

## Steps in eSafety's international travel approval process

### Step 1: Preparation

Prior to this process traveller requires verbal approval from leadership.

Traveller gathers details relevant to the proposed travel.

This should include the:

- purpose of travel /business case for travel
- expected dates of travel
- travel cost quotes or estimates
- cost centre to which travel expenses will be attributed.

### Step 2: Complete [eSafety Commissioner: International Travel Approval form](#)

Airline travel is made through the ACMA <sup>s 47E(d)</sup> [REDACTED] @acma.gov.au

- for estimated costs for flights, travel allowance and accommodation calculations, contact the Overseas travel officer via email at <sup>s 47E(d)</sup> [REDACTED] @acma.gov.au
- once approved, the Overseas travel officer will arrange booking and payment
- subscribe to the [Smartraveller website](#) to receive country updates.

All international travel is to be approved by Commissioner or relevant General Manager. The Minister's approval may also need be also sought for travel to negotiate a treaty. In these instances, the Department should be approached for advice, if needed, by the travelling officer or General Manager.

### Step 3: Submit for approval via EM

EM sends to eSafety Commissioner inbox, noting any actions or issues for consideration

Commissioners team review and seek Commissioner approval

Approval sent back via EM

### Step 4: Travel

Keep travel diary

### Step 5: Post travel requirements

Prepare and provide briefing to Commissioner's office and relevant line managers.

Prepare and submit Cables, as required.

Documents saved [International travel approvals](#)

## eSafety Commissioner: International Travel Approval Request

Date of Request: 12/5/2025 [Click here to enter a date.](#)

Traveller: [s 22](#)

Team: Phase 2 Codes, Industry Compliance and Enforcement

Cost Centre(s) to be charged: 480 (Corporate)

Passport #: [s 22](#)

Expiration Date: [s 22](#) Country of Issue: Australia

Do you require an official government passport? Yes, application in progress.

Details provided above are of normal passport.

### Relevance and value of travel to the eSafety Commissioner

[s 22](#) will represent eSafety on various panels at TrustCon 2025. TrustCon is 'the global conference dedicated to trust and safety professionals who are responsible for the challenging work of keeping our platforms and communities safe.' It is considered one of the key online safety conferences in the world and an important opportunity to stay across online safety trends and meet with key stakeholders.

[s 22](#) will attend TrustCon 2025 as the regulatory representative with [s 22](#), Executive Manager – Strategy, Engagement and Research as the senior industry and strategy representative. Panels topics include:

- "Protecting children online: what regulators expect from you in 2025"
- "Children's Online Safety - Prevention & Awareness Efforts: Why They Matter and How to Get Involved"

[s 22](#) will also attend stakeholder meetings on the 24<sup>th</sup> of July before flying out that evening. Attendance at TrustCon and stakeholder meetings will help provide [s 22](#) as a Manager within the Industry Compliance and Enforcement Branch, with up-to-date knowledge on online safety regulation, technology interventions and approaches. She will present this information back to eSafety on her return including key takeaways, learnings and next steps. Further, she will represent eSafety's implementation of the Social Media Minimum Age laws to key stakeholders.

### Health and safety

[s 22](#) is fully vaccinated against COVID-19 (including with a booster shot) and will carry a copy of her Australian Government International COVID-19 Vaccination Certificate.

**Leaving Australia**

Exemptions are no longer required to leave Australia.

Travelling to the United States	No restrictions
Travelling to Australia	<b>When travelling to Australia, you no longer need to provide a negative COVID-19 test result to board your plane. You still need to complete the <u>Digital Passenger Declaration</u> when travelling to Australia.</b> You must wear a mask at all times if you're travelling to Australia by air.

## Smart Traveller Advice

Estimation	The current overall advice level on the <a href="#">Smartraveller website</a> for United States of America is green – exercise normal safety precautions.
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## Additional safety measures

s 22 has subscribed for any updates to [Smartraveller advice](#) for the country she is visiting and will follow all relevant Smartraveller advice relating to their personal health and safety while travelling, including vaccination and prescription medication requirements.

The Department of Foreign Affairs & Trade Post will be advised s 22 is travelling and will be provided with a copy of their itinerary.

## Visas

Foreign nationals traveling to the United States of America to conduct temporary business require a visitor visa. s 22 will apply for a DS-160 visa upon receipt of her Official passport.

## Accommodation and allowances

The eSafety Commissioner does not have a specific rate for accommodation.

