

Document Number: 19/33114

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier

Financial Year: 2013/14 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
D.P.C.	petty cash.	\$213.10
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 213.10

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting, the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature
 Name (please print) Kyle Jacobson Date: 23/9/13

PREPARED BY: Name (please print) Kirsten Forward Date: 23/9/13
 Phone 3719 7013

MINISTERIAL SERVICES OFFICER:
 I certify that:
 approved by competent authority; arithmetically correct;
 verification of goods supplied/services rendered; not previously paid;
 price or rate of charge correct; invoices/requisitions attached and
 discounts/allowances correct; expenditure is recorded against the correct codes.

Signature _____
 Date 25/09/13 27/09/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

Ministerial Services

24 SEP 2013

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Document Number: 19/33253

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2012 - 2013 - 14

Urgent payment required by: 21/10/2013

Return Cheque to: George St News

Phone: 3236 5533

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
George St News	Newspapers & milk + delivery to office	\$179.80
TOTAL (GST exclusive)		\$ -
GST Amount		\$ -
APPROVAL TOTAL: (GST inclusive)		\$ 179.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related (purpose to be detailed); and
- When guests are not assisting the Minister details

Signature: [Redacted] Date: 02.10.13

APPROVED: Signature: _____

Name (please print): David Fraser

Date: 02.10.13

PREPARED BY: Name (please print): Shannon Ponting

Date: 02.10.13

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature]
Date: 04/10/13

Signature: [Signature]
Date: 08/10/13

- Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office**
- Date **cheque is required** (If urgent payment required), or leave blank
- Financial Year** (e.g. 1997/98)
- Vendor** (i.e. name of person/business to be paid)
- Particulars** (give brief description of goods/services)
- Amount** (VERY IMPORTANT that this is given)
- Certificate of approving person**
- Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
- 3 OCT 2013
MINISTERIAL SERVICES

Document Number: 19/33271

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 2 September – 29 September 2013	\$343.40
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$343.40 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits

Date: 1.10.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 1/10/13

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditures recorded against the correct codes

Signature _____

Date 08/10/13

- Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office
- Date cheque is required (If urgent payment required), or leave blank
- Financial Year (e.g. 1997/98)
- Vendor (i.e. name of person/business to be paid)
- Particulars (give brief description of goods/services)
- Amount (VERY IMPORTANT that this is given)
- Certificate of approving person
- Prepared by details

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

- 8 OCT 2013
RECEIVED

Document Number: 19/33290

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premiers

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<i>Lee Anderson (as per Kirsten via phone 09/10/13) 6098633</i>	<i>entertainment claim Cafe Envy 30/09/13</i>	<i>\$ 49.40</i>
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	<i>\$ 49.40</i>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature *as per attached*

Name (please print) Date:

PREPARED BY: Name (please print) *Natalia Solovskova* Date: *09/10/13*

Phone *ext. 39073*

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: *[Signature]*

Date: *09/10/13*

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE office of the Premier.

Please print on Pink Paper
DATE OF FUNCTION _____

VENUE Cafe Envy

COST OF FUNCTION (GST inclusive) \$ 49.40

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook
Meeting with Editor of Sunshine Coast Daily to discuss Media Issues
x 2.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
0	0	0	0

Name of Participants	Organisation of Participants
Lee Anderson Darran Burnett	Premier's Sunshine Coast Daily.

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:
I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.
Signature of Claimant: _____ Date: 1.10.13
(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:
The above expenditure is approved for payment in accordance with the Ministerial Handbook.
Signature of Minister: _____ Date: 4 Oct 2013

Calculation of FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00	\$ #DIV/0!	= \$ #DIV/0! (53030)
0			Balance	= \$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

Document Number: 19/33629

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 30 Sept to 3 Nov 2013	\$414.95
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$414.95 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits

Date: 1.11.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 1/11/13

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes

Signature: _____

Date: 04/11/13

05/11/13

- Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) Ministerial Office
 - (b) Date cheque is required (If urgent payment required), or leave blank
 - (c) Financial Year (e.g. 1997/98)
 - (d) Vendor (i.e. name of person/business to be paid)
 - (e) Particulars (give brief description of goods/services)
 - (f) Amount (VERY IMPORTANT that this is given)
 - (g) Certificate of approving person
 - (h) Prepared by details
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

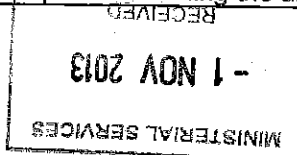
I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number:

19/33652

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: office of the Premier

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

Table with 3 columns: VENDOR (name of person/business to be paid), PARTICULARS, and AMOUNT. Includes rows for 'Lee Anderson', 'Media Meeting', 'TOTAL (GST exclusive)', 'GST Amount', and 'APPROVAL TOTAL: (GST inclusive)' with a handwritten amount of \$50.

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
All supporting documentation is attached;
Where applicable a valid Tax Invoice is attached;
The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature

Name (please print) Kylie Lindsay Date: 28/10/13

PREPARED BY: Name (please print) Kristen Forward Date: 28/10

Phone 3719 7013

MINISTERIAL SERVICES OFFICER

- I certify that:
approved by competent authority;
verification of goods supplied/services rendered;
price or rate of charge correct;
discounts/allowances correct;
arithmetically correct;
not previously paid;
invoices/requisitions attached; and
expenditure is recorded against the correct codes.

Signature

Date: 01/11/13

Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Premiers 25/10/13

Host: Premier ✓

Guests: staff x 1
Channel 10 x 1

Cost: \$50.00 / 3 = \$16.67 p.p.

Reason: discuss media issues

Voucher & Cert prepared correctly ✓

OK to pay
31/10/13

N.G.
21/10/13

To: _____

NCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL			

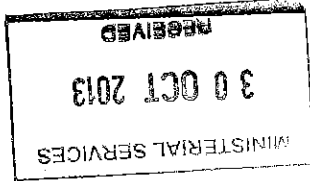
DECLARATION OF INCIDENTAL AND/OR MEAL ALLOWANCE

I declare that the above allowance for the above period; and the above period was for Official purposes as defined in the Ministerial Handbook.

I have completed this form for trips where the actual cost of meals or other government source e.g. conference or airline meals.

Date: _____

NOTE: THIS FORM IS NOT VALID UNLESS SIGNED BY THE PERSON CLAIMING THE ALLOWANCE.



**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

MINISTERIAL OFFICE Premier's

Please print on Pink Paper
DATE OF FUNCTION 25/10/2013

VENUE The Grove

COST OF FUNCTION (GST inclusive) \$ 0.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting with Premier & Journalist to discuss Media Issues.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
0	0	0	0

Name of Participants	Organisation of Participants
<u>Lee Anderson</u>	<u>Premier's</u>
<u>Premier Campbell Newman.</u>	<u>Premier's</u>
<u>Cathy Border.</u>	<u>channel 10.</u>

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

Signature of Claimant

Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

Premier

29/10/2013

PLEASE USE ONLY CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00		\$ #DIV/0! (53030)
0		Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE Premier's

Please print on Pink Paper
DATE OF FUNCTION 25/10/2013

VENUE The Grove

COST OF FUNCTION (GST Inclusive) \$ 0.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting with Premier & Journalist to discuss Media Issues.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
0	0	0	0

Name of Participants	Organisation of Participants
1 Lee Anderson	Premier's
2 Premier Campbell Newman.	Premier's
3 Cathy Border.	channel 10.
4	
5	
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
-----------------------------------	---------------------------------

I certify that the above hospitality was for official The total cost of the above is \$

✓ 530007 / 4204001 ✓ PG ✓ \$ 16.67 ✓ 1-0 Newman ✓
 ✓ 530007 / 4204002 ✓ PG ✓ \$ 16.67 ✓ 1-0 Anderson ✓
 ✓ 530009 / 4204001 ✓ PN ✓ \$ 16.66 ✓ 0.1 Newman ✓
\$ 50.00

** Disc media iss 25/10/13 Grove Newman Premier's

Document Number: 19/33678

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: 24/11/2013

Return Cheque to: George Street News Phone: 3236 5533

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
George Street News	Newspapers & milk, plus delivery to office	\$196.10
	TOTAL (GST exclusive)	\$ -
	GST Amount	\$ -
	APPROVAL TOTAL: (GST inclusive)	\$ 196.10 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature: _____
s.73 Signature

Name (please print): David Fraser Date: 06.11.13

PREPARED BY: Name (please print): Shannon Ponting Date: 06.11.13

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes

Signature: _____
Date: 07/11/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
- 6 NOV 2013
RECEIVED

Document Number: 19/31373

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty cash reconciliation	\$206.65
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 206.65 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature _____
APPROVED: Signature _____
 Name (please print) RYLIE JACOBSON Date: 27/5/13

PREPARED BY: Name (please print) BEC MCCOAN Date: 27/5/13
 Phone x44363

MINISTERIAL SERVICES OFFICER:	
I certify that:	
approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached and
discounts/allowances correct	expenditure is recorded against the correct codes
Signature _____	Signature _____
Date: <u>29/5/13</u>	Date: <u>31/05/13</u>

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval.
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;*
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and*
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.*

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
27 MAY 2013
RECEIVED

New Vendors 4/9/13

Please print on yellow paper

Department of the Premier and Cabinet

MSB004

Document Number: 119/32794

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: office of the Premier

Financial Year: 2012/13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Kirsten Forward	Mini coffee meeting	\$26.80
	TOTAL (GST exclusive)	\$ 24.36
	GST Amount	\$ 2.44
	APPROVAL TOTAL: (GST inclusive)	\$ 26.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature: _____ *(Premier's signature on attached form)*

APPROVED: Signature _____
Name (please print) Kyle Jacobson Date: 19/8/13

PREPARED BY: Name (please print) Kirsten Forward Date: 16/08/2013
Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes.

Signature: _____
Date: 4/9/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

<p>1. Please complete the following areas on the front of this form:</p> <p>(a) Ministerial Office</p> <p>(b) Date cheque is required (If urgent payment required), or leave blank</p> <p>(c) Financial Year (e.g. 1997/98)</p> <p>(d) Vendor (i.e. name of person/business to be paid)</p> <p>(e) Particulars (give brief description of goods/services)</p> <p>(f) Amount (VERY IMPORTANT that this is given)</p> <p>(g) Certificate of approving person</p> <p>(h) Prepared by details</p> <p>2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval</p> <p>3. Only one vendor can appear on an Expenditure Approval.</p> <p>4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Ministerial Services</p> <p>9 AUG 2013</p> <p>RECEIVED</p> </div>
--	---

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
<p>The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.</p>	<p>Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.</p>

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where accommodation were met from another government source.

Signature: _____ D

NOTE: This form is not valid unless signed by the person claiming

Need pink
form

Requested from
Kirsten 22/8/13
+ 30/8/13

Requested hospitality form
from Kirsten 22/8/13
+ 30/8/13
D. S. D. 21/10/13 GW

MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE Premier's

Please print on Pink Paper
DATE OF FUNCTION 13/7/13

VENUE The Coffee Club

COST OF FUNCTION (GST Inclusive) \$ ~~0.00~~ 26.80

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Meeting

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of Government Employees	Number of Employee Associates	Number of Other People	Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
<u>Premier Campbell Newman</u>	<u>office of the Premier</u>
<u>Lee Anderson</u>	
<u>Chris Dore</u>	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

[Redacted Signature]

Signature of Claimant

Date

2/9/13

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

[Handwritten Signature]

Signature of Minister

Date

3/9/2013

Premier

Office Use ONLY - CALCULATION - FBT and Non-FBT Breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)

<u>0</u>	<u>0.00</u>	\$ #DIV/0!	=	\$ #DIV/0!	<u>(53030)</u>
<u>0</u>		Balance	=	\$ #DIV/0!	<u>(53010) Total 0.00</u>

{Code balance (53010) to P4}

Document Number: 19/32823

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 29 July – 1 September 2013	\$410.95
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$410.95

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) Jasmine Smits Date: 3.9.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 3/9/13
 Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes

Signature: [Signature] Date: 6/9/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office
 - Date cheque is required (If urgent payment required), or leave blank
 - Financial Year (e.g. 1997/98)
 - Vendor (i.e. name of person/business to be paid)
 - Particulars (give brief description of goods/services)
 - Amount (VERY IMPORTANT that this is given)
 - Certificate of approving person
 - Prepared by details
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
5 - SEP 2013
RECEIVED

Document Number: 19/32833

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – September 2013	\$281.85
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 281.85

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature _____

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 5-9-13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 4/9/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: _____ Date: 05/09/13 _____ 06/09/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

Ministerial Services
 - 5 SEP 2013
 RECEIVED

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook, and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
5 - SEP 2013
 RECEIVED

Document Number: 19/32961

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Office of the Premier

Financial Year: 2013/14

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Ben Myers (Chief of Staff)	Lunch meeting on 15 th August 2013 with 5 attendees.	\$310.50
	TOTAL (GST exclusive)	\$282.27
	GST Amount	\$28.23
	APPROVAL TOTAL: (GST inclusive)	\$310.50 <input checked="" type="checkbox"/>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) The Hon. Campbell Newman MP Date: 3/9/2013

PREPARED BY: Name (please print) Athena Hondroudakis Date: 03/09/2013

Phone extension 45746

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 12/09/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

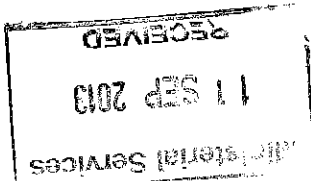
I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: Ben Myers Date: 3/9/13

s.73 Signature

NOTE: This form is not valid unless signed by the person claiming the allowance.



MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION 15/08/2013

MINISTERIAL OFFICE Office of the Premier

VENUE Embers Steakhouse, Park Rd, Milton

COST OF FUNCTION (GST inclusive) \$ 310.50

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Lunch meeting to discuss media issues.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State/Govt Employees #	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
3	0	2	5

Name of Participants	Organisation of Participants
1 The Hon. Campbell Newman MP	Premier of Queensland
2 Ben Myers	Chief of Staff to the Premier
3 <i>Self Whitty</i>	<i>Deputy</i> Director of Government Media Unit
4 Peter Gleeson	Editor, Courier Mail
5 Chris Dore	Editor, Sunday Mail
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant

Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

Office Use Only - CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
3		310.50		\$ 186.30 = \$ 186.30 (53030)
5				Balance = \$ 0.00 (53010) Total 310.50

(Code balance (53010) to P4)

ATTENDEES Contd: *Note: People for whom expenditure was incurred

	Name of Participants	Organisation of Participants
7		
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Released under RTI - DPC



Document Number: 19/30594

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
The Hon Tim Nicholls	Working Lunch – 10/04/13	34.95
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 34.95 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature Tim Nicholls ✓

Name (please print) The Hon Tim Nicholls, MP Date: 11/4/13

PREPARED BY: Name (please print) Kim McInnes Date: 11.4.13

Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 15/04/13 16/4/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
 12 APR 2013
 Ministerial Services

**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

Please print on Pink Paper
DATE OF FUNCTION 10.04.13

MINISTERIAL OFFICE Treasurer and Minister for Trade

VENUE Treasurer's Office, Level 9, Executive Building,
100 George Street, Brisbane

COST OF FUNCTION (GST inclusive) \$ 34.95

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Commission of Audit working lunch

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees	Number of Employees of Statutory Bodies	Number of Other People	Total Number of People
5	0	0	5

Name of Participants	Organisation of Participants
The Hon Tim Nicholls	Treasurer and Minister for Trade
Gerard Benedet	Chief of Staff to the Treasurer and Minister for Trade
Alex Beavers	Deputy Under Treasurer
Greg Tonks	Treasury
Geoff Waite	Treasury

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

Tim Nicholls 11/4/13
Signature of Claimant Date

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Office Use Only - CALCULATION - FBT and Non-FBT Breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
5		34.95 \$ 34.95	=	\$ 34.95 (53030)
5		Balance	=	\$ 0.00 (53010) Total 34.95

{Code balance (53010) to P4}

Document Number: 19/31206

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – May 2013	\$254.45
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 254.45

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

\$ 254.45

APPROVED: Signature _____
s.73 Signature

Name (please print) Jasmine Smits Date: 21.5.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 21.5.13
 Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: [Signature]
 Date: 22/5/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

MINISTERIAL SERVICES

DOMESTIC TRAVEL CLAIM

21 MAY 2013

INCIDENTAL ALLOWANCE	RECEIVED	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.		Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Document Number: _____

19/34523

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: office of the Premier

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Premier's office	petty cash	\$204.30
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 204.30

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Kate Winter Date: 13/1/14

PREPARED BY: Name (please print) Kirsten Forward Date: 13/1/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

- I certify that:
- approved by competent authority
 - verification of goods supplied/services rendered
 - price or rate of charge correct
 - discounts/allowances correct
 - arithmetically correct
 - not previously paid
 - invoices/requisitions attached, and
 - expenditure is recorded against the correct codes

Signature: _____

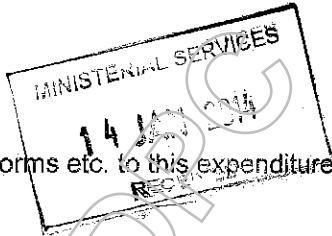
Date: 15/01/14 16/01/14

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.



DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Document Number: 19/34658

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier.

Financial Year: 2013/14. Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MR Lee Anderson	Hospitality Claim - Media Meeting.	\$338.20.
V-6098633	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 338.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Norm Campbell Newman Date: 22/1/2014

PREPARED BY: Name (please print) Kirsten Forward Date: 22/1/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 24/01/14 24/01/14

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- (a) **Ministerial Office**
- (b) **Date cheque is required** (if urgent payment required), or leave blank
- (c) **Financial Year** (e.g. 1997/98)
- (d) **Vendor** (i.e. name of person/business to be paid)
- (e) **Particulars** (give brief description of goods/services)
- (f) **Amount** (VERY IMPORTANT that this is given)
- (g) **Certificate of approving person**
- (h) **Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

MINISTERIAL SERVICES

24 JAN 2014

RECEIVED

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
<p>The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.</p>	<p>Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.</p>

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services

24 JAN 2014

RECEIVED

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION _____

MINISTERIAL OFFICE office of the Premier

VENUE Cut Steakhouse - Caxton Street COST OF FUNCTION (GST inclusive) \$ 338.20
~~0.00~~

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting to discuss media issues - Radio Stations needs and requirements for 2014.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees #	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
0	0	0	0

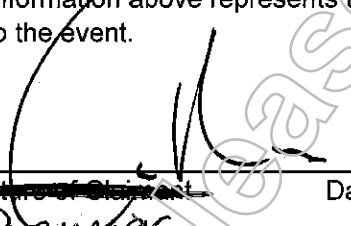
Name of Participants	Organisation of Participants
1 Premier Campbell Newman	office of the Premier
2 Ben Myers	office of the Premier
3 Lee Anderson	office of the Premier
4 Pat Condren	4BC Radio
5 Anthony Frangi	4BC Radio
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.


 _____ 22/1/2014
 Signature of Claimant Date
 Premier
 (If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

 s.73 Signature

 Signature of Minister Date
 Lee Anderson

Office Use Only - CALCULATION - FBT and Non FBT breakdown

Col (1)	+	Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
0		0.00		\$ #DIV/0!	=	\$ #DIV/0! (53030)
0				Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

MINISTERIAL SERVICES
24 JAN 2014
RECEIVED

Released under RTI - DPC

ATTENDEES Contd: Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
7	
8	
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13	
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35	

Released under RTI - DPC



MINISTERIAL SERVICES
24 JAN 2014
RECEIVED

Released under RTI - DPC

Document Number: 19/33763

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's

Financial Year: 2013/14

Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mr Lee Anderson	Media Meeting	\$8
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 8.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Kylie Lindsay

Date: 11/11/13

PREPARED BY: Name (please print) Kirsten Forward

Date: 8/11/13

Phone #97013

MINISTERIAL SERVICES OFFICER

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature _____

Date: _____

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

MINISTERIAL OFFICE Premier's

Please print on Pink Paper
DATE OF FUNCTION _____

VENUE Brisbane Square

COST OF FUNCTION (GST inclusive) \$ ~~8~~ \$8-

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Meeting

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Government employees	Number of employees of similar bodies	Number of other people	Total number of people
0	0	0	0

Name of Participants	Organisation of Participants
<u>Lee Anderson</u> <u>Genevieve Hussey</u>	<u>Office of the Premier</u> <u>ABC News Director.</u>

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant [Signature] Date 11/11/12

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister _____ Date _____

SEE EXP. APPR. FORM.

Office Use Only: CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00	\$ #DIV/0!	= \$ #DIV/0! (53030)
0			Balance	= \$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

Document Number: 19/34257

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: NA / 2013

Return Cheque to: Lela Glover

Phone: 37197408

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash Vouchers		213.80
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 213.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature: _____

Name (please print): Margaret Forrester Date: 10.12.13

PREPARED BY: Name (please print): Shanna Ponting Lela Date: 10.12.13

Phone: 07232308113 Glover 37197408

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____ Date: 18/12/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office**
- Date cheque is required** (if urgent payment required), or leave blank
- Financial Year** (e.g. 1997/98)
- Vendor** (i.e. name of person/business to be paid)
- Particulars** (give brief description of goods/services)
- Amount** (VERY IMPORTANT that this is given)
- Certificate of approving person**
- Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;*
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and*
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.*

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
12 FEB 2013

Document Number: 19/34480

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: 28/01/2013

Return Cheque to: George St. News Phone: 3236 5533

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
George St. News	Newspapers & milk, plus delivery to office	\$145.80
TOTAL (GST exclusive)		\$ -
GST Amount		\$ -
APPROVAL TOTAL: (GST inclusive)		\$ 145.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature: _____ ✓

Name (please print): Margaret Forrest Date: 08.01.14

PREPARED BY: Name (please print): Shannon Ponting Date: 08.01.14

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached and expenditure is recorded against the correct codes.

Signature: _____

Date: 14/01/14 14/01/14

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
 13 JAN 2014
 RECEIVED

Document Number: 19/34488

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 2 December – 29 December 2013	\$240.45
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$240.45

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) Jasmine Smits Date: 6.1.14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 6/1/14

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: [Signature] [Signature]

Date: 13/01/14 14/1/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office
 - Date cheque is required (If urgent payment required), or leave blank
 - Financial Year (e.g. 1997/98)
 - Vendor (i.e. name of person/business to be paid)
 - Particulars (give brief description of goods/services)
 - Amount (VERY IMPORTANT that this is given)
 - Certificate of approving person
 - Prepared by details
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/34057

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: 22/12/2013

Return Cheque to: George St News Phone: 3236 5533

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
George St News	Newspapers & milk	\$188.20
TOTAL (GST exclusive)		\$ 155.80
GST Amount		\$ 15.58
APPROVAL TOTAL: (GST inclusive)		\$ 188.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is for official business (unless specifically detailed); and
- When guests are not assisting the Minister, receipts and receipts for recovery are attached.

APPROVED: Signature:  S 73 Signature

Name (please print): David Fraser Date: 04.12.13



PREPARED BY: Name (please print): Shannon Ponting Date: 04.12.13

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature:  

Date: 04/12/13 04/12/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date **cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
 4 - DEC 2013
 RECEIVED

Document Number: 19/34078

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mr Lee Anderson	Media Meeting	\$38 -
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ <u>38</u>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Redacted] ✓

Name (please print) Kate Winter Date: 3/12/13

PREPARED BY: Name (please print) Kirsten Forward Date: 29/11/13

Phone 3719 7013.

MINISTERIAL SERVICES OFFICER

I certify that:

• approved by competent authority;	• arithmetically correct;
• verification of goods supplied/services rendered;	• not previously paid;
• price or rate of charge correct;	• invoices/requisitions attached; and
• discounts/allowances correct;	• expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

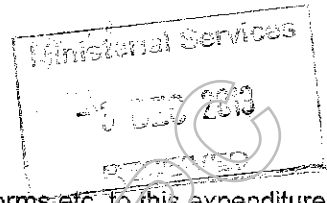
Date: 03/12/13 4/12/13.

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.



DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
 HOSPITALITY BY THE GOVERNMENT

MINISTERIAL OFFICE Premier Please print on Pink Paper
 DATE OF FUNCTION _____

VENUE Treasury Casino Fat Noodle COST OF FUNCTION (GST inclusive) \$ ~~0.00~~ \$358 -

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook
Media Meeting to discuss upcoming Media Arrangement in New year.


ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
0	0	0	0

Name of Participants	Organisation of Participants
Mr Lee Anderson	Premier
Mr Patrick Londren	4BC

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:
 I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.
 Signature of Claimant:  Date: 20/11/13
 (If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:
 The above expenditure is approved for payment in accordance with the Ministerial Handbook.
 Signature of Minister: _____ Date: _____

OFFICIAL ACCOUNTING INFORMATION REPORTING REQUIREMENTS

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00 \$ #DIV/0!	=	\$ #DIV/0! (53030)
0		Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

Document Number: _____

19/34089

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 2 November to 1 December 2013	\$338.60
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$338.60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 5.12.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 3/12/13

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: _____ Date: 06/12/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
 - 5 DEC 2013
 RECEIVED

Document Number: 19/34112

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____ **Phone:** _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Gerard Benedet (6099543)	Working Lunch 3/12/13	\$ 101.40
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 101.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature - Refer to attached certification ✓

Name (please print) _____ Date: _____

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 4/12/2013

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: J. Smits

Date: 4/12/13

- **Claims for Domestic Travel - See Overleaf**
- **Procedures for Completing Expenditure Approval - See Overleaf**

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

- 5 DEC 2013
RECEIVED

MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION 3/12/2013

MINISTERIAL OFFICE: Treasurer and Minister for Trade

VENUE Conference Room, Level 9, Executive Building COST OF FUNCTION (GST inclusive) \$ 101.40

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Working lunch for attendees of Cabinet Sub-Committee Meeting

ATTENDEES: Only people for whom expenditure was incurred * Include Self # include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Government Employees	Number of Employees of Statutory Bodies	Number of Other People	Total Number of People
8	2		10

Name of Participants	Organisation of Participants
The Hon. Tim Nicholls, Treasurer and Minister for Trade	Treasurer
Mark Gray, Under Treasurer	Treasury Department
Jon Grayson, Director-General	Department of Premier and Cabinet
Liam Gordon, Deputy Under Treasurer	Treasury Department
Paul Laxon	Department of Premier and Cabinet
Gerard Benedet	Office of the Treasurer and Minister for Trade

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant

Date

4.12.13

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

Tim Nicholls
4/12/13

Office Use Only: CALCULATION - FBT and Non FBT Breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
10		101.40	\$	101.40 (53030)
10		Balance	=	\$ 0.00 (53010) Total 101.40

{Code balance (53010) to P4}

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premiers

Financial Year: 2013/14 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
GERARD BENEDET	WORKING LUNCH 3/12/13 ATTENDED BY DANIEL HARRIS .	\$ 10-14
	TOTAL (GST exclusive)	\$ 9-35
	GST Amount	\$ 0-79
	APPROVAL TOTAL: (GST inclusive)	\$ 10-14

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] ✓

Name (please print) K Winter Date: 9/12/13

PREPARED BY: Name (please print) Julie Wise Date: 6/12/13

Phone 300 39074

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
09 DEC 2013
RECEIVED

Document Number: 19/34192

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's

Financial Year: 2013/14. Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Premier's office.	petty Cash.	\$260.45
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 260.45

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

pay \$244.75 ✓

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) Kate Winter Date: 3/12/13

PREPARED BY: Name (please print) Kirsten Forward Date: 2/12/13

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 11/12/13 12/12/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

<ol style="list-style-type: none"> 1. Please complete the following areas on the front of this form: <ol style="list-style-type: none"> (a) Ministerial Office (b) Date cheque is required (If urgent payment required), or leave blank (c) Financial Year (e.g. 1997/98) (d) Vendor (i.e. name of person/business to be paid) (e) Particulars (give brief description of goods/services) (f) Amount (VERY IMPORTANT that this is given) (g) Certificate of approving person (h) Prepared by details 2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval 3. Only one vendor can appear on an Expenditure Approval. 4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel. 	<div style="border: 1px solid black; padding: 5px;"> <p>Ministerial Services</p> <p>- 9 DEC 2013</p> <p>RECEIVED</p> </div>
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
<p>The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.</p>	<p>Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.</p>

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

11/12/13 → Advised Kirmen or total to pay of 244.75. ps.

