

47F

From: 47F
Sent: Tuesday, 18 June 2019 1:48 PM
To: QBT Groups
Cc: 47F
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good Afternoon QBT,

Gloria, first of all thank you for your time on the phone. In regards to the payment occurring, no matter now when it is paid this will come out of next Financial Year allocation.

Please find listed below the necessary booking details:-

- Unit Profile / CTS:- 47F
- Cost Centre (mandatory):- 47F
- Group Service Name e.g. navy, army etc (mandatory):- 47F
- Passenger Mobile numbers:- To Be Supplied
- GL Account:- 47F
- WBS:- Nil
- Internal Order:- Nil
- File Reference:- 47F

For 47F

Thank you ☺ heaps, I have been unable to source the mobile numbers for the listed Cadets. Can you supply these to QBT ? If not that is cool, you can send them to me if that is easier.

Regards,

47F

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: QBT Groups 47F
Sent: Tuesday, 18 June 2019 1:05 PM
To: 47F

Cc: 47F

Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

Hi 47F

Thanks for confirming. I have now held in the flights.

Please provide the following information for payment and reporting purposes.

- Unit Profile / CTS
- Cost Centre (mandatory)
- Group Service Name e.g. navy, army etc (mandatory)
- Passenger Mobile numbers
- GL Account
- WBS
- Internal Order
- File Reference

Please also note the below payment deadlines for this booking. I will not process any payments prior to these dates, unless you advise otherwise.

Group booking details		Key dates	
Agency	QBT Woag - NSW / ACT / VIC	Today's date	Tuesday 18-Jun-2019
Booked by	QBT Groups	Days to departure	113
Group travel reference	354263	Deposit payment deadline	Monday 01-Jul-2019
Group name	ADFA Japan GM	Final payment deadline	Tuesday 20-Aug-2019
Group size	40	Passenger naming and ticketing deadline	Monday 23-Sep-2019
Passengers breakdown	40 Seated		
Main PNR	QQ8V68		
Booking confirmation date	Tuesday 18-Jun-2019		
Terms & Conditions	Group Fare: International Semi Flex Fare		
PNR		QQ8V68	
Status		Confirmed Booking Option	
Group name		ADFA Japan GM	
Group size		40	

Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
QF1494	Canberra (CBR)	09Oct19	19:15		Sydney (SYD)	09Oct19	20:10	3	Economy	Qantas Airways
QF0025	Sydney (SYD)	09Oct19	21:50	1	Haneda (HND)	10Oct19	05:15	1	Economy	Qantas Airways

QF0026	Haneda (HND)	19Oct19 22:00	1	Sydney (SYD)	20Oct19 09:30	1	Economy	Qantas Airways
QF1419	Sydney (SYD)	20Oct19 12:00	3	Canberra (CBR)	20Oct19 12:55		Economy	Qantas Airways

Adult	Seated	Sub Total
Group Fare	40 @ \$1,259.00	\$50,360.00
Q Surcharge	40 @ \$200.00	\$8,000.00
Taxes, fees, carrier charges	40 @ \$242.89	\$9,715.60
Total	40 @ \$1,701.89	\$68,075.60
Grand Total		\$68,075.60

Many thanks,

47F [Redacted]

From: 4 [Redacted]
 Sent: Monday, 17 June 2019 8:33 PM
 To: QBT Groups 47F [Redacted]
 Cc: 47F [Redacted]
 Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good evening Gloria,

Yes I would like to proceed with the booking.

Please advise on additional requirements for payment.

See below names of people for flights.

Pmkeys	Surname	First Name
47F	[Redacted]	[Redacted]
47F	[Redacted]	[Redacted]
47F	[Redacted]	[Redacted]
	[Redacted]	47F
	[Redacted]	47F
	[Redacted]	[Redacted]
	[Redacted]	[Redacted]
	[Redacted]	[Redacted]

[Blue background]	47F	47F	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
[Pink background]	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
[Yellow background]	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	[Redacted]	[Redacted]

Cheers in advance.

Regards,

47F [Redacted]

47F [Redacted]

47F

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From: QBT Groups <47F>
Sent: Monday, 17 June 2019 4:38 PM
To: 47F
Cc: 47F

Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]
Importance: High

Hi 47F,

Thanks for your e-mail. I have updated the quote based on today's fares and they have come down quite substantially, which is great news! Please review the below updated quote and fare conditions and confirm that you would like to proceed with booking it in. Note the fares will be subject to availability at the time of booking.

Please also be advised that in addition to the fares, a QBT Group Booking fee of \$178.30 per person, will apply.

