail message was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

HRG Australia Pty Ltd
NG111 PARLIAMENT HOUSE
CANBERRA ACT 2600
AUSTRALIA
Tel: 1300 769 397
Emergency Travel Service: 1300 474 287 / +61 3 8831 0675
Email: Maps.au@hrgworldwide.com
ABN: 14 074 033 828 License No: 32125

Please check that the class of travel booked is correct, and contact the Parliamentary Travel Office in the event of any amendments being required.

British Airways' Online check-in is available on all BA operated flights from 24 hours prior to departure. Please go to http://www.ba.com/trade_en for more information and to check-in for your flight.

 Passengers	Reference #	Frequent Flyer #
 MR		

AIR - Friday, June 29

Qantas Airways Flight 521 Business

From: Brisbane Airport
1125 hrs, Friday, June 29
TERMINAL D
To: Sydney Kingsford Smith Airport
1300 hrs, Friday, June 29
TERMINAL 3
YOUR FLIGHT NUMBER IS QF521

Equipment: Boeing 767-300
Duration: 1 hour and 35 minutes
Meals: REFRESHMENTS
Status: Confirmed

✈️ AIR - Friday, June 29

✨ Qantas Airways Flight 1 Business

From: Sydney Kingsford Smith Airport
1610 hrs, Friday, June 29
TERMINAL 1

To: Singapore Changi Airport
Unspecified Terminal

Seats: 24A [REDACTED] MR Confirmed

Equipment: AIRBUS A380-800 JET

Duration: 8 hours and 20 minutes

Meals: DINNER/REFRESHMENTS

Status: Confirmed

From: Singapore Changi Airport
Unspecified Terminal

To: London Heathrow Airport
0635 hrs, Saturday, June 30
TERMINAL 3

Seats: 24A [REDACTED] MR Confirmed

BOOKING CLASS J

YOUR FLIGHT NUMBER IS QF1

Equipment: AIRBUS A380-800 JET

Duration: 13 hours and 36 minutes

Meals: REFRESHMENTS/MEAL

Status: Confirmed

✈️ AIR - Sunday, July 01

✨ British Airways Flight 163 Business except UK domestic

From: London Heathrow Airport
2230 hrs, Sunday, July 01
TERMINAL 5

To: Tel Aviv Yafo Ben Gurion Int'l Airport
0525 hrs, Monday, July 02
TERMINAL 3

BOOKING CLASS J

YOUR FLIGHT NUMBER IS BA163

Equipment: Boeing 767

Duration: 4 hours and 55 minutes

Meals: MEAL

Status: Confirmed

✈️ AIR - Friday, July 06

✨ Cyprus Air Flight 429 Business

From: Tel Aviv Yafo Ben Gurion Int'l Airport
0705 hrs, Friday, July 06
TERMINAL 3

To: Larnaca Airport
0800 hrs, Friday, July 06
Unspecified Terminal

BOOKING CLASS J

YOUR FLIGHT NUMBER IS CY429

Equipment: Airbus 320 Jet

Duration: 55 minutes

Meals: SNACK

Status: Confirmed

✈️ AIR - Friday, July 06

✨ Middle East Flight 262 Business

From: Larnaca Airport
2205 hrs, Friday, July 06
Unspecified Terminal

To: Beirut Int'l Airport
2250 hrs, Friday, July 06
Unspecified Terminal

BOOKING CLASS J

YOUR FLIGHT NUMBER IS ME262

Equipment: Airbus Industrie A330-200 Jet

Duration: 45 minutes

Meals: REFRESHMENTS

Status: Confirmed

✈️ AIR - Wednesday, July 11

 **Cyprus Air Flight 343 Business**

From: Beirut Int'l Airport
0830 hrs, Wednesday, July 11
Unspecified Terminal
To: Larnaca Airport
0915 hrs, Wednesday, July 11
Unspecified Terminal
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY343

Equipment: Airbus 320 Jet
Duration: 45 minutes
Meals: SNACK
Status: Confirmed

 **AIR - Tuesday, July 17**

 **Cyprus Air Flight 346 Business**

From: Larnaca Airport
1005 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1310 hrs, Tuesday, July 17
TERMINAL 1
BOOKING CLASS J
YOUR FLIGHT NUMBER IS CY346

Equipment: Airbus 321 Jet
Duration: 5 hours and 5 minutes
Meals: LUNCH
Status: Confirmed


 **AIR - Tuesday, July 17**

 **British Airways Flight 663 Business except UK domestic**

From: Larnaca Airport
1640 hrs, Tuesday, July 17
Unspecified Terminal
To: London Heathrow Airport
1940 hrs, Tuesday, July 17
TERMINAL 3
BOOKING CLASS J
YOUR FLIGHT NUMBER IS BA663