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES

09 DEC 2013

RECEIVED

Document Number: 19/34195

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

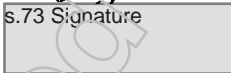
Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – December 2013	\$95.85
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 95.85

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature 

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits Date: 13.12.13


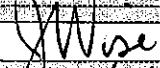
PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 13/12/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature  

Date: 17/12/13 18/12/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
13 DEC 2013
RECEIVED

Document Number: 19/32775

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General + Minister for Justice

Financial Year: 2013-2014 Urgent payment required by: N/A / 20

Return Cheque to: Lela Glover Phone: 32393487

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash		293.70
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 293.70

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is res.73 Signature unless specifically detailed); and
- When guests are not assisting the Minister deta ached.

APPROVED: Signature [Signature]
Name (please print) David Fraser / Date: 29 August 2013

PREPARED BY: Name (please print) Lela Glover Date: 29.08.13
Phone 3239 3487

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: [Signature] [Signature]
Date: 3/9/13 24/09/13

• Claims for Domestic Travel - See Overleaf

Ministerial Services
- 2 SEP 2013
RECEIVED

Released under RTI - DPC



Document Number: 19/32394

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 1 July 2013 – 28 July 2013	\$336.60
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$336.60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] ✓

Name (please print) Jasmine Smits Date: 1.8.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 1/8/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 02/08/13 02/08/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

<ol style="list-style-type: none"> Please complete the following areas on the front of this form: <ol style="list-style-type: none"> Ministerial Office Date cheque is required (If urgent payment required), or leave blank Financial Year (e.g. 1997/98) Vendor (i.e. name of person/business to be paid) Particulars (give brief description of goods/services) Amount (VERY IMPORTANT that this is given) Certificate of approving person Prepared by details Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval Only one vendor can appear on an Expenditure Approval. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel. 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Ministerial Services - 1 AUG 2013 RECEIVED </div>
---	--

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

Document Number: 19/32399

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/14

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament	Catering for Trade Mission delegates briefing -- 17 July 2013 -- (account to be raised against Trade and Investment Queensland)	315.00
TOTAL (GST exclusive)		\$ 286.36
GST Amount		\$ 28.64
APPROVAL TOTAL: (GST inclusive)		\$ 315.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____ ✓

Name (please print) Gerard Benedet – Chief of Staff Date: 31 July 2013

PREPARED BY: Name (please print) Kim McInnes Date: 31 July 2013
Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that

- | | |
|---|--|
| * approved by competent authority, | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached, and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: [Signature] [Signature]
Date: 01/08/13 02/08/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

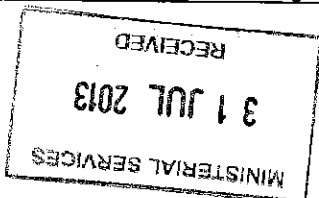
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook, and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/32436

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premiers Office

Financial Year: 2013 - 2014 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>Lee Anderson</u>	<u>Meal with Steve Wardill</u>	<u>\$120.50</u>
TOTAL (GST exclusive)		\$ <u>109.55</u>
GST Amount		\$ <u>10.95</u>
APPROVAL TOTAL: (GST inclusive)		\$ <u>120.50</u> ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] ✓

Name (please print) LYLIE JACOBSON Date: 1/8/13

PREPARED BY: Name (please print) Caroline Bice Date: 1 Aug 2013

Phone 3405 3201

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 06/08/13 6/8/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office
- Date cheque is required (If urgent payment required), or leave blank
- Financial Year (e.g. 1997/98)
- Vendor (i.e. name of person/business to be paid)
- Particulars (give brief description of goods/services)
- Amount (VERY IMPORTANT that this is given)
- Certificate of approving person
- Prepared by details

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

Ministerial Services
 - 2 AUG 2013
 RECEIVED

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

06/08/13 Chris advised Lydie has approval from Premier for authorisation of entertainment claims. N.S.

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Lunch meeting with Steve Wardill Courier Mail to discuss media issues

Date of Function: 1 August 2013 Total Cost: (GST inclusive) \$120.50

Venue: R# R 215 Elizabeth St Brisbane

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
<u>Lee Anderson</u>	<u>Premiers Office</u>
<u>Steve Wardill</u>	<u>Courier Mail</u>

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: <u>[Signature]</u> Date</p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>s.73 Signatory <u>[Signature]</u></p> <p>Signature of Minister: <u>[Signature]</u> Date <u>1/8/13</u></p>
---	--

Please print on pink paper

Document Number: 19/32586

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: office of the Premier

Financial Year: 2012/13 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
petty cash	petty cash reconciliation	\$179.15
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 179.15 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] ✓
 Name (please print) Kylie Jacobson Date: 19/8/13

PREPARED BY: Name (please print) Kirsten Forward Date: 19/8/13
 Phone 44363

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: [Signature] [Signature]
 Date: 20/08/13 20/8/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

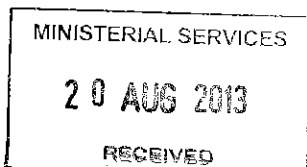
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/31821

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – June 2013	\$170.35
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 170.35

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Jasmine Smits

Date: 18.6.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 18.6.13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority
- * verification of goods supplied/services rendered
- * price or rate of charge correct
- * discounts/allowances correct
- * arithmetically correct
- * not previously paid
- * invoices/requisitions attached, and
- * expenditure is recorded against the correct codes

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

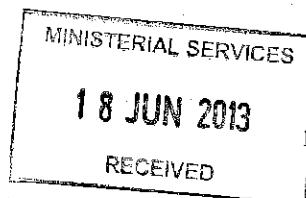
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/31823

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General + Minister for Justice

Financial Year: 2012-2013 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash		\$226.45
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 226.45

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related (and where applicable, is detailed); and
- When guests are not assisting the Minister details of

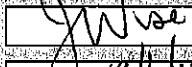
s.73 Signature  cally

APPROVED: Signature _____
Name (please print) David Fraser Date: 19.06.13

PREPARED BY: Name (please print) Lelia Glover Date: 13.06.13
Phone 32393487

MINISTERIAL SERVICES OFFICER:

I certify that:
- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes.

Signature: 
Date: 19/6/13 26/06/13

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
17 JUN 2013
RECEIVED

Document Number: 19/31865

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty Cash Reconciliation	\$240.40
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 240.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) BYLLIE JACOBSON Date: 24/6/13 IAN STREET ON BEHALF OF THE PREM OFFICE

PREPARED BY: Name (please print) BEC MCCOAN Date: 24/6/13
 Phone x44363

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached and
- expenditure is recorded against the correct codes

Signature [Signature] [Signature]
 Date 27/08/13 27/06/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date **cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook) and
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Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
 25 JUN 2013
 RECEIVED

New Vendor
12/06/13 - B

Please print on yellow paper

Department of the Premier and Cabinet

MSB004

Document Number: 19/31551

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2012 - 2013

Urgent payment required by: 1 / 1 / 2013

Return Cheque to: Christian Lawyers Society Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Christian Lawyers Society	2 x tickers to attached event (AG & Margaret Fornost)	\$110.00
	TOTAL (GST exclusive)	\$ —
	GST Amount	\$ —
	APPROVAL TOTAL: (GST inclusive)	\$ 110.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature: 

Name (please print): Hon. J. Bleijie MP Date: 7/6/13


PREPARED BY: Name (please print): Shannon Ponting Date: 05.06.13

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: 
Date: 12/06/13

- Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date **cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
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 - Certificate of approving person**
 - Prepared by details**
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- Only one vendor can appear on an Expenditure Approval.
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

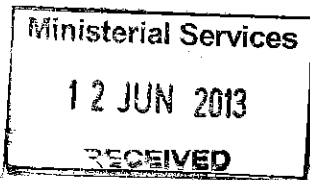
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: _____

19/32008

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 3/6/13 to 30/06/13	\$322.20
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$322.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature _____

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 1.7.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 1/7/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes

Signature: _____ Date: 04/07/13

Signature: _____ Date: 4/7/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

<ol style="list-style-type: none"> Please complete the following areas on the front of this form: <ol style="list-style-type: none"> Ministerial Office Date cheque is required (If urgent payment required), or leave blank Financial Year (e.g. 1997/98) Vendor (i.e. name of person/business to be paid) Particulars (give brief description of goods/services) Amount (VERY IMPORTANT that this is given) Certificate of approving person Prepared by details Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval Only one vendor can appear on an Expenditure Approval. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel. 	<div style="border: 1px solid black; padding: 5px;"> <p>MINISTERIAL SERVICES</p> <p>- 2 JUL 2013</p> <p>RECEIVED</p> </div>
---	--

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> .. I have not previously claimed this allowance for the above period; .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

Document Number: 19/31528

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 29/4/13 to 2/06/13	\$420.50
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$420.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Jasmine Smits

Date: 3.6.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 3/6/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 11/06/13

Signature: J. Wise
Date: 12/6/13

- Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

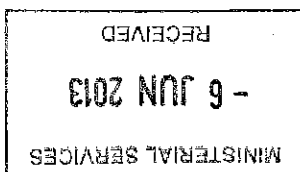
I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/14

Urgent payment required by: / / 20

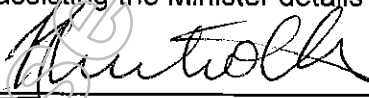
Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Commonwealth Bank Credit Card	Expenses re overseas Trade Mission 20 July – 3 August 2013	5309.50
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 5309.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature 

Name (please print) The Hon Tim Nicholls, MP Date: 19.08.13

PREPARED BY: Name (please print) Kim McInnes Date: 19.08.13
Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
 20 AUG 2013
 RECEIVED

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Working dinner – Personal brief by the Ambassador on opportunities for Queensland business, particularly in respect to financial services

Date of Function: 22 July 2013 Total Cost: 391.15
(GST inclusive)

Venue: Sky Lounge, Intercontinental Seoul COEX

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
The Hon Tim Nicholls MP	Treasurer and Minister for Trade
Matthew Jeffries	Deputy Chief of Staff and Senior Policy Advisor
Bill Paterson PSM	Australian Ambassador to Korea
Andrew Park	Head of External Affairs, Queensland Investment Corporation

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: _____ Date _____</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister <i>Tim Nicholls</i> Date 4/9/13</p>

Please print on pink paper

Document Number: _____

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/14

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

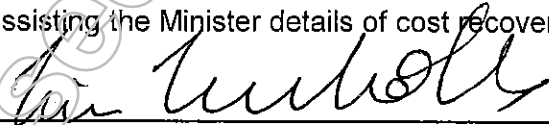
PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Commonwealth Bank Credit Card	Expenses re QTC Global Roadshow 23 September to 6 October 2013 – Hon Tim Nicholls	631.05
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 631.05

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature



Name (please print) The Hon Tim Nicholls, MP

Date: 15.11.13

PREPARED BY: Name (please print) Kim McInnes
Phone 3719 7212

Date: 15.11.13

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
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 - (c) **Financial Year** (e.g. 1997/98)
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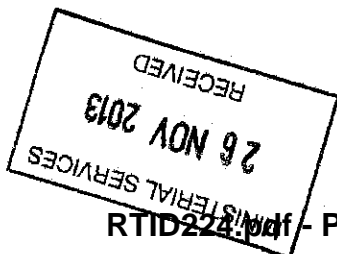
DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>



ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Working Breakfast – briefing for Trade luncheon in Los Angeles

Date of Function: 4 October 2013 Total Cost: 61.04 (USD) (GST inclusive)

Venue: Intercontinental Los Angeles Century City Park Grill

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
The Hon Tim Nicholls MP	Treasurer and Minister for Trade
David Carmerlengo	Acting Trade Commissioner – The Americas, Trade and Investment Qld

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant	Approval of Expenditure:
I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.	The above expenditure is approved for payment in accordance with the Ministerial Handbook.
Signature of Claimant: _____ Date _____	Signature of Minister: <i>Tim Nicholls</i> Date: <i>23/10/13</i>

Please print on pink paper

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Various

Financial Year: _____ Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
CBA	Mastercard charges Jan 2014	
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 875.43

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature

Name (please print) ROD MORENO Date: 10/2/14

PREPARED BY: Name (please print) PAOLO CECCHINI Date: 10/2/14

Phone 39068

MINISTERIAL SERVICES OFFICER

I certify that:

- * approved by competent authority,
- * verification of goods supplied/services rendered,
- * price or rate of charge correct,
- * discounts/allowances correct,
- * arithmetically correct,
- * not previously paid,
- * invoices/requisitions attached, and
- * expenditure is recorded against the correct codes.

Signature: _____
Date: 10/2/14

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

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 - (a) **Ministerial Office**
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TOTAL					

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Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	


 MINISTERIAL SERVICES
 25 FEB 2014
 RECEIVED

A204003

580304

Paolo Cecchini

From: Rod Moreno
Sent: Wednesday, 8 January 2014 4:38 PM
To: Paolo Cecchini
Subject: Coffee machine - Premier's Office

Paolo, could you please grab the following items from ALDI

1 x Expressi Multi Beverage Capsule Machine (Black)	\$79
1 x Milk Frother	\$28
10 x boxes of Colombia pods	\$3 per pack
10 x boxes of Kenya pods	\$3 per pack

Can you also please get a coffee pod stand from Myer.



