

Overseas Travel - September 2017

Chief Executive of the Department of Treasury and Finance

No of travelers	Destination	Reasons for Travel	Outcomes of Travel	Travel Itinerary ¹	Total Cost of Travel ²	Travel Receipts ³
1	Singapore (6-11 th September 2017)	<i>INSEAD - AVIRA: Executive Education Programme</i> <i>To achieve KPI target and professional development</i>	<i>Educational and networking opportunity</i>	See attached	\$34,110.73	See attached

Approved for publication - 22.11.2017

Example disclaimer - Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.

¹ Scanned copies of itineraries to be attached.

² Excludes salary costs.

³ Scanned copies of all receipts/invoices to be attached.

AVIRA: EXECUTIVE EDUCATION PROGRAMME

SINGAPORE

6 – 11 SEPTEMBER 2017

DAVID REYNOLDS

SINGAPORE AIRLINES BOOKING REF: XXXXXX

DEPARTURE: WEDNESDAY 6 SEPTEMBER 2017

ADELAIDE TO SINGAPORE SQ278 DEP: 9:20AM > ARR: 3:20PM

Airport pickup arranged – driver will be holding a placard with hotel name at arrival gate closest to luggage belt

ACCOMMODATION ARRIVE WEDNESDAY 6/9/17 – DEPART SUNDAY 10/9/17.

CONFIRMATION NO: 274360.

SOFITEL SINGAPORE SENTOSA RESORT AND SPA

2 BUKIT MANIS ROAD, SENTOSA

TEL: (65) 6708-8310 EMAIL: H9474@SOFITEL.COM

AVIRA: AWARENESS, VISION, IMAGINATION, ROLE, ACTION PROGRAMME

SEMINAR TO BE HELD AT SOFITEL SINGAPORE SENTOSA RESORT AND SPA

WEDNESDAY, 6 SEPTEMBER 2017 @ 7:00PM – OPENING DINNER AT SAFFRON BALLROOM

CLASSES COMMENCE FROM THURSDAY, 7 SEPTEMBER AT 8.00AM AND END ON

MONDAY 11 SEPTEMBER AROUND 5:00PM

SINGAPORE AIRLINES BOOKING REF: XXXXXX

DEPARTURE: SATURDAY 16 SEPTEMBER 2017

HONG KONG TO SINGAPORE SQ861 (Terminal 1) DEP: 3:40PM > ARR 7:35PM

SINGAPORE AIRLINES BOOKING REF: XXXXXX

DEPARTURE: SATURDAY 16 SEPTEMBER 2017

SINGAPORE TO ADELAIDE SQ279 (Terminal 3) DEP: 11:10PM > ARR 7:30AM

[VIEW YOUR ITINERARY ONLINE](#)

Trip on 17 Sep 17

Trip locator

Date: 07 Sep 17

Traveler **Mr David Glen REYNOLDS**

Service Center **CWT Service Centre Australia**
33 KING WILLIAM STREET ADELAIDE SA
5000

Direct +61 8 8124 9360

Emergency Travel +61 8 8124 9360

Service *Additional service fees may apply

Fax +61 8 8127 8027

Email sagdom.adl.au@contactcwt.com

YOUR TRIP IS NOW FULLY CONFIRMED

Air E-Ticket Issued
6185624718163

⚠ IMPORTANT INFORMATION

Please note a printed version of this document may be required by authorities to access check-in areas. The information provided is correct at the time of sending.

By offering travel to particular international destinations, CWT. does not represent or warrant that travel to such destinations is advisable or without risk, and is not liable for damages or losses that may occur from travel to such destinations. You are responsible for ensuring that you meet foreign entry requirements and that your travel documents, such as passports and visas (transit, business, tourist, and otherwise), are in order and any other foreign entry requirements are met. CWT has no special knowledge regarding foreign entry requirements or travel documents. We urge customers to review travel prohibitions, warnings, announcements, and advisories issued by the relevant governments prior to booking travel to international destinations. When you receive your travel document, please verify it immediately. If you have any questions, contact your Service Center.