Equipment: Boeing 767
Duration: 5 hours
Meals: MEAL
Status: Confirmed

 **AIR - Tuesday, July 17**

 **Qantas Airways Flight 2 Business**

From: London Heathrow Airport
2130 hrs, Tuesday, July 17
TERMINAL 3
To: Singapore Changi Airport
1730 hrs, Wednesday, July 18
TERMINAL 1
Seats: 24A XXXXXXXXXX MR Confirmed
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF2

Equipment: AIRBUS A380-800 JET
Duration: 13 hours
Meals: REFRESHMENTS/MEAL
Status: Confirmed

 **AIR - Saturday, July 21**

 **Qantas Airways Flight 2 Business**

From: Singapore Changi Airport
1920 hrs, Saturday, July 21
TERMINAL 1
To: Sydney Kingsford Smith Airport
0510 hrs, Sunday, July 22
TERMINAL 1
BOOKING CLASS J

Equipment: AIRBUS A380-800 JET
Duration: 7 hours and 50 minutes
Meals: DINNER/REFRESHMENTS
Status: Confirmed

✈️ AIR - Sunday, July 22

☀️ Qantas Airways Flight 504 Business

From: Sydney Kingsford Smith Airport
0705 hrs, Sunday, July 22
TERMINAL 3

To: Brisbane Airport
0835 hrs, Sunday, July 22
TERMINAL D
BOOKING CLASS J
YOUR FLIGHT NUMBER IS QF504

Equipment: Boeing 767-300
Duration: 1 hour and 30 minutes
Meals: BREAKFAST
Status: Confirmed

📄 General Remarks

QANTAS AIRWAYS*QF LOCATOR 2WRNBJ
BRITISH AIRWAYS*BA LOCATOR 2WRNBJ
CYPRUS AIRWAYS*CY LOCATOR DABBIO
YOUR TICKETS WILL BE ISSUED ON 15JUN
MIDDLE EAST AIRLINES*ME LOCATOR 2WRNBJ

BOOKER:PETER SLIPPER
ORDER METHOD:PHONE
DESTINATION:LHR
GMN COST CENTRE CODE: [REDACTED]
PSGR REFERENCE NBR:TL735C

ACCOMMODATION

It is standard hotel policy that all hotel bookings are guaranteed to a credit card. Please note that changes, cancellations or no-shows may incur penalties applied by the hotel. Penalties are dependant on the type of rate booked, and we suggest that you refer to HRG, or the hotel for advice and assistance where amendments or cancellations are necessary to avoid cancellation charges for "no shows".

INTERNATIONAL CHECK-IN

Check-in time for international services in economy class is 2 hours prior to the scheduled departure time of the flight, with the exception of business & first class which is 1 hour prior to the flight. Due to increased security precautions, some airports may require earlier check-in. Please check this with your consultant prior to departure.

Check In via the Internet is available for Qantas, British Airways, Cathay Pacific and Singapore Airlines 48 Hours prior to departure. Please check with your travel consultant for details.

Please note traveller specific requests, including, but not limited to, Seating, Meals and Room Types, are made on a ""request"" basis only and as such does not constitute a guarantee.

BAGGAGE ALLOWANCES

Economy Class/Premium Economy Class: 20kg is the total weight allowance regardless of the number of pieces

Business Class: 30 kg is the total weight allowance regardless of the number of pieces.

First Class/Suites: 40 kg is the total weight allowance regardless of the number of pieces.

Carry On: 1 piece of baggage max weight is 7 kg.

For more information please check with your HRG travel consultant or the applicable airlines website.

IMPORTANT INTERNATIONAL TRAVEL INFORMATION

A valid passport with a minimum of 6 months validity beyond your intended stay is required for this journey. If other than an Australian or New Zealand passport a re-entry permit will be necessary. Please check the name in your Passport exactly matches the first and surname as it appears on your

itinerary. As a result of increased security measures at International Airports we must advise your airline of the following information. Failure to advise these details may result in denied boarding.

1. Full name as per passport
2. Passport number, expiry date and Nationality
3. Date of birth

A VISA may be required for your destination - please check that your consultant has correct and up to date passport details in order for them to determine any visa requirements which may be applicable to your itinerary. This information can also be found on the following website: <http://visalink.com.au>. HRG Australia can provide you with the relevant forms and requirements needed to process your visa application in time for your departure.

Enhanced security measures have been introduced to limit the amount of liquids, aerosols and gels that can be taken through the screening point at airports for international flights. Only small amounts of these substances (100ml per container) including drinks, creams, perfumes, sprays, gels and toothpaste will be permitted to be taken through the screening point onto international passenger aircraft as carry-on baggage, in a resealable transparent plastic bag no larger than 1 litre which must be screened separately. Exceptions will be made for passengers with medical conditions and baby food intended to be consumed on board. Passengers may take on board items purchased after the screening point, including duty free. The restrictions on liquids, aerosols and gels will not apply to passengers travelling on Australian domestic flights, at domestic terminals and airports.