Rod Moreno
Administration Manager
Ministerial Services
Department of Premier & Cabinet

Level 1, 100 George St | Brisbane Queensland 4000
t: (07) 3003 9076 | f: (07) 3221 0794
e: rod.moreno@premiers.qld.gov.au

4204003
530304

Paolo Cecchini

From: Rod Moreno
Sent: Wednesday, 8 January 2014 4:38 PM
To: Paolo Cecchini
Subject: Coffee machine - Premier's Office

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Rod Moreno
Administration Manager
Ministerial Services
Department of Premier & Cabinet

Level 1, 100 George St | Brisbane Queensland 4000
t: (07) 3003 9076 | f: (07) 3221 0794
e: rod.moreno@premiers.qld.gov.au



**Queensland
Government**

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street, Brisbane
PO Box 15185
CITY EAST, QLD, 4002
ABN: 65959415158

TAX INVOICE

Invoice Date 26.08.2013
Invoice No. 1800001137
Customer No. 20001612
Due Date 26.08.2013
Amount Due \$315.00

QUEENSLAND TREASURY AND TRADE
GPO BOX 611
BRISBANE QLD 4001

Contact Details
International +61 7 3405 0970
Contact Accounts Receivable Officer
Phone 32246515

Additional Information:

Attn: Julie Westley
Phone: 3224 4023

Payment Terms: Payable immediately Due net

Line Item	Description	Amount excl GST	GST	Total
0001	Recoup catering for Trade Mission delagates	286.36	28.64	315.00
TOTAL		286.36	28.64	315.00

Total Amount Payable excl GST \$ 286.36
GST Amount Payable \$ 28.64
Total Amount Payable incl GST \$ 315.00

Payment Options



Payment by Mail

Tear off the payment slip and complete payment details. Cheque or money order to be made payable to:

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002



Payment in Person

Please present this account intact with your payment to:

Department of Premier and Cabinet
- Ministerial Services
Level 1, Executive Building
100 George Street
BRISBANE, QLD, 4000



Payment by Direct Deposit

Please deposit your payment directly into the following account quoting the reference number provided.

BSB/Account 064-013 10005664
Reference Number 1800001137

Privacy

The Queensland Government is committed to protecting your privacy. Your personal details will be securely stored on a Queensland Government database which will only be accessible by authorised persons of government agencies where the disclosure is necessary to fulfil statutory, administrative or other public responsibilities. The personal information will only be used for the purpose for which you provide it and will not be given to another person or body without your consent, or unless required by law. Details of the Queensland Government Privacy Scheme can be accessed through <http://www.justice.qld.gov.au/dept/privacy.htm>.

Change to Personal Details

Please direct any changes of personal details to the contact person listed in the 'Contact Details' section on the first page.

Department of Premier and Cabinet
- Ministerial Services
PO Box 15185
CITY EAST, QLD, 4002

Payment Slip

QUEENSLAND TREASURY AND TRADE

Customer Number 20001612
Invoice Number/Reference 1800001137 1042

Due Date 26.08.2013
Amount Due \$315.00

Method of Payment

Cheque Money Order

Cheque/Money Order Total \$ _____

Payment Slip must be provided when making payment. Refer to the payment options for further details.

MINISTERIAL SERVICES
DEBIT NOTE REQUEST

DEBIT NOTE ISSUED TO:	Trade and Investment Queensland		
CONTACT OFFICER:	Julie Westley	ph:	3224 4023
ADDRESS:	GPO Box 611, BRISBANE QLD 4001		
AMOUNT GST EX \$	286.36	GST \$	28.64
EST INCL \$	315.00		
ACCOUNT:	530008	COST FUNDS CENTRE:	4204023
BUSINESS AREA:	4200	TAX CODE:	PG
DETAILS TO APPEAR ON INVOICE:	Recoup catering for Trade Mission delegates briefing on 17/07/13.		
OFFICER REQUESTING DEBIT NOTE:	Patricia Butler <i>PH</i>		
CHECKED BY:	<i>[Signature]</i>	DATE:	01.08.2013
DOCUMENT NO:	18/ <i>1157</i>	ENTERED BY:	<i>PH</i>

Released under RIA 1987

Document Number: _____

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/14

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
The Clerk of the Parliament	Catering for Trade Mission delegates briefing – 17 July 2013 – (account to be raised against Trade and Investment Queensland)	315.00
TOTAL (GST exclusive)		\$ 286.36
GST Amount		\$ 28.64
APPROVAL TOTAL: (GST inclusive)		\$ 315.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Gerard Benedet – Chief of Staff Date: 31 July 2013

PREPARED BY: Name (please print) Kim McInnes
Phone 3224 6909

Date: 31 July 2013

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Document Number: 19/26943

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2011/2012

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Cuisine on Cue <i>6001464</i>	Sandwich lunch for 14 core CBRC attendees	110.00
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 110.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature – See attached Hospitality Certification

Name (please print) _____ Date: _____

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 29/06/12

Phone 07 32246900

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: [Signature] [Signature]

Date: 5/7/12 5/7/12

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office**
- Date cheque is required** (If urgent payment required), or leave blank
- Financial Year** (e.g. 1997/98)
- Vendor** (i.e. name of person/business to be paid)
- Particulars** (give brief description of goods/services)
- Amount** (VERY IMPORTANT that this is given)
- Certificate of approving person**
- Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

Addressed by Chris Powell
 OK to charge office (Car + AM Sport)
 but send an email. - Attached JWS/12

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

2007 10 2 -
 2007 10 2 -
 2007 10 2 -

MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION

Please print on Pink Paper

MINISTERIAL OFFICE Treasurer and Minister for Trade

DATE OF FUNCTION 30/06/2012

VENUE Conference Room, Level 9, 100 George St COST OF FUNCTION (GST inclusive) \$ 110.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Catering for CBRC core attendees only

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees #	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
14	0	0	14

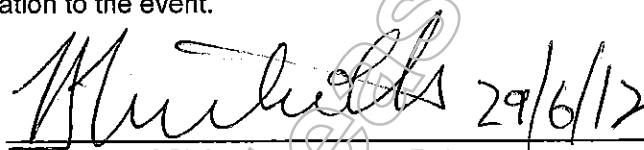
Name of Participants	Organisation of Participants
1. Tim Nicholls	Treasurer
2. Deb Frecklington	Assistant Minister
3. Gerard Benedet	Chief of Staff
4. Helen Gluer	Under Treasurer
5. Jon Grayson	Director-General Department of Premier and Cabinet
6. Amanda Pafumi	Department of Premier and Cabinet

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

 29/6/12
Signature of Claimant Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

Office Use Only - CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
14		110.00	\$	\$ 110.00 (53030)
14		Balance	=	\$ 0.00 (53010) Total 110.00

{Code balance (53010) to P4}

Document Number: 19/27210

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
White Heather NEWS	NEWSAGENCY ITEMS	\$864.65
TOTAL (GST exclusive)		\$ 786.88
GST Amount		\$ 77.77
APPROVAL TOTAL: (GST inclusive)		\$ 864.65 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) KRISTIAN SCHLUTER Date: 30/7/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 30/7/12

Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

certify that:	
approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate or charge correct	invoices/requisitions attached and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature _____

Date 31/7/12 _____

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

RECEIVED
30 JUL 2012
MINISTERIAL SERVICES

Document Number: 19/27215

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General & Minister for Justice

Financial Year: 2012-13 Urgent payment required by: Y / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Chaplain Watch	Night 4 Night watch fundraiser ticket	\$50.00
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 50.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) Hon. Jarrod Bleijie MP Date: 30/7/2012

PREPARED BY: Name (please print) Shannon Poring Date: 30.7.2012
 Phone 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

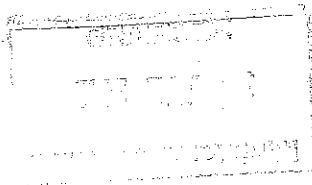
* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes;

Signature: [Signature] [Signature]
 Date: 30/7/12 31/07/12

• Claims for Domestic Travel - See Overleaf

Confirmed with Farscha 24/7/12
OK to pay. JWH

Released under RTI - DPC



new Vendor
27/7/12

Shannon
Sending a
new form
signed by Minister.

Please print on yr

of the Premier and Cabinet

MSB004

Document Number: _____

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General & Minister for Justice

Financial Year: 2012-13 Urgent payment required by: 1 / 120

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Chaplain Watch (6099872)	1 x Night & Night watch entry ticket (fundraiser)	\$50-
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 50.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or business (unless specifically detailed); and
- When guests are not assisted, supporting documentation are attached.

APPROVED: Signature _____

Name (please print) David Fraser Date: 24.07.2012

PREPARED BY: Name (please print) Shannon Poirning Date: 24.07.2012

Phone 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

• Claims for Domestic Travel - See Overleaf

Document Number: 19/27218

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 120

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
White Heather News	'NEWSAGENCY ITEMS'	\$126.05
	TOTAL (GST exclusive)	\$ 117.03
	GST Amount	\$ 9.02
	APPROVAL TOTAL: (GST inclusive)	\$ 126.05 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) KRISTIAN SCHLUTER Date: 30/7/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 30/7/12

Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority;	arithmetically correct;
verification of goods supplied/services rendered;	not previously paid;
price or rate of charge correct;	invoices/requisitions attached; and
discounts/allowances correct;	expenditure is recorded against the correct codes.

Signature: _____ Date: 31/7/12

Signature: _____ Date: 31/7/12

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date **cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

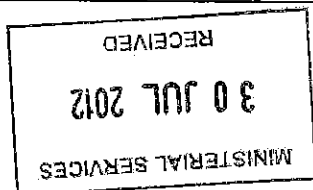
Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> • I have not previously claimed this allowance for the above period; • The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and • I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>



Document Number: 19/27236

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/13

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Timothy Nicholls	Lunch – 1 May 2012 – Treasury Lab Bar	188.00
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 188.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature *Tim Nicholls* ✓
 Name (please print) Tim Nicholls Date: 30/7/12

PREPARED BY: Name (please print) Kim McInnes Date: 30.07.2012
 Phone 3224 6909

MINISTERIAL SERVICES OFFICER:
 I certify that:
 * approved by competent authority; * arithmetically correct;
 * verification of goods supplied/services rendered; * not previously paid;
 * price or rate of charge correct; * invoices/requisitions attached; and
 * discounts/allowances correct; * expenditure is recorded against the correct codes.

Signature *[Signature]* *[Signature]*
 Date 1/8/12 1/8/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	



ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Discussion re Office of Best Practice Regulation

Date of Function: 1 May 2012 Total Cost: 188.00 (GST inclusive)

Venue: Treasury Lab Bar

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
The Hon Tim Nicholls MP	Treasurer and Minister for Trade
Mrs Deb Frecklington MP	Assistant Minister for Finance, Administration and Regulatory Reform
Mr Joe Owen	Economist

okay to pay.

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: <i>[Signature]</i> Date: <i>30/7/12</i></p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister: <i>[Signature]</i> Date: <i>30/7/12</i></p>

Please print on pink paper

Document Number: 19/27316

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Office of the Premier

Financial Year: _____ Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Ben Myers <small>(Chief of Staff to the Premier)</small>	meeting held over lunch to discuss shared services opportunities across the State Government.	\$ 141.50
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 141.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature

Name (please print) Kate Winter Date: 30/7/12

PREPARED BY: Name (please print) Alanna Handa Date: 24/7/12
(Executive Assistant to Chief of Staff)
 Phone x 45746

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature _____
 Date 8/8/12 _____

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The incidental allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
10/7/12		141.50			\$ 141.50
TOTAL					\$ 141.50

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accoms.73 Signature <input type="text"/> ent source e.g. conference or airline meals.	
Signature: <input type="text"/>	Date: <u>26/7/12</u>
NOTE: This form is not valid unless signed by the person claiming the allowance.	

RECEIVED
30 JUL 2012
SERVICES RT10224.pdf

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Meeting held to discuss shared services opportunities across the State Government.

Date of Function:

10 July 2012

Total Cost (GST inclusive)

\$141.50

Venue:

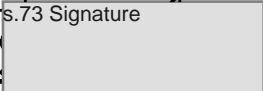
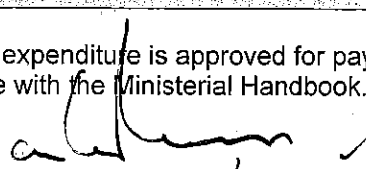

Gastobar, The Villager Hotel, 185 George St
 Q/Brisbane

ATTENDEES (Note: People for whom expenditure was incurred)

Name of Participants	Organisation of Participants
Ben Myers	Chief of Staff, Office of the Premier
Digby McLeay	Chief of Staff, Office of the Minister, Science, IT, Innovation and the Arts
Sue Rickerby	Executive Manager, Support Services Centre
Neil Padley	General Manager, Group Services, Echo Entertainment

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  s.73 Signature</p> <p>Date: 26/7/12</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p></p> <p>Signature of Minister:  Date: 31/7/2012</p>

Please print on pink paper

Document Number: 19/27396

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: OFFICE OF THE PREMIER

Financial Year: 2012/2013 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Lee Anderson	Coffee meeting on 8.8.12	11.90
TOTAL (GST exclusive)		\$ 10.82
GST Amount		\$ 1.08
APPROVAL TOTAL: (GST inclusive)		\$ 11.90

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Kate Winter Date: 9/8/12
Deputy Chief of Staff

PREPARED BY: Name (please print) Caroline Bird Date: 9.8.12

Phone 3405 3208

MINISTERIAL SERVICES OFFICER:

I certify that:

• approved by competent authority	• arithmetically correct;
• verification of goods supplied/services rendered;	• not previously paid;
• price or rate of charge correct;	• invoices/requisitions attached; and
• discounts/allowances correct;	• expenditure is recorded against the correct codes.