Group Quote details

Group travel reference 354263
Group name ADFA Japan GM
Group size 40
Date of quote Monday 17-Jun-2019
Quote validity (expiry date) **Monday 01-Jul-2019**
Terms & Conditions [Group Fare: International Semi Flex Fare](#)

Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
QF1494	Canberra (CBR)	09Oct19	19:15		Sydney (SYD)	09Oct19	20:10	3	Economy	Qantas Airways
QF0025	Sydney (SYD)	09Oct19	21:50	1	Haneda (HND)	10Oct19	05:15	1	Economy	Qantas Airways
QF0026	Haneda (HND)	19Oct19	22:00	1	Sydney (SYD)	20Oct19	09:30	1	Economy	Qantas Airways
QF1419	Sydney (SYD)	20Oct19	12:00	3	Canberra (CBR)	20Oct19	12:55		Economy	Qantas Airways

Adult	Seated	Sub Total
Group Fare	40 @ \$1,259.00	\$50,360.00
Q Surcharge	40 @ \$200.00	\$8,000.00
Taxes, fees, carrier charges	40 @ \$242.89	\$9,715.60
Total	40 @ \$1,701.89	\$68,075.60
Grand Total		\$68,075.60

Fare conditions

- Once booked, a non-refundable \$200-per-seat deposit is required within 14 days of booking.
- Full and final payment is required 45 days prior to travel.
- Final names and ticketing are required 14 days prior to travel.
- Any cancellations after final payment and prior to the departure date will incur a fee of 20% of the fare paid.
- Cancellations on or after the departure date will forfeit the fare.
- Changes prior to departure date are permitted, but subject to any applicable fare differences.
- Changes are not permitted on the day of travel.

Many thanks,

47F [Redacted]

From: 47F [Redacted]
Sent: Monday, 17 June 2019 1:54 PM
To: QBT Groups 47F [Redacted]
Cc: 47F [Redacted]
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good afternoon 47F [Redacted],

I would like to proceed with the booking of the Qantas flights.

Thank you in advance.

Regards,

47F [Redacted]

[Redacted]

[Redacted]

47F [Redacted]

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From: QBT Groups **47F**
Sent: Friday, 14 June 2019 12:46 PM
To: **47F**
Cc: **47F**
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

Hi **47F**,

Please see attached for the last quotes I sent through (scroll down the trail to review all the quotes).

None of the quotes were booked. If you would like to proceed with either of them, please let me know. Fares will be subject to availability at the time of booking.

Many thanks,

47F
[Redacted signature block]

From: **47F**
Sent: Wednesday, 12 June 2019 2:30 PM
To: QBT Groups **47F**, 'QBT International' **47F**
Cc: **47F**
Subject: FW: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good afternoon QBT,

I am requesting a quote/invoice for the below flights from CBR to JAPAN. This is the last corro that I have received, is this the only flight quotes that were completed or are there additional ones?

Your assistance in the above request is greatly appreciated, as it is timely to pay and confirm the flights to cross level in this financial years budget.

Regards,

47F
[Redacted signature block]

[Redacted signature block]

47F [REDACTED]

[REDACTED]

[REDACTED]

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: QBT Groups 47F [REDACTED]
Sent: Friday, 5 April 2019 12:05 PM
To: 47F [REDACTED]
Cc: 47F [REDACTED]
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

Hi 47F [REDACTED]

I realised that 22 [REDACTED] would need to fly to the middle east before coming back to Japan, which would add a lot of time to your journey, so I have requested a quote from other airlines instead. Once I have this, I will be sure to let you know.

In the meantime, I have now received quotes from Qantas and 22 [REDACTED], please see the details below. Note that no seats have been held, and the below quotes are subject to availability at the time of booking. Also note that a QBT Group Booking Fee of \$178.30 will apply per person.

22 [REDACTED]

QANTAS

Group Quote details

Group travel reference 341245

Group name ADFA Japan GM
 Group size 30
 Date of quote Tuesday 02-Apr-2019
 Quote validity (expiry date) **Tuesday 16-Apr-2019**
 Terms & Conditions [Group Fare: International Semi Flex Fare](#)

Itinerary

Flight	Departure	Date	Time	Terminal	Arrival	Date	Time	Terminal	Cabin	Airline
QF1494	Canberra (CBR)	09Oct19	19:15		Sydney (SYD)	09Oct19	20:10	3	Economy	Qantas Airways
QF0025	Sydney (SYD)	09Oct19	21:50	1	Haneda (HND)	10Oct19	05:15	1	Economy	Qantas Airways
QF0026	Haneda (HND)	19Oct19	22:00	1	Sydney (SYD)	20Oct19	09:30	1	Economy	Qantas Airways
QF1419	Sydney (SYD)	20Oct19	12:00	3	Canberra (CBR)	20Oct19	12:55		Economy	Qantas Airways