⚠ CHECK IN AND SECURITY INFORMATION

Please allow sufficient time for check-in and security procedures – minimum times vary according to suppliers, airports, train stations. Recommended times can be found on supplier website or via CWT if required.

ONLINE SERVICE (Please note some suppliers may not offer the service on some of their routes)

Singapore Airlines : Check in |

Luggage can incur additional cost at check-in on specific airlines. Please contact us for more information.

Sun 17 September, 2017

E-Ticket **6185624718163** /Booking Reference **J7Z7BE**



Flight SINGAPORE AIRLINES SQ861

DEPARTURE **Hong Kong (HKG - Terminal 1)**
15:40 - 17 Sep 17
Please allow sufficient time for check-in and security procedures

ARRIVAL **Singapore Changi (SIN)**
19:35 - 17 Sep 17

Booking status	Confirmed	Flight duration	03:55 (non-stop)
Equipment	Airbus A350-900	Meal available	Yes
Seat	Not specified	Frequent flyer card	SQ8830334659
Class	Business (U)		
Free baggage allowance for adult traveler		40KG	

Sun 17 September, 2017

E-Ticket **6185624718163** /Booking Reference **J7Z7BE**



Flight SINGAPORE AIRLINES SQ279

DEPARTURE **Singapore Changi (SIN - Terminal 3)**
23:10 - 17 Sep 17
Please allow sufficient time for check-in and security procedures

ARRIVAL **Adelaide (ADL - Terminal MAIN)**
07:30 - 18 Sep 17

Booking status	Confirmed	Flight duration	06:50 (non-stop)
Equipment	Airbus A330-300	Meal available	Yes
Seat	Not specified	Frequent flyer card	SQ8830334659
Class	Business (U)		
Free baggage allowance for adult traveler		40KG	

GENERAL INFORMATION

AIRFARE NOTE - IF YOUR RESERVATION INCLUDES AIR TRAVEL THE FARE QUOTED IS NOT GUARANTEED AND IS SUBJECT TO CHANGE UNTIL ALL TICKETS HAVE BEEN ISSUED AND E-TICKET RECEIPT VALIDATED AGAINST QUOTED AMOUNT. THE QUOTED AIRFARE MAY INCREASE AT THE TIME OF TICKETING BY THE MERCHANT FEE, SUBJECT TO THE AIRLINES/AIRFARE PAYMENT RESTRICTIONS.

ETICKETS - WE STRONGLY ADVISE YOU CARRY A PRINTED COPY OF YOUR ETICKETS FOR INTERNATIONAL TRAVEL. ACCESS TO YOUR ETICKET IS AVAILABLE ON YOUR FINAL ITINERARY.

WE RECOMMEND THE FOLLOWING AIRPORT CHECK-IN TIMES
DOMESTIC - 45 MINUTES PRIOR

INTERNATIONAL BUSINESS/FIRST CLASS - 90 MINUTES PRIOR
INTERNATIONAL ECONOMY CLASS - 2 HOURS PRIOR

PRIVACY NOTE - ALL INFORMATION PROVIDED BY YOU, OR ANY OTHER PARTY SUCH AS YOUR EMPLOYER TO CWT WILL BE USED BY CWT, ITS RELATED COMPANIES AND OTHER TRAVEL SERVICE PROVIDERS REQUIRING THIS INFORMATION, IN ORDER TO MAKE AND PROCESS YOUR REQUESTED TRAVEL ARRANGEMENTS. A COPY OF CWTS PRIVACY/DATA PROTECTION POLICY CAN BE OBTAINED ONLINE AT [HTTP://WWW.CARLSONWAGONLIT.COM](http://www.carlsonwagonlit.com) . PLEASE NOTE THAT AIRLINES MAY BE REQUIRED BY LAW TO PASS INFORMATION CONTAINED IN THIS RESERVATION TO CUSTOMS AND IMMIGRATION AUTHORITIES WHEN REQUESTED.