Signature: [Signature] Date: 16/8/12

Date: 16/8/12

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
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 - Certificate of approving person**
 - Prepared by details**
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
2002 11 14
MINISTERIAL SERVICES

Signature of Minister Date 9.8.12	Signature of Claimant: Date 9.8.12
The above expenditure is approved for payment in accordance with the Ministerial Handbook.	I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.
Approval of Expenditure:	Certification of Claimant:

CERTIFICATION AND APPROVAL

*Attach additional page if necessary (eg guest list)

Name of Participants	Organisation of Participants
Lee Anderson	Premiers Dept
Scott Thompson	Sunday Mail
Sam Straut	

ATTENDEES (Note: People for whom expenditure was incurred).

Date of Function:	Total Cost (GST inclusive)	Venue:	Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook
8.8.12	\$11.90	Brother Espresso	Short meeting to discuss editorial issues

ENTERTAINMENT CERTIFICATION

Document Number: 19/27488

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General & Minister for Justice

Financial Year: 2012 - 2013 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Various Petty Cash		128.85.
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 128.85.

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid T.S.73 Signature _____
- The purpose of any travel _____ (unless specifically detailed); and
- When guests are not assisted _____ attached.

APPROVED: Signature _____
 Name (please print) DAVID FRASER Date: 31 July 2012

PREPARED BY: Name (please print) Lela Glover Date: 31.7.12
 Phone 3239 3487

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____
 Date: 24/8/12 24/8/12

• Claims for Domestic Travel - See Overleaf

Document Number: 19/27700

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – August 2012	\$252.35
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 252.35

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 28.8.12

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 28/8/12

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 6/9/12 7/9/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
29 AUG 2012
Ministerial Services

Ministerial Services
- 3 SEP 2012
RECEIVED

Document Number: 19/27852

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney General + Minister for Justice

Financial Year: 2012 - 2013 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash.		249.60
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ <u>249.60</u>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is specifically detailed; and
- When guests are not assisting the Ministerial Office, the purpose of the expenditure is specifically detailed.

APPROVED: Signature _____
 Name (please print) Daniel Fraser Date: 7 September 2012

PREPARED BY: Name (please print) Lela Glover Date: 7.9.12
 Phone 3239 3487

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: [Signature]
 Date: 25/9/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

Ministerial Services
10 SEP 2012
RECEIVED

8

0



Document Number: 19/27917

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General + Minister for Justice

Financial Year: 2012 - 2013 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash.		27.15
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 27.15

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached,
- Where applicable a valid Tax Invoice ^{s.73 Signature} _____ specifically
- The purpose of any travel or entertainment (if not specifically detailed); and
- When guests are not assisting the

APPROVED: Signature _____

Name (please print) David Fraser Date: 25 September 2012

PREPARED BY: Name (please print) Lelia Glover Date: 25.9.12

Phone 3239 3487

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority
- * verification of goods supplied/services rendered
- * price or rate of charge correct
- * discounts/allowances correct
- * arithmetically correct
- * not previously paid
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 29/9/12 28/09/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
26 SEP 2012
RECEIVED

Document Number: 19/27919

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty cash reconciliation	\$130.10
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 130.10 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
 Name (please print) KRISTIAN SCHLUTER Date: 27/9/12

PREPARED BY: Name (please print) BECC MCCOAN Date: 27/9/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: _____
 Date: 27/9/12 28/09/12

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

Ministerial Services
 27 SEP 2012
 RECEIVED

Document Number: 19/28102

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/13

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Timothy Nicholls	Working Lunch – Saturday 8 September	23.00
TOTAL (GST exclusive)		\$
GST Amount		\$ 2.10
APPROVAL TOTAL: (GST inclusive)		\$ 23.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature - see attached Hospitality certification for signature

Name (please print) The Hon Tim Nicholls Date: 08.10.2012

PREPARED BY: Name (please print) Kim McInnes Date: 08.10.2012

Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 10/10/12 11/10/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
09 OCT 2012
RECEIVED

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

Please print on Pink Paper

MINISTERIAL OFFICE Office of the Treasurer and Minister for Trade

DATE OF FUNCTION: 08.09.12

VENUE Treasurer's Office, Level 9, 100 George Street, Brisbane

COST OF FUNCTION (GST inclusive): \$ 23.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Working Meal (Saturday) - Budget preparation

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees	Number of Employees to Statutory Bodies	Number of Other People	Total Number of People
2	0	0	2


Name of Participants	Organisation of Participants
The Hon Tim Nicholls	Treasurer and Minister for Trade
Gerard Benedet	Chief of Staff to the Treasurer and Minister for Trade

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

Certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.


Signature of Claimant Date 8/9/12

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

Office Use Only - CALCULATION - FBT and Non-FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
2		23.00	\$	23.00 (53030)
2		Balance	=	\$ 0.00 (53010) Total 23.00

{Code balance (53010) to P4}

Please print on pink paper

Document Number: 19/28103

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/13

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Timothy Nicholls	Pre-Budget Media Briefing - Dinner - 10 September 2012	107.50
TOTAL (GST exclusive)		\$
GST Amount		\$ 9.77
APPROVAL TOTAL: (GST inclusive)		\$ 107.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature - see attached Hospitality certification for signature ✓

Name (please print) The Hon Tim Nicholls Date: 08.10.2012

PREPARED BY: Name (please print) Kim McInnes

Date: 08.10.2012

Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature

J. Wise MB

Date

10/10/12 11/10/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
09 OCT 2012
RECEIVED

**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

Please print on Pink Paper

MINISTERIAL OFFICE: Office of the Treasurer and Minister for Trade

DATE OF FUNCTION: 10.09.12

VENUE: Treasurer's Office, Level 9, 100 George Street, Brisbane

COST OF FUNCTION (GST Inclusive): \$ 107.50

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Dinner - Pre-Budget Media Briefing

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt employees	Number of State Govt employees (excluding those on leave)	Number of Other Govt employees	Total Number of Other Govt employees
4	0	9	13

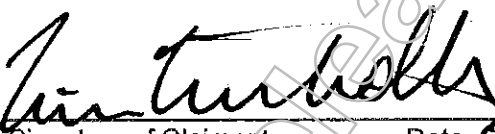
Name of Participants	Organisation of Participants
The Hon Tim Nicholls	Treasurer and Minister for Trade
Gerard Benedet	Chief of Staff to the Treasurer and Minister for Trade
Rachael Power	Principal Media Advisor to the Treasurer and Minister for Trade
Larine Statham	Senior Media Advisor to the Treasurer and Minister for Trade
+ 9 members of Qld Media	TV, Radio and Print Media

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.


Signature of Claimant Date 9/10/12

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

Office Use Only: CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
4		107.50		\$ 33.08 = \$ 33.08 (53030)
13		Balance	=	\$ 0.00 (53010) Total 107.50

{Code balance (53010) to P4}

Document Number: 19/28121

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Larine Statham (6100703)	Beverages – Cairns Post Meeting – Shrang-La Hotel Cairns – 18 September	19.00
TOTAL (GST exclusive)		\$
GST Amount		\$ 1.74
APPROVAL TOTAL: (GST inclusive)		\$ 19.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature *Kim Nicholls*
Name (please print) Kim NICHOLLS Date: 8/10/12

PREPARED BY: Name (please print) Kim McInnes (Executive Assistant) Date: 28/09/12
Phone 07 32246909

MINISTERIAL SERVICES OFFICER:

I certify that

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: *[Signature]* Date: 10/10/12

Signature: *[Signature]* Date: 15/10/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) Date **cheque is required** (if urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	

MINISTERIAL SERVICES
09 OCT 2012
 RECEIVED

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Discussion re budget measures for Cairns

Date of Function: 18 September 2012 Total Cost: 19.00 (GST inclusive)

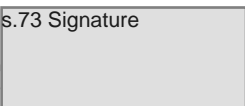

Venue: Shangri-La Hotel, The Marina, Cairns

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
The Hon Tim Nicholls, MP	Treasurer and Minister for Trade
Larine Statham, Senior Media Advisor	Office of the Treasurer and Minister for Trade
Neil Melloy, Editor	Cairns Post
Dan Strudwick, Political Journalist	Cairns Post

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  s.73 Signature</p> <p>Date: 28/9/12</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister:  ✓</p> <p>Date: 8/10/12</p>

Please print on pink paper

Min Voucher
Request # 241/2/12

Please print on yellow paper

Document Number: 19/28216

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Southbank Institute of Technology.	Catering	\$120.00
	TOTAL (GST exclusive)	\$ 109.09
	GST Amount	\$ 10.91
	APPROVAL TOTAL: (GST inclusive)	\$ 120.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature
 Name (please print) KRISTIAN SCHLUTER Date: 11/10/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 11/10/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached, and
discounts/allowances correct	expenditure is recorded against the correct codes.

Signature: _____
 Date: 19/10/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

Ministerial Services
15 OCT 2012
RECEIVED

MINISTERIAL SERVICES
18 OCT 2012
RECEIVED

15/10/12 Spoke to Chris - agreed that as meeting was held in the institute and catering was provided to the place of meeting, we still considers this as a workshop meet. N.S.

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Team Leaders meeting (working meal)

Date of Function: *27/09/2012* Total Cost (GST inclusive) *\$ 120.00*
 Venue:

ATTENDEES (Note: People for whom expenditure was incurred)

Name of Participants	Organisation of Participants
<i>Ministerial staff (approx 8)</i>	<i>Office of the Premier</i>

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.	The above expenditure is approved for payment in accordance with the Ministerial Handbook.
Signature of Claimant: _____ Date _____	Signature of Minister: <i>[Signature]</i> Date <i>17/10/2012</i>

Please print on pink paper

Released under RTI - DPC

MINISTERIAL SERVICES
18 OCT 2012
RECEIVED

*New vendor
request 26/10/12
created 29/10/12 N.S.*

Please print on yellow paper

Document Number: 19/28290

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Richard Ang	Catering for stakeholder meeting	\$70.00
TOTAL (GST exclusive)		\$ 63.64
GST Amount		\$ 6.36
APPROVAL TOTAL: (GST inclusive)		\$ 70.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) CAMPBELL NEWMAN Date: 25 Oct 2012

PREPARED BY: Name (please print) BEC MCCOAN Date: 22/10/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: [Signature]
 Date: 26/10/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

Ministerial Services
25 OCT 2012
RECEIVED

**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

Please print on Pink Paper

MINISTERIAL OFFICE Premier's Office

DATE OF FUNCTION 12/10/2012

VENUE Premier's Office

COST OF FUNCTION (GST inclusive) \$ 70.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Stakeholder meeting

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Government employees	Number of employees of Statutory Bodies	Number of other people	Total Number of people
2		20	22

Name of Participants	Organisation of Participants
Premier Campbell Newman MP	State Government
Mr Ben Myers	State Government

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant

Date

24/10/2012

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

[Signature] 25 Oct 2012

Office Use Only - CALCULATION - FBT and Non-FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
2		70.00		\$ 6.36
			=	\$ 6.36 (53030)
22				Balance = \$ 0.00 (53010) Total 70.00

{Code balance (53010) to P4}

Document Number: 19/28446

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 1 st Oct – 28 th Oct	\$298.00
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$298.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 1-11-12

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 1/11/12

Phone 07 32246900

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 02/11/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (if urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

MINISTERIAL SERVICES
- 2 NOV 2012
RECEIVED

Document Number:

19/28467

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty Cash	\$165.50
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 165.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____
Name (please print) KRISTIAN SCHLUTER Date: 30/10/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 30/10/12
Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered;
- price or rate or charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]
Date: 02/11/12 02/11/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
31 OCT 2012
RECEIVED



Document Number: 19/28506

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mineral House News	Newspapers and Milk	\$626.20
	TOTAL (GST exclusive)	\$ 569.73
	GST Amount	\$ 56.47
	APPROVAL TOTAL: (GST inclusive)	\$ 626.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____

Name (please print) KRISTIAN SCHLUTER Date: 2/11/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 2/11/12

Phone 3224 4363

MINISTERIAL SERVICES OFFICER

I certify that:

approved by competent authority	arithmetically correct
verification of goods supplied/services rendered	not previously paid
price or rate of charge correct	invoices/requisitions attached and
discounts/allowances correct	expenditure is recorded against the correct codes

Signature: [Signature] Date: 12/11/12

• Claims for Domestic Travel - See Overleaf

Document Number: 19/28876

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspaper delivery 29 th Oct – 2 nd Dec 2012	\$400.50
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 400.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature s.73 Signature

Name (please print) Jasmine Smits Date: 4.12.12

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 4/12/12

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority
- * verification of goods supplied/services rendered
- * price or rate of charge correct
- * discounts/allowances correct
- * arithmetically correct
- * not previously paid
- * invoices/requisitions attached and
- * expenditure is recorded against the correct codes.