## Other

Will you request an international plan for phone and data?  Yes  No

I am aware that I am personally responsible for costs incurred if the proper international phone/data plan has not been requested prior to travel.  Yes  No

Contact information while you are abroad s 22

Hotel information: Hyatt Regency San Francisco (address: 5 Embarcadero Centre, San Francisco CA United States 94111, phone: +1 415 788 1234)

Who should be contacted in an emergency? s 22

## Budget

Funds for the visit will come from cost centre 480 (Corporate).

Approximate cost of the visit is \$11,300.

As required by the Department of Finance Resource Management Guide No. 405 Official International Travel – Use of the best fare of the day, October 2016, proposals for international overseas visits and international travel must include the following attachments:

## Attachments

Attachment A	Travel itinerary
Attachment B	Expenditure estimates
Attachment C	Program of events

## Document Management

File note preparation	s 22
Approved	
Manager /EM	s 22
Approved	
Other	
Approved	
Commissioner/ GM Regulatory Operations/ GM Technology and Strategy	s 22

## ATTACHMENT A: TRAVEL ITINERARY

### Airline Reference (for all flights):

Local Time	Detail
20JUL, 21:30	QF 073 Qantas Airways, dept Sydney, (Kingsford Smith)
20JUL, 17:45	Arr San Francisco, (San Francisco Intl)

Local Time	Detail
24JUL, 22:00	QF 074 dept San Francisco, (San Francisco Intl)
26JUL, 06:05	Arr Sydney (Kingsford Smith)

## ATTACHMENT B: EXPENDITURE ESTIMATES

### Air Fares – Commercial

Name	s 22
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### Flight quotes

Quote 1:	8482.88
Quote 2:	17357.82
Quote 3:	9638.82
Has the best fare of the day been selected?	Yes

### Accommodation

Hotels were selected based on their walking proximity to events to minimise additional transport costs and as a COVID-19 safety measure.

Location	No. Nights	Total AUD
Hyatt Regency San Francisco (discounted rate for TrustCon)	4 x \$ 279.00(USD)	\$ 1720.95

### Meals and Incidentals/Travel Allowance (estimate calculated by ACMA)

Meals (3x lunch excluded, TrustCon providing lunch 21-23 July)	\$685.40
Incidentals	\$160.57
Total	\$845.97

### Ground Transport (Estimates)

Airport Transfers (Airport to Hotel to Airport)	\$250
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### Total

Air Fares	8482.88
Accommodation	1720.95
Allowance	845.97
Ground Transport	250
<b>Total</b>	<b>\$11299.80</b>

## ATTACHMENT C: PROGRAM SNAPSHOT

20 July 2024

Time	Itinerary	Status/to do
21:30	Depart Sydney	
17:45	Arrive San Francisco	Check in to Hyatt Regency

21 – 23 July 2024

Time	Itinerary	Status/to do
All day	Attend TrustCon 2025 at Hyatt Regency San Francisco	Confirm session attendance and panel times when released

24 July 2024

Time	Itinerary	Status/to do
All day	Stakeholder meetings	
22:00	Depart San Francisco	

26 July 2024

Time	Itinerary	Status/to do
6:05	Arrive Sydney	

## Steps in eSafety's international travel approval process

### Step 1: Preparation

Prior to this process traveller requires verbal approval from leadership.

Traveller gathers details relevant to the proposed travel.

This should include the:

- purpose of travel /business case for travel
- expected dates of travel
- travel cost quotes or estimates
- cost centre to which travel expenses will be attributed.

### Step 2: Complete [eSafety Commissioner: International Travel Approval form](#)

Airline travel is made through the ACMA [s 47E\(d\) @acma.gov.au](#)

- for estimated costs for flights, travel allowance and accommodation calculations, contact the Overseas travel officer via email at [s 47E\(d\) @acma.gov.au](#)
- once approved, the Overseas travel officer will arrange booking and payment
- subscribe to the [Smartraveller website](#) to receive country updates.

All international travel is to be approved by Commissioner or relevant General Manager. The Minister's approval may also need be also sought for travel to negotiate a treaty. In these instances, the Department should be approached for advice, if needed, by the travelling officer or General Manager.

### Step 3: Submit for approval via EM

EM sends to eSafety Commissioner inbox, noting any actions or issues for consideration

Commissioners team review and seek Commissioner approval

Approval sent back via EM

### Step 4: Travel

Keep travel diary

### Step 5: Post travel requirements

Prepare and provide briefing to Commissioner's office and relevant line managers.