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HRG recommends you contact the Travel Doctor - TMVC (www.traveldoctor.com.au) centre or your family doctor at least six (6) weeks prior to your international departure, who can advise you what medical precautions are recommended for your journey. It is also recommended that you seek medical advice prior to commencing long-distance travel to ensure you are not susceptible to Deep Vein Thrombosis.

[REDACTED] (REPS)

From: Slipper, Peter (Private)
Sent: Sunday, 1 April 2012 7:24 PM
To: [REDACTED] (REPS)
Cc: [REDACTED] (P. Slipper, MP)
Subject: Re: Laundry/dry cleaning etc

Thanks [REDACTED]

Sent from my iPad

On 29/03/2012, at 10:13 AM, "[REDACTED] (REPS)" <[REDACTED].REPS@aph.gov.au> wrote:

> Dear Mr Speaker

>

> Apologies for the delay in getting back to you, but I have just been advised by Finance that they will also reimburse Mrs Slipper for any laundry / dry cleaning, as long as you can provide a paid receipt and that is not paid for by the relevant Post when finalising your hotel account.

>

> For your information.

>

>

>

> -----Original Message-----

> From: [REDACTED] (REPS)

> Sent: Tuesday, 27 March 2012 4:18 PM

> To: Slipper, Peter (Private)

> Cc: [REDACTED] (P. Slipper, MP)

> Subject: RE: Laundry/dry cleaning etc

>

> Dear Mr Speaker

>

> Thank you for your query about laundry and dry cleaning. I am advised that, as Speaker, you can be reimbursed by Finance for any laundry / dry cleaning, as long as you can provide a paid receipt and that is not paid for by the relevant Post when finalising your hotel account.

>

> As you mentioned, the rules are different to the advice given to non-office holder MP's, where the incidentals allowance should be used to cover any laundry and dry cleaning.

>

> The same advice relates to [REDACTED], as he too is able to be reimbursed for any laundry / dry cleaning that he has a paid receipt for and that is not paid for by the relevant Post when finalising your hotel account.

>

> I have made inquiries as to whether Mrs Slipper has an entitlement to laundry and dry cleaning (in her role as the wife of the Speaker) during the visit, but I am yet to be given advice on this and I do not expect to receive any further advice until tomorrow.

>

> I hope this is of assistance to you.

>

> Kind regards

>

>

>

>

> -----Original Message-----

> From: Slipper, Peter (Private)

> Sent: Tuesday, 27 March 2012 3:54 PM

[REDACTED] (REPS)

From: [REDACTED] (REPS)
Sent: Friday, 30 March 2012 10:23 AM
To: [REDACTED] (P. Slipper, MP)
Cc: [REDACTED] (SEN)
Subject: Accommodation costs for the Speaker (et all)

Hi [REDACTED]

I have spoken with [REDACTED]. What I said in my earlier e-mail is correct. You (or the Speaker) will need to pay for your Ugandan accommodation upon check-out and seek reimbursement from DoFD. As mentioned, this would be something that Post would normally settle and then seek reimbursement from DoFD, but as they have not sent a Post representative to the IPU nor do they have a presence in Kampala, they will not be a position to assist.

Thanks for your understanding.

[REDACTED]

-----Original Message-----

From: [REDACTED] (REPS)
Sent: Friday, 30 March 2012 7:14 AM
To: [REDACTED] (P. Slipper, MP)
Cc: [REDACTED] (SEN)
Subject: RE: IPU

Thanks [REDACTED] Now worries - I am at work now. Easier just to get an early start.

Firstly, breakfast is included in the room rate.

Department of Finance and Deregulation (DoFD) have paid allowances to you (and the Speaker) for your lunch and dinners for the duration of your IPU stay and as previously advised, any meals for Ms Hall are to be paid for by you (or Speaker) and then submit to DoFD for reimbursement with a paid receipt.

In relation to the accommodation, I will need to seek further clarification from [REDACTED] later this morning. My understanding is that with past IPU conferences, a representative from the Post (who is physically at the IPU conference) has settled the accounts for the Speaker (and Adviser) and then sought reimbursement from the DoFD. As there is no representative from Post at this IPU (and this is unfortunate and only confirmed on Wednesday morning), I am of the understanding that you (or Speaker) will need to settle your accommodation (and any incidentals) and then seek reimbursement from DoFD. As I said, I will confirm this with you later this morning.

It is also my understanding that [REDACTED] (on behalf of the Senate) only looks after the costs for the appointed IPU delegates, namely Mr Adams, Mr Secker, Senator Boyce (and Senator Stephens, had she been there). If need be, [REDACTED] can confirm this with you, but it sounds like you have already had this discussion.

As previously mentioned to, there is no additional charge for Ms Hall staying in the Suite with the Speaker, which is different to the advice given at the meeting last week, which means that only [REDACTED] have to pay an additional cost for their spouse staying in their standard room.

I hope this is of assistance to you and I will confirm who pays the accommodation for you and the Speaker and I will e-mail you later this morning.