Signature: [Signature]

Date: 5/12/12 05/12/12

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (if urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
- 5 DEC 2012
RECEIVED

Document Number: 19/28878

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 120

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mineral House News	Newspapers	\$ 724.80
TOTAL (GST exclusive)		\$ 659.36
GST Amount		\$ 65.44
APPROVAL TOTAL: (GST inclusive)		\$ 724.80

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature

Name (please print) KRISTIAN SCHLUTER Date: 4/12/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 04/12/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: _____
 Date: 5/12/12

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES

- 5 DEC 2012

Last updated: November 2011
Page 2 of 2

Document Number: 19/28984

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – December 2012	\$177.40
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 177.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 11.12.12

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 11/12/12

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: _____

Date: 17/12/12

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> .. I have not previously claimed this allowance for the above period; .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

MINISTERIAL SERVICES
13 DEC 2012
 RECEIVED

Document Number: 19/28985

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General + Minister for Justice

Financial Year: 2012-2013 Urgent payment required by: 1 120

Return Cheque to: Lelia Glover Phone: 32393487

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Various Petty Cash.		186.10
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 186.10

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is specifically detailed; and
- When guests are not assisting the Minister de

APPROVED: Signature _____

Name (please print) David Fraser Date: 12 December 2012

PREPARED BY: Name (please print) Lelia Glover Date: 12.12.12

Phone 32393487

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 17/12/12 18/12/12

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
13 DEC 2012
RECEIVED

Document Number: 19/29017

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty Cash Reconciliation	\$209.90
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 209.90

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) KRISTIAN SCHLUTER Date: 14/12/12

PREPARED BY: Name (please print) BEC MCCOAN Date: 14/12/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER:
 I certify that:
 * approved by competent authority;
 * verification of goods supplied/services rendered;
 * price or rate of charge correct;
 * discounts/allowances correct;
 * arithmetically correct;
 * not previously paid;
 * invoices/requisitions attached; and
 * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]
 Date: 18/12/12 18/12/12

• Claims for Domestic Travel See Overleaf

• **Procedures for Completing Expenditure Approval - See Overleaf**

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	

MINISTERIAL SERVICES
17 DEC 2012
 RECEIVED

Document Number: 19/29245

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: PREMIER'S OFFICE

Financial Year: _____ Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
MINERAL HOUSE NEWS	DECEMBER INVOICES NEWSPAPERS	748.30
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 748.30

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature

Name (please print) KRISTIAN SCHUTER Date: 3/1/13

PREPARED BY: Name (please print) BECK MCCOAN Date: 3/1/13
 Phone 44363

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: [Signature]
 Date: 07/01/13 07/01/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

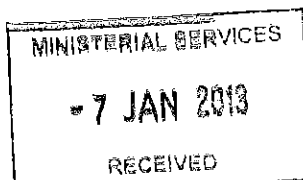
I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/29283

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: PREMIER'S OFFICE

Financial Year: 2012/13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Lee Anderson	Meal on 18.12.12	\$133.50 \$111.00
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 133.50 111.00 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
s.73 Signature
 Name (please print) Ben Myers Acting Premier Hon. [Signature]
 Date: 18/12/12

PREPARED BY: Name (please print) CAROLINE ZICK Date: 18.12.12
 Phone 3405 3208

MINISTERIAL SERVICES OFFICER:

- I certify that:
- * approved by competent authority;
 - * verification of goods supplied/services rendered;
 - * price or rate of charge correct;
 - * discounts/allowances correct;
 - * arithmetically correct;
 - * not previously paid;
 - * invoices/requisitions attached; and
 - * expenditure is recorded against the correct codes

Signature: [Signature] [Signature]
 Date: 21/12 8/1/13 09/01/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheques required** (if urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
 08 JAN 2013
 Ministerial Services

MINISTERIAL SERVICES
19 DEC 2012
 RECEIVED

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Meeting with Steve Wardill, Courier Mail, to discuss media issues

Date of Function: 18-12-12 Total Cost: (GST inclusive) ~~\$155.50~~ \$111

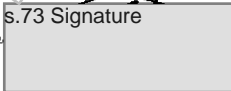
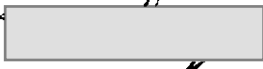
Venue: R&R, 215 Elizabeth St, Brisbane

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
Lee Anderson	Premier's office
Steve Wardill	Courier Mail.

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant:  Date</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p> 18/12/12</p> <p>Signature of Minister Date</p>

Please print on pink paper

Document Number: 19/29296

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers - 3 rd Dec - 30 th Dec 2012	\$240.30
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$240.30

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature

s.73
Signature

Name (please print) Jasmine Smits Date: 7.1.12

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 7/1/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature

[Signature]

Date

09/01/13

- Claims for Domestic Travel - See Overleaf

• **Procedures for Completing Expenditure Approval - See Overleaf**

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

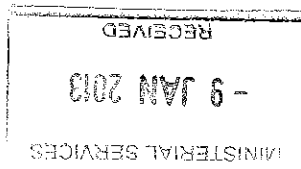
I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number:

19/29450

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premiers

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Profcoll Pty Ltd	White Heather News Invoices	\$70.35
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$70.35

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature

Name (please print)

K. Winter

Date:

25/1/13

23/1/13

PREPARED BY: Name (please print) Natalja Solntseva

Date: 23/01/2013

Phone 3224 6515

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature:

[Signature]

Date:

23/01/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
25 JAN 2013
RECEIVED

Document Number: 19/29479

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Richard Ang.	Catering	\$43.65
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 43.65

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]
 Name (please print) CAMPBELL NEWMAN Date: 20/1/2013

PREPARED BY: Name (please print) BEC MCCOAN Date: 21/12/12
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER:
 I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: [Signature] Date: 23/01/13 [Signature] Date: 25/01/13

• Claims for Domestic Travel - See Overleaf

• **Procedures for Completing Expenditure Approval - See Overleaf**

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
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4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE
<p>I certify that:</p> <ul style="list-style-type: none"> • I have not previously claimed this allowance for the above period; • The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and • I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals. <p>Signature: _____ Date: _____</p> <p>NOTE: This form is not valid unless signed by the person claiming the allowance.</p>

MINISTERIAL SERVICES
22 JAN 2013
RECEIVED

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION 13/12/2012

MINISTERIAL OFFICE Premier's Office

VENUE

Office of the Premier

COST OF FUNCTION (GST inclusive) \$ 43.65

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting to discuss policy.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees	Number of Employees of Statutory Bodies	Number of Other People	Total Number of People
2	0	1	3

Name of Participants	Organisation of Participants
Premier Campbell Newman	Premier's Office
Ben Myers	Premier's Office
Lex McQueen	Bmag

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

21/1/2013

Signature of Claimant

Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

20/1/2013

Office Use Only - CALCULATION - FBT and Non-FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)

3	43.65	\$ 0.00	=	\$ 0.00	(53030)
		Balance	=	\$ 0.00	(53010) Total 43.65

{Code balance (53010) to P4}

Last Updated: May 2006
Page 1 of 2

Please print on pink paper

Document Number: _____

19/29642

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: PREMIER'S OFFICE

Financial Year: 2012/2013 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mineral House News	Newspapers for January 2013	\$668.20
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 668.20

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature
 Name (please print) KRISTIAN SCHULTER Date: 1/2/13

PREPARED BY: Name (please print) CAROLINE BICK Date: 1.2.13
 Phone 3405 3208

MINISTERIAL SERVICES OFFICER:
 I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____ Date: 4/2/13 _____ Date: 04/02/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
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 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
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 - (h) **Prepared by details**
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4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

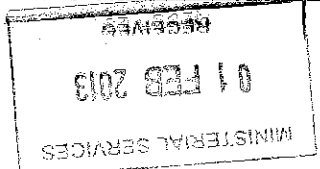
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/29656

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 31/12/13 – 03/02/13	\$315.60
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$315.60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
s.73 Signature

Name (please print) Jasmine Smits Date: 5.2.13.

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 5/2/13
 Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
 Date: 5/2/13 06/02/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
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 - (h) **Prepared by details**
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4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
- 5 FEB 2013
RECEIVED

Document Number: 19/29956

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: PREMIER'S OFFICE

Financial Year: 2012/13 Urgent payment required by: 1 / 120

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
<u>Lee Anderson</u>	<u>Meal on 21.2.2013</u>	<u>366.50</u>
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ <u>366.50</u>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) CAMPBELL NEWMAN Date: 22/2/2013

PREPARED BY: Name (please print) Caroline Bide Date: 21-2-13

Phone 3405 3201

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature]

Date: 25/2/13

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office**
- Date cheque is required** (If urgent payment required), or leave blank
- Financial Year** (e.g. 1997/98)
- Vendor** (i.e. name of person/business to be paid)
- Particulars** (give brief description of goods/services)
- Amount** (VERY IMPORTANT that this is given)
- Certificate of approving person**
- Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
25 FEB 2013
RECEIVED

ENTERTAINMENT CERTIFICATION

Purpose of Entertainment and its connection with official duties in accordance with the Ministerial Handbook

Lunch meeting with Premier, Lee Anderson, David Fagan & Michael Crutcher (both Courier Mail) to discuss media issues

Date of Function: *21.2.2013* Total Cost: (GST inclusive) *\$366.50*

Venue: *Ember's Steakhouse - Park Road Milton*

ATTENDEES (Note: People for whom expenditure was incurred).

Name of Participants	Organisation of Participants
<i>Premier of Qld</i>	
<i>Lee Anderson</i>	<i>Director of Govt Media</i>
<i>David Fagan</i>	<i>Courier Mail</i>
<i>Michael Crutcher</i>	<i>Courier Mail</i>

*Attach additional page if necessary (eg guest list)

CERTIFICATION AND APPROVAL

<p>Certification of Claimant:</p> <p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: <i>[Signature]</i> <small>5.73 Signature</small></p> <p>Date: <i>21.2.13</i></p>	<p>Approval of Expenditure:</p> <p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister: <i>[Signature]</i></p> <p>Date: <i>21/2/2013</i></p>
--	---

Please print on pink paper

Document Number: 19/30014

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's

Financial Year: 2012-13 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mineral House News.	Newspapers and milk.	\$655.40
	TOTAL (GST exclusive)	\$ 596.27
	GST Amount	\$ 59.13
	APPROVAL TOTAL: (GST inclusive)	\$ 655.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____

Name (please print) KRISTIAN SCHLUTER Date: 01/03/13

PREPARED BY: Name (please print) BEE MCCOAN Date: 01/03/13

Phone 3224 4363.

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature [Signature]

Date 1/3/13 4/3/13.

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
01 MAR 2013
RECEIVED

Document Number: 19/30139

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 4/2/13 - 3/3/13	\$320.40
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$320.40



I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature ✓

APPROVED: Signature _____

Name (please print) Jasmine Smits Date: 6.3.13.

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 6/3/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate or charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____

Date: 08/03/13 _____ 13/03/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	

MINISTERIAL SERVICES
07 MAR 2013
 RECEIVED

Document Number: 19/30247

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General & Minister for Justice

Financial Year: 2012-2013 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Various Petty Cash D.P.C.		211.40
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 211.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is ^{s.73} Signature _____ (unless specifically detailed); and
- When guests are not assisting the Minis _____ are attached.

APPROVED: Signature _____

Name (please print) David Fraser Date: 11 March 2013

PREPARED BY: Name (please print) Kate Glover Date: 08.03.13

Phone 3239 3487

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: _____

Date: 13/03/13 _____ 14/03/13

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
12 MAR 2013
RECEIVED

Document Number: 19/30277

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – March 2013	\$247.70
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 247.70

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s 73 Signature

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits

Date: 14.3.13

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 14/03/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: _____

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

15/03/13 Return Petty Cash to Jasmine for proper approvals on each voucher. *JS*
 20/3/13 Received vouchers. *JS*

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
21 MAR 2013
 RECEIVED ✓

MINISTERIAL SERVICES
15 MAR 2013
 RECEIVED

Document Number: 19/30344

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's Office

Financial Year: 2012-13 Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Petty Cash	Petty Cash Reconciliation	\$210.75
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 210.75

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____
 Name (please print) KRISTIAN SCHLUTER Date: 12/3/13

PREPARED BY: Name (please print) BEC MCCOAN Date: 12/3/13
 Phone 3224 4363

MINISTERIAL SERVICES OFFICER:
 I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes.

Signature: _____
 Date: 13/3/13 25/3/13 26/3/13

• Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. I have not previously claimed this allowance for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
12 MAR 2013
RECEIVED

MINISTERIAL SERVICES
25 MAR 2013
RECEIVED

Sent back to office
 14/3/13 for authorisation Jago
 Returned 25/3/13 JW.

Document Number: 19/30457

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 4/3/13 – 31/3/13	\$316.00
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$316.00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature 

Name (please print) Jasmine Smits Date: 2-4-13


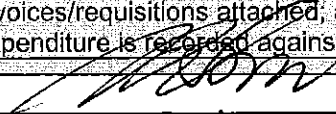
PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 2/4/13

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| * approved by competent authority; | * arithmetically correct; |
| * verification of goods supplied/services rendered; | * not previously paid; |
| * price or rate of charge correct; | * invoices/requisitions attached; and |
| * discounts/allowances correct; | * expenditure is recorded against the correct codes. |

Signature:  

Date: 05/04/13 08/04/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
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Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

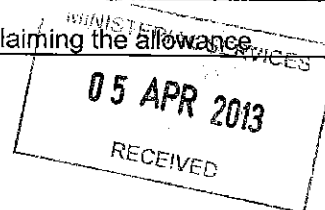
I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____

Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/30594

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2012/2013

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
The Hon Tim Nicholls	Working Lunch – 10/04/13	34.95
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 34.95 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature *Tim Nicholls* ✓

Name (please print) The Hon Tim Nicholls, MP Date: 11/4/13

PREPARED BY: Name (please print) Kim McInnes Date: 11.4.13

Phone 3224 6909

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached, and
* discounts/allowances correct;	* expenditure is recorded against the correct codes;

Signature: *[Signature]* *[Signature]*

Date: 15/04/13 16/4/13

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
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 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
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DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: " I have not previously claimed this allowance for the above period; " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	

RECEIVED
 12 APR 2013
 Ministerial Services

**MINISTERIAL SERVICES
HOSPITALITY CERTIFICATION**

MINISTERIAL OFFICE Treasurer and Minister for Trade
Please print on Pink Paper
DATE OF FUNCTION 10.04.13
VENUE Treasurer's Office, Level 9, Executive Building,
100 George Street, Brisbane
COST OF FUNCTION (GST inclusive) \$ 34.95
REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook
Commission of Audit working lunch
ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt employees	Number of Employees or Statutory Bodies	Number of Other People	Total Number of People
5	0	0	5

Name of Participants	Organisation of Participants
The Hon Tim Nicholls	Treasurer and Minister for Trade
Gerard Benedet	Chief of Staff to the Treasurer and Minister for Trade
Alex Beavers	Deputy Under Treasurer
Greg Tonks	Treasury
Geoff Waite	Treasury

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL
Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

Tim Nicholls 11/4/13
 Signature of Claimant Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

Online Use Only - Call out A/100 - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
5		\$ 34.95	=	\$ 34.95 (53030)
5		Balance	=	\$ 0.00 (53010) Total 34.95

{Code balance (53010) to P4}

Last Updated: May 2006

Page 1 of 2

Document Number:

19/34800

MINISTERIAL OFFICES EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to:

Phone:

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers - 30 Dec - 2 Feb 2014	\$303.60
TOTAL (CST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (CST inclusive)		\$303.60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED Signature

Name (please print)

Jasmine Smits

Date

4/2/14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 4/2/14

Phone: 07 3719 7207

MINISTERIAL SERVICES OFFICER

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate or charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure recorded against the correct codes.