CARLSON WAGONLIT TRAVEL STRONGLY RECOMMENDS THAT ALL TRAVELLERS VISIT THE AUSTRALIAN DEPT OF FOREIGN AFFAIRS AND TRADE WEBSITE
[WWW.SMARTTRAVELLER.GOV.AU](http://www.smartraveller.gov.au) .
FOR THE LATEST COUNTRY SPECIFIC TRAVEL ADVICE NOTICES PASSPORT/VISA AND ENTRY REQUIREMENTS CAN BE FOUND AT
[WWW.CIBTVISAS.COM.AU/CWTVISATC](http://www.cibtvisas.com.au/cwtvisatc)

CWT, IN PROVIDING VARIOUS TRAVEL SERVICES ACTS SOLELY IN ITS CAPACITY AS THE AGENT OF TRAVEL SUPPLIERS. CWT DOES NOT GUARANTEE NOR IS LIABLE THAT SERVICES WILL BE PROVIDED BY ANY SUPPLIER. CWT CANNOT GUARANTEE THAT CHANGES NOT LIMITED TO PRICE, SCHEDULE, AND EQUIPMENT MAY RESULT IN SUBSEQUENT PAYMENT. CWT DISCLAIMS ALL LIABILITY FOR ERRORS OR BIAS IN BOOKING/INFORMATION WHICH IS NOT UNDER ITS CONTROL.

IMPORTANT INFORMATION FOR AUSTRALIAN TRAVELERS TO USA IF TRAVELING TO THE USA UNDER THE VISA WAIVER PROGRAM, APPLY FOR AUTHORISATION 72 HOURS PRIOR TO DEPARTURE AT ESTA WEB SITE [HTTPS://ESTA.CBP.DHS.GOV/ESTA](https://esta.cbp.dhs.gov/esta) FOR OTHER NATIONALITIES - [HTTP://TRAVEL.STATE.GOV/VISA](http://travel.state.gov/visa)

INSURANCE INFORMATION -
INSURANCE COVER IS PROVIDED BY SAICORP FOR OVERSEAS AND INTERSTATE TRAVEL ON SA GOVERNMENT BUSINESS FOR A MAXIMUM OF 180 DAYS. IF YOU REQUIRE ASSISTANCE ANYWHERE IN THE WORLD, CONTACT THE LOCAL TELEPHONE OPERATOR AND ASK FOR A REVERSE CHARGE CALL TO ACCIDENT AND HEALTH INTERNATIONAL ON 61 2 99786666 AND QUOTE POLICY NUMBER 0023171
WEBSITE - [HTTP://WWW.SAFA.SA.GOV.AU/](http://www.safa.sa.gov.au/)

CWT AFTER HOURS EMERGENCY CONTACT NUMBERS
WITHIN AUSTRALIA 1300 781 018
OUTSIDE AUSTRALIA 61 8 8124 9360

-----AIRLINE CREDIT CARD SURCHARGE-----
AIRLINES BOOKED AND TICKETED IN AUSTRALIA AND PAID FOR USING A CREDIT, CHARGE OR DEBIT CARD MAY BE SUBJECT TO A SURCHARGE APPLIED BY THE AIRLINE AT TIME OF TICKETING THE RESERVATION SYSTEM IS UNABLE TO ESTABLISH THE FORM OF PAYMENT AT THE TIME OF QUOTING THEREFORE THE CHARGE TO YOUR CARD MAY VARY DEPENDING ON THE FORM OF PAYMENT USED AND THE DESTINATION

PLEASE SEE VIRGIN AUSTRALIA PRIVACY STATEMENT FOR FLIGHT BOOKINGS AND PRIVACY POLICY FOR DETAILS ON HOW YOUR PERSONAL INFORMATION WILL BE HANDLED. AVAILABLE AT [WWW.VIRGINAUSTRALIA.COM/PRIVACY](http://www.virginaustralia.com/privacy)