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 29 March 2012 5:27 PM
To: [REDACTED] (REPS)
Subject: Re: Laundry/dry cleaning etc

Catholic I understand we will be arriving in astana that morning sunday 8th April thanks

----- Original Message -----

From: [REDACTED] (REPS)
Sent: Thursday, March 29, 2012 04:22 PM
To: [REDACTED] (P. Slipper, MP)
Subject: RE: Laundry/dry cleaning etc

Apologies [REDACTED] what religious denomination does he prefer?

[REDACTED] has spoken to the Cyprus HC and has asked me to advise you that the visit dates have been locked in for 11 - 15 June 2012.

-----Original Message-----

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 29 March 2012 3:52 PM
To: [REDACTED] (REPS)
Subject: Re: Laundry/dry cleaning etc

Thanks yes he will want to attend.

----- Original Message -----

From: [REDACTED] (REPS)
Sent: Thursday, March 29, 2012 03:25 PM
To: [REDACTED] (P. Slipper, MP)
Subject: RE: Laundry/dry cleaning etc

Thanks [REDACTED] please ask them to call [REDACTED] in the first instance as I am not always associated with the Speaker's travel - it will move between [REDACTED] and I. I will let [REDACTED] know.

Hungary want to know about church services for Easter Sunday. Will the Speaker wish to attend church? Can you please let me know. Thanks.

-----Original Message-----

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 29 March 2012 3:21 PM
To: [REDACTED] (REPS)
Subject: Re: Laundry/dry cleaning etc

Hi [REDACTED]

The Cyprus HC will be calling in the next day or so to discuss the visit to Cyprus not sure what he wanted as line was poor so just a heads up.

Regards
[REDACTED]

----- Original Message -----

From: [REDACTED] (REPS)
Sent: Thursday, March 29, 2012 10:13 AM

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Tuesday, 27 March 2012 3:42 PM
To: [REDACTED] (REPS)
Subject: Re: Visit to Moscow

Hi [REDACTED]

You may have advised me of this already but could you let me know if laundry is able to be done and reimbursed for the Speaker on the duration of the trip?

[REDACTED]

On 27/03/2012, at 6:36 AM, "[REDACTED] <[REDACTED].REPS@aph.gov.au>" wrote:

Many thanks.

[REDACTED]

From: [REDACTED] (P. Slipper, MP)
Sent: Tuesday, 27 March 2012 3:36 PM
To: [REDACTED] (REPS)
Subject: Fwd: Visit to Moscow

Thanks [REDACTED] all going well so far!

A few items to discuss include;

bilateral relationship/trade/ rel with former soviet republics/economic reform/ political situation/heritage and conservation etc

Regards

[REDACTED]

From: "[REDACTED] (REPS)" <[REDACTED].REPS@aph.gov.au>
Date: 27 March 2012 4:40:38 AM GMT+02:00
To: "[REDACTED] (P. Slipper, MP)" <[REDACTED]@aph.gov.au>
Subject: Visit to Moscow

Hi [REDACTED]

I hope all is going well.

Timor from the Russian Embassy in Canberra has called to confirm that the meeting with the Chairman of the State Duma (lower house) of the Federal Assembly of the Russian Federation will take place on the morning of Friday, 6 April 2012.

The Chairman's name is Mr Sergey Naryshkin.

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Friday, 23 March 2012 3:26 PM
To: [REDACTED] (REPS)
Subject: Re: Further visit details

Thanks [REDACTED], much appreciated.
[REDACTED]

From: [REDACTED] (REPS)
Sent: Friday, March 23, 2012 03:14 PM
To: [REDACTED] (P. Slipper, MP)
Subject: Further visit details

Hi [REDACTED]

Just a couple of further pieces of information for you prior to your departure – sorry to bombard you. They are:

Customs Facilitation

I have arranged for VIP Customs Facilitation tomorrow morning when you arrive in Sydney. The “Victor” (that is the persons call sign, I think) should meet you at your arrival (from Brisbane) gate and escort you to the International Terminal. They will assist you with fast-tracking through Customs and then walk you to the lounge – if it is not “Victor”, then it will be Qantas Staff.

Ms Hall

Ms Hall does not get paid allowances for the visit, but as the wife of the Speaker, Finance will reimburse her for any meals outside of the official program (that is, meals paid for by the various hosts) as long as a receipt is provided with the claim for reimbursement.

Allowances for you and Ms Speaker were sent for payment and should be in your account shortly. These allowances only cover up to your arrival in Kazakhstan, as I am still awaiting advice as to whether Kazakhstan and Hungary will be hosted or not. The allowances for Kazakhstan, Hungary and beyond will be sent ASAP to Finance, once I am advised of any hosting arrangements.

Have a good trip.