Signature

[Signatures]

Date

05/02/14 06/02/14

Claims for Domestic Travel - See Overleaf

• Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) Ministerial Office
 - (b) Date cheque is required (If urgent payment required), or leave blank
 - (c) Financial Year (e.g. 1997/98)
 - (d) Vendor (i.e. name of person/business to be paid)
 - (e) Particulars (give brief description of goods/services)
 - (f) Amount (VERY IMPORTANT that this is given)
 - (g) Certificate of approving person
 - (h) Prepared by details
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

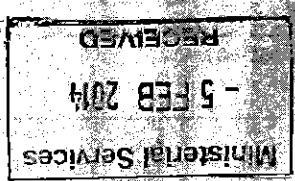
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number: 19/34815

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: 22/02/2014

Return Cheque to: George St News

Phone: 3236 5533

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
George St News	Newspapers & Milk, plus delivery	\$172.40
TOTAL (GST exclusive)		\$ -
GST Amount		\$ -
APPROVAL TOTAL: (GST inclusive)		\$ 172.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is (signature detailed); and
- When guests are not assisting the Minister d

APPROVED: Signature: _____
 Name (please print): David Fraser Date: 05.02.14

PREPARED BY: Name (please print): Shannon Ponting Date: 05.02.14
 Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached and expenditure is recorded against the correct codes

Signature: _____
 Date: 6/2/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
I certify that: I have not previously claimed this allowance for the above period; The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.	
Signature: _____	Date: _____
NOTE: This form is not valid unless signed by the person claiming the allowance.	

RECEIVED
 - 6 FEB 2011 -

Document Number: 19/34848

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: office of the Premier

Financial Year: 2013/14 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mr Lee Anderson.	Meeting with Corner Mail to discuss Media Issues	\$ 35
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 35

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) Kate Winter Date: 6/2/14

PREPARED BY: Name (please print) Kirsten Forward Date: 6/2/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is reported against the correct codes.

Signature: _____

Date: 07/02/14 10/02/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

<p>1. Please complete the following areas on the front of this form:</p> <p>(a) Ministerial Office</p> <p>(b) Date cheque is required (If urgent payment required), or leave blank</p> <p>(c) Financial Year (e.g. 1997/98)</p> <p>(d) Vendor (i.e. name of person/business to be paid)</p> <p>(e) Particulars (give brief description of goods/services)</p> <p>(f) Amount (VERY IMPORTANT that this is given)</p> <p>(g) Certificate of approving person</p> <p>(h) Prepared by details</p> <p>2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval</p> <p>3. Only one vendor can appear on an Expenditure Approval.</p> <p>4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.</p>

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE	
<p>I certify that:</p> <p>" I have not previously claimed this allowance for the above period;</p> <p>" The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook, and</p> <p>" I have completed this form for trips where the actual cost of meals or accommodation is met from a government source e.g. conference or airline meals.</p>	
Signature: <input type="text"/>	Date: <u>06/02/14</u>
NOTE: This form is not valid unless signed by the person claiming the allowance.	

Ministerial Services
- 7 FEB 2014
RECEIVED

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE: Premier's

Please print on Pink Paper
DATE OF FUNCTION: 22/01/14

VENUE: 'Fat Noodle'

COST OF FUNCTION (GST Inclusive): \$ 35.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting to discuss Media Issues.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1 Number of State Govt Employees #	Column 2 Number of Employees of Statutory Bodies #	Column 3 Number of Other People	Column 4 Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1 Mr Lee Anderson	office of the Premier
2 Mr Des Houghton	Courier Mail
3	
4	
5	
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

[Redacted Signature]

06/02/14

Signature of Claimant Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister Date

Premier

Office Use Only - CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00	\$ #DIV/0!	(53030)
0			Balance = \$ #DIV/0!	(53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
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Released under RTI - DPC

Document Number: 19/34852

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: office of the Premier

Financial Year: 2013/14 Urgent payment required by: 1 / 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Miss Kirsten Forward	Catering - Cyclone Pre-Briefing	\$60
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) Kate Winter Date: 7/2/14

PREPARED BY: Name (please print) Kirsten Forward Date: 31/1/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 07/02/14 10/02/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date **cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel:

From:

To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

s.73 Signature

Signature: _____

Date: _____

31/1/14

NOTE: This form is not valid unless signed by the person claiming the allowance.

*Advised by Chris
this is ~~not~~ meal
not entertainment. JW 7/2/14*

MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE: Premier's

Please print on Pink Paper
DATE OF FUNCTION: 30/1/14

VENUE: Coffee Depot

COST OF FUNCTION (GST inclusive): \$ 0.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Meeting to have a pre-briefing regarding Cyclone Dylan.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1 Number of State Govt Employees #	Column 2 Number of Employees of Statutory Bodies #	Column 3 Number of Other People	Column 4 Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1. Hon Campbell Newman	Premier
2. Mr Lee Anderson	office of the Premier
3. Ms Amelia Hedditch	office of the Premier
4. Mr Mitch Grayson	office of the Premier
5. Mr Peter Turnbull	office of the Premier
6.	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

31/1/14

Signature of Claimant

Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

Premier

DILWAP AS per EXP Voucher approval.

Office Use Only - CALCULATION - FBT and Non-FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00	\$ #DIV/0!	= \$ #DIV/0! (53030)
0			Balance	= \$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: **Note: People for whom expenditure was incurred.

Name of Participants	Organisation of Participants
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Released under RTI - DPC

Document Number: 19/35/61

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: office of the Premier

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Mr Lee Anderson	Media Meeting	\$144
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 144

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature

Name (please print) Kate Winter Date: 20/2/14

PREPARED BY: Name (please print) Kirsten Forward Date: 19/2/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature]

Date: 04/03/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:

- Ministerial Office**
- Date **cheque is required** (If urgent payment required), or leave blank
- Financial Year** (e.g. 1997/98)
- Vendor** (i.e. name of person/business to be paid)
- Particulars** (give brief description of goods/services)
- Amount** (VERY IMPORTANT that this is given)
- Certificate of approving person**
- Prepared by details**

2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval

3. Only one vendor can appear on an Expenditure Approval.

4. The Minister **MUST** sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

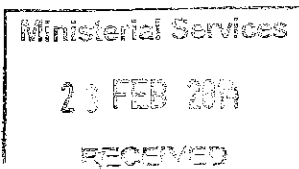
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;*
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and*
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.*

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

Please print on Pink Paper
DATE OF FUNCTION: _____

MINISTERIAL OFFICE: Premier's

VENUE Great Western Hotel.

COST OF FUNCTION (GST Inclusive): \$ 0.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Meeting.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1 Number of State Govt Employees #	Column 2 Number of Employees of Statutory Bodies #	Column 3 Number of Other People	Column 4 Total Number of People
0	0	0	0


Name of Participants	Organisation of Participants
1 <u>Hon Campbell Newman</u>	<u>Premier</u>
2 <u>MR Ben Myers</u>	<u>office of the Premier</u>
3 <u>MR Mitch Grayson</u>	<u>office of the Premier</u>
4 <u>MR Lee Anderson</u>	<u>office of the Premier</u>
5 <u>MR Frazer Pearce</u>	<u>Editor @ Rockhampton Morning Bulletin</u>
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:


I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

Signature of Claimant:  Date: _____

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister:  Date: 26/2/2019
Premier

Office Use Only :CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00		\$ #DIV/0! = \$ #DIV/0! (53030)
0		Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: **Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
7	
8	
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Released under RTI - DPC

Ministerial Services
26 FEB 2004
RECEIVED



Document Number: 19/35230

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers – 3 Feb – 2 Mar 2014	\$321.40
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$321.40 ✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits Date: 4.3.14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 4/3/14

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that

- * approved by competent authority
- * verification of goods supplied/services rendered
- * price or rate of charge correct
- * discounts/allowances correct
- * arithmetically correct
- * not previously paid
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: _____
Date: 10/03/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) Ministerial Office
 - (b) Date cheque is required (If urgent payment required), or leave blank
 - (c) Financial Year (e.g. 1997/98)
 - (d) Vendor (i.e. name of person/business to be paid)
 - (e) Particulars (give brief description of goods/services)
 - (f) Amount (VERY IMPORTANT that this is given)
 - (g) Certificate of approving person
 - (h) Prepared by details
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The incidental allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
- 7 MAR 2014

Document Number: 19/35252

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Attorney-General and Minister for Justice

Financial Year: 2013 - 2014

Urgent payment required by: 23/03/2013

Return Cheque to: George St News Phone: 3236 5533

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
George St News	Newspapers B mk plus delivery	\$180.30
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 180.30

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment (detailed); and
- When guests are not assisting the Minister

s.73 Signature

specifically

APPROVED: Signature: _____

Name (please print): David Fraser

Date: 6/3/14

PREPARED BY: Name (please print): Shannon Ponting

Date: 06.03.14

Phone: (07) 3239 6413

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 11/3/14

11/03/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (if urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

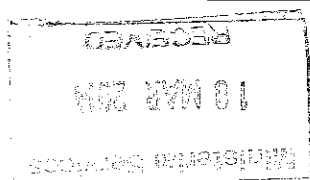
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook, and
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: **PREMIERS**

Financial Year: **2013/2014**

Urgent payment required by: / /

Return Cheque to: EFT Phone:

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
<p>AMEX 6007735 ✓</p> <p>STATEMENT DATE 24/02/2014 ✓</p> <p>REF: 590237 71001/0214 ✓</p> <p>PREMIERS BTA</p> <p>FEBRUARY 2014 ✓</p>	<p align="center">HRG - FEBRUARY 2014 BTA</p>	
<p align="right">APPROVAL TOTAL: (GST inclusive)</p>		<p align="right">\$4799.44 ✓</p>

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature

AS PER ATTACHED

Name (please print) _____ Date: _____

PREPARED BY: **Nataija Sointseva**


Date **20/03/2014**

Phone 30039073

MINISTERIAL SERVICES OFFICER:

I certify that:

- | | |
|---|--|
| • approved by competent authority; | • arithmetically correct; |
| • verification of goods supplied/services rendered; | • not previously paid; |
| • price or rate of charge correct; | • invoices/requisitions attached; and |
| • discounts/allowances correct; | • expenditure is recorded against the correct codes. |

Signature: 

Date: 20/03/14 20/03/14

MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE: Premier's

Please print on Pink Paper
DATE OF FUNCTION: 14/1/14

VENUE: H2O Restaurant & Bar

COST OF FUNCTION (GST inclusive): \$ 0.00

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Dinner with Premier and Bundaberg News Mail to discuss Media Issues -

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1	Column 2	Column 3	Column 4
Number of State Govt Employees #	Number of Employees of Statutory Bodies #	Number of Other People	Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1. Hon Campbell Newman	Premier
2. Mr Mitch Grayson	office of the Premier
3. Ms Liz Carson	Bundaberg News Mail
4. Mr Angus Irwin	Bundaberg News Mail
5. Ms Vanessa Marsh	Bundaberg News Mail
6.	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant / Date 12/2/14

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister / Date 17/2/2014

Premier

Office Use Only :CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00		\$ #DIV/0! (53030)
0		Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: **Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
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Released under RTI - DPC

RECEIVED
18 MAR 2014
MINISTERIAL SERVICES



Burnett Riverside Motel

WALPULI PTY LTD - trading as Burnett Riverside Hotel
 7 Quay Street
 Bundaberg QLD 4670

Phone 07 4155 8777
 Fax 07 4155 8700
 ABN 58 010 406 425

15/01/14
 08:41
 Page 1

Tax Invoice

Campbell Newman
 100 George Street
 BRISBANE QLD 4000

Account: 38558
 Reference: LKKR36181213
 Arrive: Tue 14/01/2014
 Depart: Wed 15/01/2014
 Room 501
 Queensland Government

Transaction detail	Date	Room Qty	Price	Debit	Credit
Discount	14/01/14			56.00	25.00
H2O Bar & Restaurant	14/01/14	501		200.00	
Room Charge	14/01/14	501		20.00	
H2O Bar & Restaurant	15/01/14	501			

Premium was changed separately.

Discussed with Sonya - advised to change \$56.00 to Premier's cost centre. N.S.

GST charged: 22.82
 Balance (GST included): 251.00
 DIRECT DEPOSIT NAB BSB: 084-004 ACC: 1917 039 47
 Payment via Credit Card
 VI MC AX DI
 Signature _____ Expiry Date _____
 Please Pay on Invoice 7 Days No Statement issued

HRG Australia
 HRG Australia, Hotel Payments
 Level 10, 344 Queen Street
 BRISBANE QLD 4001



News Mail
 - Liz Carson
 - Angus Irwin
 - Vanessa Marsh

TAX INVOICE

7 Quay Street
 Bundaberg. QLD. 4670
 Ph: 07 4155 8777 Fax: 07 4155 8700
 E: burnett@burnettmotel.com.au
 ABN: 58 010 406 425

#010627 2 Michael 14/01/14 21:41:12

**Table 15
 BREADS**

Garlic Turkish*	\$7.00
Herbed Turkish*	\$7.00
Sour dough*	\$7.00
Avondale Pesto*	\$1.50

MAINS

EYE FILET*	\$36.50
CHIPS*	\$18.00
Rib filet 300g*	
2 @ \$32.00 ea	\$64.00
Bianco Sauce*	\$4.50
Mushroom Sauce*	\$6.00
GRILLED CORAL TROUT*	\$38.00

DRINKS

Bin 90 Moscato	GLASS*	
2 @ \$9.00 ea		\$18.00
Early Harvest SAV/BLANC	GLASS*	\$10.00
Carlton Midstrength*		\$5.00
LEMON-LIME BITTERS*		\$3.50
FLAT WHITE*		\$4.00
Hahn Light*		
2 @ \$5.00 ea		\$10.00
James Boag Premium*		
2 @ \$8.00 ea		\$16.00

Post to : Room 205 - Grayson, Mitchell

TOTAL \$256.00

GST Subtotal \$256.00
 GST Amount \$23.27

ROOM CHARGE \$256.00

H2O Restaurant TOTAL \$189.50
 H2O BAR TOTAL \$66.50
 Other Categories TOTAL \$0.00

1 owe \$40

Released under DFOI

Document Number: 19/35513

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's

Financial Year: 2013/14 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
office of the Premier	Petty Cash-	\$ 330.99
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 330.99

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

PM 5324-30

APPROVED: Signature _____
s.73 Signature
 Name (please print) Kylie Lindsay Date: 24/3/14

PREPARED BY: Name (please print) Kirsten Forward Date: 24/3/14
 Phone 3719 7013

MINISTERIAL SERVICES OFFICER:
 I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____
 Date: 26/3/14 26/03/14

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

27/03/14

Chris P advised

okay for ice for

the car. B.