Adult	Seated	Sub Total
Group Fare	30 @ \$1,545.00	\$46,350.00
Q Surcharge	30 @ \$350.00	\$10,500.00
Taxes, fees, carrier charges	30 @ \$241.19	\$7,235.70
Total	30 @ \$2,136.19	\$64,085.70
Grand Total		\$64,085.70

Fare conditions

- Once booked, a non-refundable \$200-per-seat deposit is required at the time of booking.
- Full and final payment is required 45 days prior to travel.
- Final names and ticketing are required 14 days prior to travel.
- Any cancellations after final payment and prior to the departure date will incur a fee of 20% of the fare paid.
- Cancellations on or after the departure date will forfeit the fare.
- Changes prior to departure date are permitted, but subject to any applicable fare differences.
- Changes are not permitted on the day of travel.

If you would like to proceed with a booking for either of the above, please advise the following information:

1. Unit Profile / CTS number
2. Cost Centre
3. PMKeyS
4. Group Service Name e.g. Army
5. GL Account (optional)
6. WBS (optional)
7. Internal Order (optional)
8. File reference (optional)

Many thanks,

47F

47F

From: 47F
Sent: Tuesday, 2 April 2019 10:57 AM
To: QBT Groups 47F
47F
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks very much.

We may have to increase the quote to 40 pers, however, 30 should give me a good guideline.

Thanks.

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From: QBT Groups 47F
Sent: Tuesday, 2 April 2019 10:22 AM
To: 47F
Cc: 47F
Subject: RE: ADFA Japan Travel [SEC=UNCLASSIFIED]

Good morning 47F,

Thanks for your e-mail. I have now requested the 3 quotes from Qantas 22 as they all operate flights from Canberra.

I will be back in touch with you as soon as I receive them.

Many thanks,

47F

From: 47F
Sent: Thursday, 28 March 2019 2:54 PM
To: 47F
Cc: 47F
Subject: ADFA Japan Travel [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good Afternoon,

Can I please obtain 3 by quotation for the following travel:

- Depart Canberra to arrive in Japan (Tokyo) AM 10th of Oct 19
- Depart Japan (Tokyo) PM 19th Oct 19 to return to Canberra
- 30 people travelling
- **MUST** be fully flexible flights, as names and dates may change.

Thanks for your help.

Kind regards,

47F

A large black rectangular redaction box covers the signature and name of the sender. The text '47F' is visible in red at the top left of this redacted area.

IMPORTANT: This email remains the property of the Department of Defence and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From: [QBT](#)
To: [ACT ITS 47F](#)
Subject: QBT INVOICE for [47F](#) - 6355717 - HND - 00008981 - R2KBQQ - 1581511 - DO NOT DELETE
Date: Tuesday, 20 August 2019 5:00:27 PM
Attachments: [1581511_20190820_89204967.pdf](#)

Please find attached your Invoice which relates to the above booking reference. Should you have any queries, please contact QBT on your dedicated 1300 number.

IMPORTANT: This is your first and final Tax Invoice. Please do not delete this e-mail without first saving the invoice or additional fees may apply to send a copy.

1581511_20190820_89204967

This document is automatically generated. Please do not respond to this email address.

QBT ABN 50128382187

Level 6
197-201 Coward Street
Mascot NSW 2020


Customer Details


Name: CTS DEF 47F
(ABN: 68706814312)
47F
MANAGER CORPORATE CARD SUPPORT C
Passenger: 47F

Invoice Details

Invoice Number: 1581511
Invoice Date: 20-Aug-2019
QBT Booking Reference: 6355717 / R2KBQQ
Customer Number: 47F
Customer Reference/s: Group: 47F
GL Account/Internal Order: 47F
FILE REFERENCE: 47F
Employee ID PM Keys: 47F
Cost Centre: 47F

Product Details

		Ex GST	GST	Total
	Description: International Group Final Payment - Qantas	60203.60	0.00	60203.60
	Full Routing: CBR/HND			
	First Departure Date: 20 Aug 2019			
	Ticket No: 47F			
	Booking Class: Y			
	Flight No: QF000			
	Taxes: \$.00			

Total:		Ex GST	GST	To
	Total Tax Invoice	60,203.60	0.00	60,203.60

Payment Details

Diners Club: 47F 60203.60

Total Payment 60203.60