[REDACTED]

[REDACTED]
Senior Project Officer (International)
International and Community Relations Office
Parliament of Australia

Phone: 02 6277 [REDACTED]
Mobile: [REDACTED]

PO Box 6021, Parliament House, Canberra ACT 2600
www.aph.gov.au/international

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 22 March 2012 6:53 PM
To: [REDACTED] (REPS)
Subject: Allowances

Hi [REDACTED]

The Speaker is checking if you had any indication of when the allowances from Finance will be paid into accounts.

Regards

[REDACTED]
Adviser to the Speaker
02 6277 4000
[REDACTED]

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Thursday, 22 March 2012 10:12 AM
To: [REDACTED] (REPS)
Subject: RE: Transit through New York by the Speaker of the House of Representatives [SEC=UNCLASSIFIED]

[REDACTED]
Hotel of choice below:

The Peninsula Hotel

www.peninsula.com/New_York/en/default.aspx

Standard room: \$450 - Tim

1 bedroom suite: \$850 – Speaker/Inge

Regards
[REDACTED]

From: [REDACTED] (REPS)
Sent: Thursday, 22 March 2012 8:32 AM
To: [REDACTED] (P. Slipper, MP)
Subject: FW: Transit through New York by the Speaker of the House of Representatives [SEC=UNCLASSIFIED]

[REDACTED]
NY hotels – grateful for an answer ASAP.

I am out of action today as I am trying to finalise programs so I can get books (2 separate) printed by lunchtime today and for the meeting. I will be free(er) this afternoon when the gifts should be here.

From: [REDACTED]
Sent: Thursday, 22 March 2012 8:29 AM
To: [REDACTED] (REPS)
Subject: RE: Transit through New York by the Speaker of the House of Representatives [SEC=UNCLASSIFIED]

Hi [REDACTED]

Thanks for your email. It's always a pleasure hosting a visitor to New York.

Thank you so much for providing the details that you have so far - sending this information via email is absolutely fine.

In relation to hotel options, I have listed a few that you may like to consider. Please let me know if any of these are suitable and what room types I should book and I can proceed with making the reservations.

Lowell Hotel

www.lowellhotel.com

Standard room: \$675

1 bedroom suite: \$1530

The Peninsula Hotel

www.peninsula.com/New_York/en/default.aspx

Standard room: \$450

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Tuesday, 20 March 2012 6:06 PM
To: [REDACTED] (REPS)
Subject: Hospitality for Delegation

Hi [REDACTED]

You may have already communicated to the posts the Speaker's interest arranging hospitality if the opportunity arises.

[REDACTED] outlined the following in an email to the Speaker already;

For delegation visits an amount of \$5,000 in total for the entire delegation visit is available for reciprocal hospitality where the delegation is led by a Presiding Officer and that is made available directly to our embassies/high commissions for them to organise the reciprocal function.

The Speaker's preference would be for an event to be arranged in Hungary over Kazakhstan or both depending.

Let me know if you have any queries on this though.

Regards

[REDACTED]
Adviser to the Speaker
02 6277 4000
[REDACTED]

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Tuesday, 20 March 2012 9:32 AM
To: [REDACTED] (REPS); Slipper, Peter (Private)
Subject: Fw: Accommodation in Moscow [SEC=UNCLASSIFIED]

Hi [REDACTED]

We will go with recommendation of exe suite.

Regards
[REDACTED]

From: [REDACTED] (P Slipper, MP)
Sent: Tuesday, March 20, 2012 09:13 AM
To: [REDACTED] (P. Slipper, MP)
Subject: FW: Accommodation in Moscow [SEC=UNCLASSIFIED]

[REDACTED]

Pls check with the Speaker and get back to [REDACTED] – you can go with the recommendation or go with an Executive/Deluxe combo. Sort out quickly if possible so that Finance can be advised and funding sorted for the Post.

From: [REDACTED] (REPS)
Sent: Tuesday, 20 March 2012 7:41 AM
To: [REDACTED] (P Slipper, MP)
Subject: FW: Accommodation in Moscow [SEC=UNCLASSIFIED]

Hi [REDACTED]

Please see below from Moscow. The preference of Post (and discussed with Mr Speaker) is for the Ritz-Carlton. Can you please advise if the Speaker should be placed in the Executive Room or the Executive Suite?

Thank you
[REDACTED]

From: [REDACTED]
Sent: Tuesday, 20 March 2012 12:02 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Accommodation in Moscow [SEC=UNCLASSIFIED]

Hi again [REDACTED]

We would suggest an Executive Suite at the Ritz-Carlton for Mr Slipper and his wife; and a deluxe for Mr [REDACTED]. We have normally booked Suites/Deluxe rooms for visiting Ministers and advisers. Some quotes from the Hyatt are also included for reference. If these look ok, we will proceed with the bookings.

Ritz-Carlton:

Deluxe	RUB 13,000 + 18% = rub 15340 @ 31.2567	AUD 491
Executive	RUB 15,000 + 18% = rub 17700 @ 31.2567	AUD 567

[REDACTED] (REPS)

From: [REDACTED] (P. Slipper, MP)
Sent: Monday, 19 March 2012 10:42 AM
To: [REDACTED] (REPS)
Subject: Luggage Allowance

Hi [REDACTED]

[REDACTED] has mentioned a luggage allowance I am able to access for the overseas trip, could you point me in the right direction on how to proceed?