MINISTERIAL SERVICES
24 MAR 2014
RECEIVED

Document Number: 19/35558

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____

Phone: _____

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Office of the Treasurer and Minister for Trade	Reimbursement of Petty Cash – March 2014	\$158.65
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$ 158.65

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s/73 Signature

APPROVED: Signature _____ ✓

Name (please print): Gerard Benedet – Chief of Staff Date: 21/3/14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 20/3/14

Phone 07 3227 8443

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority
- verification of goods supplied/services rendered
- price or rate of charge correct
- discounts/allowances correct
- arithmetically correct
- not previously paid
- invoices/requisitions attached, and
- expenditure is recorded against the correct codes

Signature

Date: 26/3/14

Signature

Date: 28/3/14

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

1. Please complete the following areas on the front of this form:
 - (a) **Ministerial Office**
 - (b) **Date cheque is required** (If urgent payment required), or leave blank
 - (c) **Financial Year** (e.g. 1997/98)
 - (d) **Vendor** (i.e. name of person/business to be paid)
 - (e) **Particulars** (give brief description of goods/services)
 - (f) **Amount** (VERY IMPORTANT that this is given)
 - (g) **Certificate of approving person**
 - (h) **Prepared by details**
2. Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
3. Only one vendor can appear on an Expenditure Approval.
4. The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " I have not previously claimed this allowance for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES
24 MAR 2014
RECEIVED

Document Number: 19/35568

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's

Financial Year: 2013/14 Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mr Lee Anderson	Entertainment Claim Media Meeting	\$133.58 USD
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 133.58 USD

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature] OK.

Name (please print) Kylie Lindsay Date: 25/3/14

PREPARED BY: Name (please print) Kirsten Forward Date: 24/3/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature:

Date:

• Claims for Domestic Travel - See Overleaf

MINISTERIAL SERVICES
25 MAR 2014
RECEIVED



MINISTERIAL SERVICES HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE: Premier

Please print on Pink Paper
DATE OF FUNCTION: 12/3/14

VENUE: The cheese cake factory

COST OF FUNCTION (GST Inclusive): \$ 132.58 USD

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Meeting

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1 Number of State Govt Employees #	Column 2 Number of Employees of Statutory Bodies #	Column 3 Number of Other People	Column 4 Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1 <u>Mr Lee Anderson</u>	<u>Office of the Premier</u>
2 <u>Ms Cathy Border</u>	<u>Ten News</u>
3	
4	
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** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature of Claimant

Date

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

Premier

25/3/2014

Office Use Only : CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00		\$ #DIV/0! = \$ #DIV/0! (53030)
0		Balance	=	\$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: **Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
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8	
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Released under RTI - DPC



Document Number: 19/35568

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Premier's

Financial Year: 2013/14 Urgent payment required by: 1 / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Mr Lee Anderson	Entertainment Claim - Media Meeting	\$ 256.94 USD
	TOTAL (GST exclusive)	\$
	GST Amount	\$
	APPROVAL TOTAL: (GST inclusive)	\$ 256.94 USD

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature _____

APPROVED: Signature _____ OK.

Name (please print) Kylie Lindsay Date: 25/3/14

PREPARED BY: Name (please print) Kirsten Fennard Date: 24/3/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

* approved by competent authority;	* arithmetically correct;
* verification of goods supplied/services rendered;	* not previously paid;
* price or rate of charge correct;	* invoices/requisitions attached; and
* discounts/allowances correct;	* expenditure is recorded against the correct codes.

Signature: _____

Date: _____

• Claims for Domestic Travel - See Overleaf

Released under RTI - DPC

MINISTERIAL SERVICES
25 MAR 2014
RECEIVED



MINISTERIAL SERVICES

HOSPITALITY CERTIFICATION

MINISTERIAL OFFICE: Premier's

Please print on Pink Paper
DATE OF FUNCTION: 10/3/14

VENUE The Benjamin Hotel NYC

COST OF FUNCTION (GST inclusive): \$ 256.94 USD
~~0.00~~

REASON FOR HOSPITALITY and its connection with official duties in accordance with Ministerial Handbook

Media Meeting.

ATTENDEES: Only people for whom expenditure was incurred * Include Self # Include employee associates

Column 1 Number of State Govt Employees *#	Column 2 Number of Employees of Statutory Bodies #	Column 3 Number of Other People	Column 4 Total Number of People
0	0	0	0

Name of Participants	Organisation of Participants
1 Mr Lee Anderson	Office of the Premier
2 Cathy Border	Ten News
3 Sarah Vogler	Courier Mail
4 Shane Doherty	Nine News
5	
6	

** See overleaf for more lines. Attach additional page if necessary (eg. guest list)

CERTIFICATION AND APPROVAL

Certification of Claimant:

I certify that the above hospitality was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.

s.73 Signature

Signature

(If claimant is Minister, this signature will suffice for Expenditure Approval)

Approval of Expenditure:

The above expenditure is approved for payment in accordance with the Ministerial Handbook.

Signature of Minister

Date

25/3/2014

Premier

Office Use Only : CALCULATION - FBT and Non FBT breakdown

Col (1) + Col (2)	x	Total Cost	=	Amount subject to FBT (use account code 53030 for FBT Component)
Col (4)		Balance	=	Amount not subject to FBT Code to 53010 (tax code P4)
0		0.00		\$ #DIV/0! = \$ #DIV/0! (53030)
0				Balance = \$ #DIV/0! (53010) Total 0.00

{Code balance (53010) to P4}

ATTENDEES Contd: **Note: People for whom expenditure was incurred

Name of Participants	Organisation of Participants
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Released under RTI - DPC

MINISTERIAL SERVICES
25 MAR 2014
RECEIVED



Document Number: 19/35612

**MINISTERIAL OFFICES
EXPENDITURE APPROVAL**

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: _____ Phone: _____

PAYG: Yes / No

VENDOR <small>(name of person/business to be paid)</small>	PARTICULARS	AMOUNT
Eagle St News	Parliament House Newspapers - 3 Mar - 30 Mar 2014	\$44.50
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$44.50

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature

APPROVED: Signature _____ ✓

Name (please print) Jasmine Smits Date: 2.4.14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 2/4/14

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes

Signature: [Signature] [Signature]

Date: 03/04/14 04/04/14

• Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office
 - Date cheque is required (If urgent payment required), or leave blank
 - Financial Year (e.g. 1997/98)
 - Vendor (i.e. name of person/business to be paid)
 - Particulars (give brief description of goods/services)
 - Amount (VERY IMPORTANT that this is given)
 - Certificate of approving person
 - Prepared by details
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

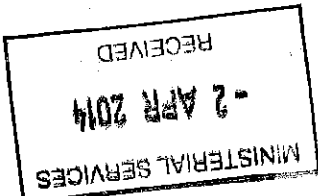
CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;*
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook; and*
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.*

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Document Number:

19/35614

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Treasurer and Minister for Trade

Financial Year: 2013/2014

Urgent payment required by: / / 20

Return Cheque to: Phone:

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
Eagle St News	Newspapers -- 3 Mar -- 30 Mar 2014	\$324.40
TOTAL (GST exclusive)		\$
GST Amount		\$
APPROVAL TOTAL: (GST inclusive)		\$324.40

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature

Name (please print) Jasmine Smits Date: 2.4.14

PREPARED BY: Name (please print) Jasmine Smits (Office Manager) Date: 2/4/14

Phone 07 3719 7207

MINISTERIAL SERVICES OFFICER:

I certify that:

- approved by competent authority;
- verification of goods supplied/services rendered;
- price or rate of charge correct;
- discounts/allowances correct;
- arithmetically correct;
- not previously paid;
- invoices/requisitions attached; and
- expenditure is recorded against the correct codes

Signature: [Signature] Date: 03/04/14

Claims for Domestic Travel - See Overleaf

- Procedures for Completing Expenditure Approval - See Overleaf

PROCEDURES FOR COMPLETING EXPENDITURE APPROVAL:

- Please complete the following areas on the front of this form:
 - Ministerial Office**
 - Date cheque is required** (If urgent payment required), or leave blank
 - Financial Year** (e.g. 1997/98)
 - Vendor** (i.e. name of person/business to be paid)
 - Particulars** (give brief description of goods/services)
 - Amount** (VERY IMPORTANT that this is given)
 - Certificate of approving person**
 - Prepared by details**
- Attach ALL relevant receipts, invoices, entertainment forms, travel forms etc. to this expenditure approval
- Only one vendor can appear on an Expenditure Approval.
- The Minister MUST sign for all expenditure relating directly to him/her and expenditure for entertainment and travel.

DOMESTIC TRAVEL CLAIM

INCIDENTAL ALLOWANCE	MEAL ALLOWANCE
The Incidental Allowance is payable where an Officer is away from their normal place of duty overnight. Rates are set out in the Ministerial Handbook. Ministerial Services should be contacted for details.	Meal allowance rates are payable in accordance with the Ministerial Handbook. Ministerial Services should be contacted for details. It is the individual Officer's responsibility to determine whether he/she is entitled to claim this allowance.

Date of Travel: From: To:

DATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL	AMOUNT CLAIMED
TOTAL					

CERTIFICATE OF OFFICER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- I have not previously claimed this allowance for the above period;*
- The travel for the above mentioned period was for Official purposes as defined in the Ministerial Handbook, and*
- I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference or airline meals.*

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

RECEIVED
- 2 APR 2014 -
MINISTERIAL SERVICES

Department of the Premier and Cabinet

Document Number: 19/35709

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Attorney-General

Financial Year: 2013-14 Urgent payment required by: 26/4/20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
George St News	newspapers + milk	\$194.60
APPROVAL TOTAL: (GST inclusive)		\$ 194.60

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is specifically detailed; and
- When guests are not assisting the Minister, the Minister's name is specifically detailed.

APPROVED: Signature _____

Name (please print) David Fraser Date: 09.04.14

PREPARED BY: Name (please print) Shannon Ponting Date: 09.04.14

Phone 3719 7416

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: _____

Date: 09/04/14

- Claims for Travel - See Overleaf

Please print on yellow paper

TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance Expense Amount (see Ministerial Intranet)
- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Overnight Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ :___:___ Return Date & Time: ___/___/___ :___:___

Date	Destination	Breakfast	Lunch	Dinner	Overnight Incidental	Total Allowance Claimed
TOTAL						

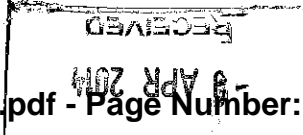
CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- " An expense has been incurred;
- " My travel included an overnight stay;
- " I have not previously claimed any meal expenses for the above period;
- " The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- " I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.



Department of the Premier and Cabinet

Document Number: _____

19/35751

MINISTERIAL OFFICES
EXPENDITURE APPROVAL

Ministerial Office: Premier's

Financial Year: 2013/14 Urgent payment required by: / / 20

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
MR Peter Thatcher	Water for Car and glass cleaner.	\$41.99
APPROVAL TOTAL: (GST inclusive)		\$ 41.99

✓

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

s.73 Signature _____

APPROVED: Signature _____ ✓

Name (please print) Kate Winter Date: 14/4/14

PREPARED BY: Name (please print) Kirsten Forward Date: 10/4/14

Phone 3719 7013

MINISTERIAL SERVICES OFFICER:

I certify that:

- * approved by competent authority;
- * verification of goods supplied/services rendered;
- * price or rate of charge correct;
- * discounts/allowances correct;
- * arithmetically correct;
- * not previously paid;
- * invoices/requisitions attached; and
- * expenditure is recorded against the correct codes.

Signature: [Signature] [Signature]

Date: 14/04/14 14/04/14

• **Claims for Travel - See Overleaf**
TRAVEL CLAIM

- for rates refer to ATO Taxation Determination for Reasonable Travel and Overtime Meal Allowance

Please print on yellow paper

Expense Amount (see Ministerial Intranet)

- please attach proof of stay at hotel or other commercial accommodation (hotel bill etc)

Overseas travel allowance claim:

Date	Country	Meal Allowance	Overnight Incidental	Total Allowance Claimed
TOTAL				

Domestic travel allowance claim:

Departure Date & Time: ___/___/___ :___ :___ Return Date & Time: ___/___/___ :___ :___

Date	Destination	Breakfast	Lunch	Dinner	Overnight Incidental	Total Allowance Claimed
TOTAL						

CERTIFICATION OF TRAVELLER CLAIMING INCIDENTAL AND/OR MEAL ALLOWANCE

I certify that:

- .. An expense has been incurred;
- .. My travel included an overnight stay;
- .. I have not previously claimed any meal expenses for the above period;
- .. The travel for the above mentioned period was for Official purposes as defined in the Queensland Ministerial Handbook; and
- .. I have not claimed allowances on this form for trips where the actual cost of meals or accommodation were met from another government source e.g. conference.

Signature: _____ Date: _____

NOTE: This form is not valid unless signed by the person claiming the allowance.

MINISTERIAL SERVICES

14 APR 2014

Please print on yellow paper RECEIVED