CARLSON WAGONLIT ABN 83069087538
----- ITINERARY QUOTE -----

FARE QUOTE NUMBER 1
ATTENTION-HELEN LARDNER
DATE QUOTED-12JUL17
CONSULTANT NAME-SHARON GARDNER
AIRLINE-SINGAPORE AIRLINES
ROUTING-ADL / SIN / HKG / SIN / ADL
FARE BASIS-UCQ6
CONDITIONS -
- VALID SQ ONLY.
- NO MIN STAY/MAX STAY 12 MONTHS.
- REFUNDS LESS AUD270.
- NOSHOWS INCUR FEE OF AUD270.
- CHANGES PERMITTED SUBJECT TO AVAILABILITY AND FARE DIFFERENCE.
- LOCAL FEES MAY APPLY.
MUST BE ISSUED BY-12JUL17
A VISA IS NOT REQUIRED FOR SINGAPORE HONG KONG
-BASE FARE - AUD 3232.00 DISCOUNT - 0.00
-TAX - AUD 169.49
-FEE - AUD 73.90
-TOTAL - AUD 3475.39

-*ALL PRICES SUBJECT TO CHANGE AT ANYTIME WITHOUT NOTICE*

----- END QUOTE -----

E-TICKETS AND FARE DETAILS

Ticket Number: 6185624718163

IATA: 02349804

Issued: 07 Sep 17

Traveler: MR DAVID GLEN REYNOLDS

Base: AUD 3232.00

Taxes: AU 60.00, WG 5.57, WY 43.32, SG 2.90, OO 2.90, HK
20.20, G3 27.00, I5 7.60

Total Ticket: AUD 3401.49 ✓

Form of payment: IV

Airline may charge an extra fee for credit/debit card payment

Please visit: www.carlsonwagonlit.com/airlinebaggagefees for baggage fee information. Check operating carrier for allowance if traveling on code share flight.

This itinerary and receipt constitutes the air "passenger ticket" for the purposes of the Montreal and Warsaw Convention Regime as well as the confirmation of the reservation for other travel services (such as hotel accommodations, car rentals, etc.). Each traveler listed on this document agrees to the terms and conditions which are part of these reservations. CWT is committed to protecting your personal data and privacy. Read CWT's Traveler Notice to understand what information CWT collects and why, how CWT uses it and stores it, and how to review and update it. For further information, please see CWT's Data Protection & Privacy Policy.

Copyright © 2009-2017 CWT | [Traveler Resources](#)

MINUTES forming ENCLOSURE to

File T&F05/1640
Doc No TF17D00992

To Director, Financial Services

OVERSEAS TRAVEL IN SEPTEMBER 2017 – FLIGHT COSTS

Timing: ROUTINE – To note

Recommendations/Issues: It is recommended that you:

- Note the international flight costs and details of reimbursement as outlined in this minute.

Noted

Director, Financial Services

/ /

Key Points:

- a) I will be travelling to Singapore to attend the AVIRA Executive Education Programme course from 6 September to 11 September 2017.
- b) I will be taking annual leave from 11 September to 15 September and will be travelling on from the course in Singapore to Hong Kong on 11 September.
- c) The price quoted by Carlson Wagonlit for business class return flights to Singapore is \$3,337.09 (copy of quote attached).
- d) The price quoted by Carlson Wagonlit for business class flights from Adelaide to Singapore and then from Hong Kong to Adelaide is \$3,470.89 (copy of quote attached). I will be paying for the flight from Singapore to Hong Kong.
- e) I will reimburse DTF the difference between the price quoted at c) above and the actual price for the flights at d) being \$3,475.39 (copy of e-ticket attached) which is \$138.30.
- f) I ask that Financial Services provide me with an invoice for \$138.30.

David Reynolds
CHIEF EXECUTIVE

Date:

Attachments: Airfare quotes

SOFITEL
HOTELS & RESORTS

SINGAPORE SENTOSA RESORT & SPA

Guest Name : Mr. David Reynolds

Mr. David Reynolds
200 Victoria Street
Adelaide, SA
5000
Australia

Tax Invoice

GST REG NO.: 53253461A

CHARGE TO :

Mr. David Reynolds
200 Victoria Street
Adelaide, SA
5000
Australia

FOLIO NO : 99714
ARRIVAL : 06-09-17
DEPARTURE : 10-09-17
ROOM : 350
NO. PERSON : 1 / 0
CONFIRMATION : 274360
PAGE : 1 of 2
CASHIER : Maya Hassan

INVOICE NO. :

REF NO. :

MEMBERSHIP NO. :