[REDACTED]
Adviser to the Speaker
02 6277 4000
[REDACTED]

[REDACTED] (REPS)

From: [REDACTED] (REPS)
Sent: Monday, 19 March 2012 9:49 AM
To: Slipper, Peter (Private)
Cc: [REDACTED] (P. Slipper, MP)
Subject: RE: Hospitality and gifts

Mr Speaker

The Department of Finance and Deregulation is responsible for the payment of your allowances in relation to visits.

Where a visit is fully hosted by an overseas parliament, then incidentals (for laundry etc) are payable to you as well as any meals that are not covered by the hosting arrangements.

Where a visit is not hosted then you receive incidentals and meal allowances for the duration of the visit.

Hotels are generally booked with breakfast but we let Finance know if that is not the case and then they pay allowances for that.

For delegation visits an amount of \$5,000 in total for the entire delegation visit is available for reciprocal hospitality where the delegation is led by a Presiding Officer and that is made available directly to our embassies/high commissions for them to organise the reciprocal function.

Any hospitality offered at the IPU would need to be funded through the Department of the Senate and you may wish to discuss this with the delegation secretary as the departmental representative from the Senate. Generally due to the schedule of events and functions at the IPU there has not been an opportunity or need for a function by the delegation.

In relation to any hospitality you may wish to offer delegation members where it is delegation members only (eg in the hotel over a meeting) during the course of a delegation, my understanding is that this would need to come out of your office budget but you may wish to discuss that with [REDACTED] as my understanding is that the Department of Finance doesn't make funds available for this purpose.

Regards

-----Original Message-----

From: Slipper, Peter (Private)
Sent: Saturday, 17 March 2012 8:07 PM
To: [REDACTED] (REPS)
Cc: [REDACTED] (P. Slipper, MP)
Subject: Hospitality and gifts

Hi [REDACTED], thank you for your assistance to date.

Could you please advise what hospitality budget/s I have to entertain delegation members/reciprocal hospitality wrt (a) IPU and (b) the bilaterals. How is this managed? Also hospitality wrt Speakers Visits.

Do you have information you can send me on processes etc.

What is the info re expenses on Speakers visits? Is there a daily rate paid? What about laundry etc. Do I get a credit card or seek reimbursements?

Assume breakfast/meals incl with hotels?

Cheers Peter

[REDACTED] (REPS)

From: [REDACTED] (P Slipper, MP)
Sent: Monday, 13 February 2012 9:55 AM
To: [REDACTED] (REPS)
Subject: RE: PO entitlements

Thanks

From: [REDACTED] (REPS)
Sent: Monday, 13 February 2012 9:17 AM
To: [REDACTED] (P Slipper, MP)
Subject: RE: PO entitlements

[REDACTED]

I checked with Finance and they said they are pretty sure that is correct as it is the same entitlement as for a Minister. They will check the legislation and send through the relevant extract later today.

Regards

[REDACTED]

From: [REDACTED] (P Slipper, MP)
Sent: Saturday, 11 February 2012 10:42 PM
To: [REDACTED] (REPS)
Subject: PO entitlements

[REDACTED]

I have noticed in a letter to the Speaker from the Qld manger that there is a reference to be allowed to take 2 staff on overseas travel if no spouse is travelling and PM's approval is obtained. I have never heard of this but it could be the case – can you pls check with Finance. I like to be prepared.

[REDACTED]

[REDACTED] (REPS)

From: [REDACTED] (REPS)
Sent: Monday, 30 January 2012 9:15 AM
To: Slipper, Peter (Private)
Subject: RE: Travel to and from the IPU - April 2012

The IPU conference is 31 March – 5 April. The proposed travel itineraries are arriving in Uganda on 29 March and leaving for Kazakhstan on 6 April – late in the day.

[REDACTED]

From: Slipper, Peter (Private)
Sent: Monday, 30 January 2012 9:10 AM
To: [REDACTED] (REPS)
Subject: Re: Travel to and from the IPU - April 2012

Thanks [REDACTED] and the current dates for Uganda? Please
Cheers Peter

From: [REDACTED] (REPS)
Sent: Monday, January 30, 2012 08:38 AM
To: Slipper, Peter (Private)
Cc: [REDACTED] (P. Slipper, MP)
Subject: RE: Travel to and from the IPU - April 2012

Hi Mr Speaker – I forgot to mention that I have been dealing with [REDACTED] from HRG for the planning of this booking.

[REDACTED]

From: Slipper, Peter (Private)
Sent: Sunday, 29 January 2012 2:17 PM
To: [REDACTED] (REPS)
Cc: [REDACTED] (P. Slipper, MP)
Subject: Re: Travel to and from the IPU - April 2012

Thanks [REDACTED]
Can you please advise who you are dealing with at HRG?
Thanks, Peter

From: [REDACTED] (REPS)
Sent: Monday, January 23, 2012 04:05 PM
To: Slipper, Peter (Private)
Cc: [REDACTED] (P. Slipper, MP)
Subject: FW: Travel to and from the IPU - April 2012

Dear Mr Speaker

Further to my e-mail below, HRG have come back to me with flight costs for Qantas, Emirates and Etihad, based on the Australia to London and return (First Class), with the inclusion of the cost of the flight costs for the visit to and from Kazakhstan (Business Class only). The costs are:

- Qantas - \$23,200.00
- Emirates - \$22,500.00
- Etihad - \$21,200.00

Cc: Slipper, Peter (Private)

Subject: FW: Travel to and from the IPU - April 2012

Hi [REDACTED]

Thanks for calling me and apologies again for the delay with all this.

As discussed, please find attached the latest version of the flight bookings for the IPU conference and visits to London and Kazakhstan. I have attached the booking for Mr Speaker only, but bookings for both you and Ms Hall are the same as per Mr Speaker's itinerary.

As also discussed, the breakdown of the flights is:

- Flying from Sydney to London on Qantas and then the remaining flights as per listed is \$46,300.00 per person (First Class) and \$35,500.00 (Business Class).
- Flying from Sydney to London on Emirates and then the remaining flights as per listed is \$39,300.00 per person (First Class) and \$28,500.00 (Business Class)

I also wanted you to be aware that the travel from Kampala, Uganda to Kazakhstan will take nearly 24 hours. I have asked the travel provider to look at any quicker route, but this seems to be the only available option.

I am on leave next week and will be back in the office on 23 January. Please do not hesitate to contact me if you need further assistance.

For your information.

Thank you

[REDACTED]

[REDACTED]
Senior Project Officer (International)
International and Community Relations Office
Parliament of Australia

Phone: 02 6277 [REDACTED]

Mobile: [REDACTED]

PO Box 6021, Parliament House, Canberra ACT 2600

[REDACTED] (REPS)

From: [REDACTED] (REPS)
Sent: Monday, 30 January 2012 8:37 AM
To: Slipper, Peter (Private)
Cc: [REDACTED] (P. Slipper, MP)
Subject: RE: Travel to and from the IPU - April 2012
Attachments: TRAVEL CONFIRMATION:STEPHENS/URSULAHON - TRAVEL DATE:28MAR - REF:V33N80

Good morning Mr Speaker

The draft programme for Kazakhstan will not be available for some time yet. Following official approval by the Prime Minister last week, overseas posts have now been advised of the proposed 2012 visits to their countries and the proposed timing of each visit. In regards to the content and length of the visit, I have requested to meet with you (and / or [REDACTED]) this week to ascertain your preferences for the visit so that I can then commence discussions with the post. [REDACTED] as advised me that the meeting will take place at 3.30pm this Wednesday.

For cost purposes, the visit to Kazakhstan is listed in the itinerary for Sunday, 9 April, Monday, 10 April and Tuesday, 11 April 2012. This is proposed only as I need to discuss this with you in order to confirm visit dates and then secure the appropriate travel arrangements, etc.

Please find attached the proposed draft itinerary for the delegation travelling to the IPU and Kazakhstan only. The notional fare for this proposed itinerary is:

First/Business Combination approx \$28,800.00 per person
Business Class throughout \$20,300.00 per person

Please note that the proposed draft bookings have not been supplied to the delegates as yet due to awaiting the necessary approval from the Prime Minister and seeking your advice as to confirmed visit dates for the bilateral visit to Kazakhstan. Once the visit dates are confirmed, I will then make any necessary changes to the proposed bookings and then distribute the bookings to the delegates. My understanding is that each delegate then accepts the proposed booking as is if travelling by themselves, or uses the amount of \$28,800.00 to arrange whatever fares possible for flights for themselves and their spouse/partner.

Please let me know if you need any further information prior to the meeting on Wednesday.

Thank you

From: Slipper, Peter (Private)
Sent: Monday, 30 January 2012 5:41 AM
To: [REDACTED] (REPS)
Cc: [REDACTED] (P. Slipper, MP)
Subject: Re: Travel to and from the IPU - April 2012

[REDACTED]

Also when will a draft programme be available for Kazakhstan?

Do you have dates for the visit.

Also could I have the draft flight itinerary for the delegation travelling to IPU in Uganda and to Kazakhstan? Also estimated notional fare for those travelling on the delegation. Thanks

Would it be cheaper to do returns from London and side trips from there.

It may be cheaper to do this, but it would mean that every flight you took, you would need to fly through London and this would add considerable amount of flight time to each sector and destination.

For your information, I have taken the liberty to seek an additional quote as I understand that you may not travel to Uganda. If that was to be the case, the airfare would drop to \$22,500.00. This fare is based on the Emirates flights to and from London in First Class and then flying Austrian Airlines (via Vienna) to Kazakhstan in Business Class (only).