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDIT
06-09-17	Limo & Transfer (NETT)	09942	117.00	
06-09-17	Accommodation Charge	[Add: 10%.(B)]	364.87	
07-09-17	Le Bar Lunch Beverage	Room# 350 : CHECK# 6938 [10%	8.24	
07-09-17	Room Service Dinner Food	Room# 350 : CHECK# 2412 [10%	63.56	
07-09-17	Accommodation Charge	[Add: 10%.(B)]	364.87	
08-09-17	Minibar Manual Postings	Line# 350 : CHECK# 2929 Coke	8.24	
08-09-17	Le Bar Lunch Beverage	Room# 350 : CHECK# 6008 [10%	8.24	
08-09-17	Accommodation Charge	[Add: 10%.(B)]	364.87	
09-09-17	Le Bar Lunch Beverage	Room# 350 : CHECK# 6077 [10%	8.24	
09-09-17	Accommodation Charge	[Add: 10%.(B)]	364.87	
10-09-17	Visa Card	XXXXXXXXXXXX5240 XX/XX		1,673.00

David Reynolds

Attending INSEAD

Executive Program

SOFITEL
HOTELS & RESORTS

SINGAPORE SENTOSA RESORT & SPA

Guest Name : Mr. David Reynolds

Mr. David Reynolds
200 Victoria Street
Adelaide, SA
5000
Australia

Tax Invoice

GST REG NO.: 53253461A

FOLIO NO : 99714
ARRIVAL : 06-09-17
DEPARTURE : 10-09-17
ROOM : 350
NO. PERSON : 1 / 0
CONFIRMATION : 274360
PAGE : 2 of 2
CASHIER : Maya Hassan

CHARGE TO :

Mr. David Reynolds
200 Victoria Street
Adelaide, SA
5000
Australia

INVOICE NO. :

REF NO. :

MEMBERSHIP NO. :

DESCRIPTION	REFERENCE	CHARGES	CREDIT
		TOTAL : S\$	1,673.00
			1,673.00

BALANCE DUE : S\$ 0.00
GST TAXABLE AMOUNT : S\$ 1,563.55
SERVICE CHARGE 10% : S\$ 142.14
TOTAL GST 7% : S\$ 109.45
NON TAXABLE AMOUNT : S\$ 0.00
TOTAL AMOUNT : S\$ 0.00

FOR CHEQUE PAYMENT, PLEASE PAYABLE TO: 'THE SINGAPORE RESORT & SPA'

FOR BANK TRANSFER, PLEASE SEND REMITTANCE TO:

ACCOUNT NAME : THE SINGAPORE RESORT & SPA
ACCOUNT NO : 90107946
BANK : THE BANK OF EAST ASIA
BANK CODE : 7092
BRANCH CODE : 001
SWIFT CODE : BEASSGSG
BRANCH : RAFFLES PLACE
BANK ADDRESS : 60 ROBINSON ROAD S(068892)

All prices subject to 10% service charge and prevailing government taxes for GST.

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges.

Guest Signature: _____

SOFITEL SINGAPORE SENTOSA RESORT & SPA
2 BUKIT MANIS ROAD SENTOSA, SINGAPORE 099891
TEL +65 6708 8310 FAX +65 6275 0228
EMAIL H9474@SOFITEL.COM | WWW.SOFITEL.COM

wirecard

SOFITEL SINGAPORE SENTOSA RESORT & SPA
2 BUKIT MANIS ROAD SENTOSA
FRONT OFFICE 3
SINGAPORE 099891

DATE/TIME:10/09/17 13:00:23
MID:000603100064456
TID:39264116 INV:028181
BATCH:000277 TRACE:058014
ORDER:0277058014028181
SERIAL:8009.00.13,0,3
APR/AUTH CODE:737141
DCC PROVIDER: PURE COMMERCE
INPUT TYPE:STANDALONE
SALE COMPLETION

VISA
ENT:Chip

BASE :SGD S\$ 1,673.00

TIP :SGD

TOTAL:SGD

TRANSACTION CURRENCY

BASE : AUD 1,633.00

TIP : AUD

TOTAL: AUD

Currency Conversion
Australian Dollar(AUD)
EXCHANGE RATE:
AUD 1=SGD 1.02448931
Sale Amt: AUD 1,633.00
TRANSACTION CURRENCY