Please let me know if you require any further information.

From: Slipper, Peter (Private)
Sent: Monday, 16 January 2012 10:42 AM
To: [REDACTED] (REPS)
Subject: Re: Travel to and from the IPU - April 2012

Thanks

Can you please give me a breakdown on the costs in the itinerary with respect to each sector.

Also comparisons of the aust/lon return fares for qantas, emirates and etihad.

Would it be cheaper to do returns from london and side trips from there Thanks.

From: [REDACTED] (REPS)
Sent: Friday, January 13, 2012 02:39 PM
To: [REDACTED] (P. Slipper, MP)
Cc: Slipper, Peter (Private)
Subject: FW: Travel to and from the IPU - April 2012

Hi [REDACTED]

Thanks for calling me and apologies again for the delay with all this.

As discussed, please find attached the latest version of the flight bookings for the IPU conference and visits to London and Kazakhstan. I have attached the booking for Mr Speaker only, but bookings for both you and Ms Hall are the same as per Mr Speaker's itinerary.

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I also wanted you to be aware that the travel from Kampala, Uganda to Kazakhstan will take nearly 24 hours. I have asked the travel provider to look at any quicker route, but this seems to be the only available option.

I am on leave next week and will be back in the office on 23 January. Please do not hesitate to contact me if you need further assistance.

For your information.

Thank you

[REDACTED] (REPS)

From: [REDACTED] (P Slipper, MP)
Sent: Wednesday, 14 December 2011 6:40 PM
To: [REDACTED] (REPS)
Subject: Re: Speaker's Office Postage

[REDACTED]

I will ask [REDACTED] to talk to the Post Office, it may be that I can use my credit card. I would prefer to avoid getting credit cards for staff and instead use accounts where possible. I do not think we will need a postage account near CPO, they can use stamps in the first instance.

From: [REDACTED] (REPS)
Sent: Wednesday, December 14, 2011 05:33 PM
To: [REDACTED] (P Slipper, MP)
Cc: [REDACTED] (REPS); [REDACTED] (REPS); [REDACTED] (REPS)
Subject: RE: Speaker's Office Postage

Thanks [REDACTED]

Other than purchase of stamps, you can bulk postage through a post office. We have been advised by the post office here that letters must be grouped in bundles of 50; overseas to be bundled separately. They all have to be stamped postage paid – there is a stamp available at the post office.

As we understand that no officer at the Brisbane office currently has a credit card, we can reimburse an upfront payment – we could do an immediate payment to bank a/c subject to receiving a scanned copy of the tax invoice from the post office. We would need the person's bank a/c details.

An account can be opened at the post office but will take up to 10 days and needs to be set up at the post office where the a/c is to operate (ie we cannot do from here).

A credit card will take up to 10 days.

I trust this is helpful.

regards

[REDACTED]

HOUSE OF REPRESENTATIVES
RG-39.1 Parliament House, CANBERRA ACT 2600

 Please consider the environment before printing this e-mail.

From: [REDACTED] (P Slipper, MP)
Sent: Wednesday, 14 December 2011 3:50 PM
To: [REDACTED] (REPS)
Subject: RE: Speaker's Office Postage

While I am sure that stamps will be used for most of the mail – we still have the problem of 500 or more Christmas Cards – half of which will be going overseas and will require more than a card stamp. The EO mail needs to be separated from the Speaker mail due to the different reporting requirements – I think that we need to find a way of paying for the Christmas card mail out.

██████

From: ██████ (REPS)
Sent: Wednesday, 14 December 2011 3:24 PM
To: ██████ (REPS)
Cc: ██████ (REPS); ██████ (P Slipper, MP)
Subject: Speaker's Office Postage

██████

I had a call from ██████ asking about setting up an Australia Post account for the Speaker. I provided the following response:

It is not necessary as any mail sent from the Speaker's office here in Canberra would be covered by the Departmental postage account. Electorate Office postage is covered under the Communications Entitlement through the postage meter in his Electorate Office. Access to the \$1800 pa postage entitlement would still continue and could be used for mail sent from his Electorate Office that was related to Mr Slipper's speakership.

This last option is not strictly correct under the guidelines, however I felt it was the best way to minimise expenditure.

Regards

████████████████████

Chief Financial Officer
Department of the House of Representatives
Ph: 02 6277 ██████ M: ██████

[REDACTED] (REPS)

From: [REDACTED] (P Slipper, MP)
Sent: Saturday, 10 December 2011 11:09 PM
To: [REDACTED]
[REDACTED] Speaker Postage

[REDACTED]

Can we have a talk about postage for the Speaker in the Brisbane CPO and the EO as he will have staff in both locations. I am uncertain as to what we did in Melbourne, I have an idea that we actually used stamps. I think that Finance have proposed a postage meter for Brisbane.

Regards

[REDACTED]

Final Page