I acknowledge that I have been offered a
choice of payment currencies including SGD
and agree to pay in (AUD)
Dynamic Currency Conversion (DCC) is
conducted by the merchant based on the
Pure Commerce Wholesale Rate plus 3.40%
International Conversion Margin.
**** CUSTOMER COPY ****

Detailed Mobile Report: **Mobile:**
David Reynolds \$30/3Gb

Customer: South Australian Government
Period: Sep 2017
Cost Centre: 11111019999972321
Account No: 0580373700
Total Cost (Excl): \$460.28
Total Cost (Inc): \$467.25

Note: Includes \$390 for International Day passes -

Cost Recovery

Overview:
Below is a Summary Sheet listing usage details for the above mobile device, which is listed as being issued to you and/or under your care and control.

Instructions:
You are required to reimburse Dept Treasury and Finance _Agency for the cost of private calls in accordance with the departmental policy.
Would you please review the list of telephone calls attached and

1. Indicate which calls have been made by you that are private.
2. Complete the details at the bottom of the summary.
3. Transfer that information to the table below (including NIL amounts).
4. Make any payment as necessary in accordance with Departmental policy.
5. Get your direct line manager to note this declaration.
6. Keep a copy for your records.
7. Forward on to your Mobile Phone Administrator.

(If any details are incorrect please advise your mobile phone administrator).

Declaration
User Certification
I certify that all private calls have been identified on the attached summary sheet and I agree to reimburse Dept Treasury and Finance _Agency for the amount of \$ _____.
All remaining calls made have been for legitimate Departmental business purposes.
Total of Private Calls Made (Incl GST) \$ _____
Less \$ _____ Dept Treasury and Finance _Agency allowance
Amount to be paid by Mobile Phone User \$ _____

Name (Printed) *David Reynolds* Staff No _____ Signature *[Signature]* Date *11/11/17*

FOR OFFICE USE ONLY
Total receipted amount incl GST \$.....
Receipt No: _____ Date: *1 1*

CABCHARGE TAX INVOICE

SUBURBAN TAXI 131008
TAXI 2524 SA AU
MERCHANT ID: 21247943
TERMINAL ID: V50430
CLIENT ID: 2164
DRIVER ID: 6912
DRIVER ABN: 42048036761

PICK UP: ADELAIDE ARPRT
DEST: ADELAIDE
CARD:
CABCHARGE CHARGE (C)

FARE \$24.20
OTHER \$0.00

EXTRAS:
Airport \$2.00

TOTAL FARE \$26.20
INC. GST

SA GOV LEVY \$1.00

TOTAL AUD \$27.20

APPROVED 00 *David Reynolds*

5% SERVICE FEE ON A/C

*** CUSTOMER RECEIPT ***
18/09/17 08:09 049186 I

CABCHARGE TAX INVOICE

SUBURBAN TAXI 131008
TAXI 799 SA AU
MERCHANT ID: 21247943
TERMINAL ID: V50295
CLIENT ID: 2164
DRIVER ID: 9238
DRIVER ABN: 51959980862

PICK UP: ADELAIDE
DEST: ADELAIDE ARPRT
CARD:
CABCHARGE CHARGE (C)

TARIFF:
TRF 1 SINGLE

FARE \$20.70
OTHER \$0.00
EXTRAS \$0.00

TOTAL FARE \$20.70
INC. GST

SA GOV LEVY \$1.00

TOTAL AUD \$21.70

APPROVED 00 *David Reynolds*

5% SERVICE FEE ON A/C

*** DRIVER RECEIPT ***
06/09/17 06:59 055947 I

INSEAD

The Business School
for the World®

Department of Treasury and Finance
Mr David Reynolds
Chief Executive
Level 8
200 Victoria Square
5000 Adelaide
Australia

TAX INVOICE N°: Y02013649/2060
(to be mentioned with your payment)

24 Jul 2017

(GST Registration N° 19-9901016-K)

2060 / AVIRA: Awareness, Vision, Imagination, Role and Action
Seminar to be held in Singapore
Dates : (06 Sep 2017 - 11 Sep 2017)

Participant: Mr David Reynolds
Department of Treasury and Finance

DESCRIPTION	AMOUNT
TUITION FEES	SGD 31,000.00
NETT AMOUNT PAYABLE	SGD 31,000.00

Note :

1. Payment should be made upon receipt of invoice and prior to the commencement of the programme.
2. Payment by cheque to the order of "INSEAD" or by bank transfer, please remit to:
Account Name : INSEAD
Beneficiary s Bank : The Development Bank of Singapore Ltd, 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, Singapore 018982
Account No : 0039226888
Swift Code : DBSSSGSG
3. Please indicate the tax invoice number and name of participant when making payment.
4. For billing enquiry, please contact Serene Teo at +65 6407 7236 or serene.teo@insead.edu.
5. Please ensure that all bank charges inside and outside your country of remittance are for the account of remitter.
6. Cancellation charges will be 25% for 45-30 days notice, 50% for 29-8 days notice, 100% for 7 days and less notice.
7. Please ensure that INSEAD receives the NETT AMOUNT stated in the invoice without deduction of any withholding taxes payable in your country.
8. This is a computer generated invoice. no signature is required. No receipt will be issued for payment received.

Asia Campus - 1 Ayer Rajah Avenue, Singapore 138676
Tel: +65 6799 5388 Fax: +65 6799 5399

www.insead.edu

RCB Registration Number: 199901016 K



User ID: 102218218 | User Name: Vickie Miller
 Service ID: 101097238 | Service Name: SSSA - SYS1
 25 Jul 2017 03:28

Markets Foreign Exchange Outstanding Trades Status History

Value Date	Trade Date	Optional Delivery Date	Reference No.	I Buy	Contract Rate	I Sell	Status
26/07/2017	25/07/2017		13326420	31,000.00 SGD	1.0773	28,775.64 AUD	Authorised

Trade Notes

CommBiz Status History

Date	User ID	User	Status
25/07/2017 : 15:08	102219452	Michelle Xia	Trade Created
25/07/2017 : 15:09	102219452	Michelle Xia	Awaiting Instructions
25/07/2017 : 15:09	102219452	Michelle Xia	Awaiting Authorisation
25/07/2017 : 15:10	102219452	Michelle Xia	Partially Authorised
25/07/2017 : 15:27	102218218	Vickie Miller	Authorised

[Print History](#)

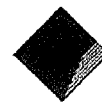
[Export](#)

OK

Valid as at 25 July 2017, 15:28:26 Sydney time. © 2017 Commonwealth Bank of Australia ABN 48 123 123 124

Commonwealth Bank

Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL 234945



Settlement Instructions Confirmation

Value Date: 26/07/2017
Client Name: SHARED SERVICES SA
Reference Numbers for the settlement:
13326420

Cashflow Instruction Ref of Settlement Instruction: 1707255217915

Status: Partially Authorised

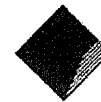
Cash Flow Details:	Amount	Settlement Method
Credit To	31,000.00 SGD	Address Book

Beneficiary Bank Details

Bank Name: DBS BANK LTD
Branch: DBS SHENTON WAY
Bank Code: BIC=DBSSSGSGXXX|
CH=034675
Address: 12 MARINA BOULEVARD DBS
ASIA CENTRAL MBFC TOWER
3
SINGAPORE
SG
Account Name: INSEAD
Account Number: 0039226888
Details of Payment: INV Y02013649

Commonwealth Bank

Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL 234945



Settlement Instructions Confirmation

Value Date: 26/07/2017
Client Name: SHARED SERVICES SA
Reference Numbers for the settlement:
13326420

Cashflow Instruction Ref of Settlement Instruction: 1707255217914

Status: Partially Authorised

Cash Flow Details:	Amount	Settlement Method
Debit From	28,775.64 AUD	CBA Account

Account Name: DTF Operating Account

BSB Number:

Account Number:

Details of Payment: INV Y02013649