Prepare and submit Cables, as required.

Documents saved [International travel approvals](#)

## eSafety Commissioner: International Travel Approval Request

Date of Request: 5/12/2025

Traveller: s 22

Branch: Strategy, Engagement & Research

Cost Centre(s) to be charged: 480 (Corporate)

Passport #: s 22

Expiration Date: s 22

Country of Issue: Australia

### Relevance and value of travel to the eSafety Commissioner

s 22 Executive Manager of Strategy, Engagement & Research, has been asked to represent the eSafety Commissioner as a panel speaker at TrustCon 21 – 23 July 2025 in San Francisco USA. TrustCon is ‘the global conference dedicated to trust and safety professionals who are responsible for the challenging work of keeping our platforms and communities safe.’ It is considered one of the key online safety conferences in the world and will convene a vast representation of important eSafety stakeholders. Attendance at this event will maximise the opportunity for key stakeholder engagement specifically with the ‘safety tech’ industry, which is centred in San Francisco and represented at the conference, and also the US Department of Homeland Security who eSafety have partnered with under the Joint Council.

Panels include:

- “Protecting children online: what regulators expect from you in 2025”
- “Children’s Online Safety - Prevention & Awareness Efforts: Why They Matter and How to Get Involved”

s 22 will hold key stakeholder meetings on the 24 July before flying out that evening. This meetings will help provide valuable information to eSafety particularly in the formation of its reasonable steps guidance around the Social Media Minimum Age law. On the 24th s 22 will attend an in-person workshop hosted by the World Economic Forum on Global Coalition for Digital Safety. The eSafety Commissioner co-chairs the working group on Global Coalition for Digital Safety but is unable to attend in person. She will also meet with Stanford University who is our Lead Academic partner on evaluating the Social Media Minimum Age.

### Health and safety

s 22 is fully vaccinated against COVID-19 (including with a booster shot) and will carry a copy of her Australian Government International COVID-19 Vaccination Certificate.

**Leaving Australia**

Exemptions are no longer required to leave Australia.

Entering United States of America	No restrictions
Entering Australia	When travelling to Australia, you no longer need to provide a negative COVID-19 test result to board your plane. <b>You still need to complete the <u>Digital Passenger Declaration</u> when travelling to Australia.</b> You must wear a mask at all times if you're travelling to Australia by air.

## Smart Traveller Advice

Estimation	The current overall advice level on the <a href="#">Smartraveller website</a> for United States of America is <b>exercise normal safety precautions</b> .
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## Additional safety measures

s 22 has subscribed for any updates to [Smartraveller advice](#) for the country she is visiting and will follow all relevant Smartraveller advice relating to their personal health and safety while travelling, including vaccination and prescription medication requirements. The Department of Foreign Affairs & Trade Post will be advised that s 22 is travelling and will be provided with a copy of their itinerary.

## Visas

### [Visa requirements can be found here](#)

Foreign nationals traveling to the United States of America to conduct temporary business require a visitor visa. s 22 has an approved US visitor visa issued s 22, valid until s 22.

## Accommodation and allowances

The eSafety Commissioner does not have a specific rate for accommodation.

## Other

Will you request an international plan for phone and data?  Yes  No

I am aware that I am personally responsible for costs incurred if the proper international phone/data plan has not been requested prior to travel.  Yes  No

Contact information while you are abroad: mobile: s 22

Hotel information: Hyatt Regency San Francisco (address: 5 Embarcadero Centre, San Francisco CA United States 94111, phone: +1 415 788 1234)

Who should be contacted in an emergency? s 22

## Budget

Funds for the visit will come from 480 (Corporate)

Approximate cost of the visit is \$12 000.00

As required by the Department of Finance Resource Management Guide No. 405 Official International Travel – Use of the best fare of the day, October 2016, proposals for international overseas visits and international travel must include the following attachments:

### Attachments

Attachment A	Travel itinerary
Attachment B	Expenditure estimates
Attachment C	Program of events

### Document Management

File note preparation	s 22
<b>Approved</b> s 22 GM Technology & Strategy	s 22
<b>Approved</b> Julie Inman-Grant Commissioner	Not required

## ATTACHMENT A: TRAVEL ITINERARY

### Airline Reference (for all flights):

#### Sunday 20 July 2025

Local Time	Detail
18:15	Depart CBR Qantas 804
19:10	Arrive SYD
21:30	Depart SYD Qantas 73
17:45	Arrive SFO

#### Thursday 24 July 2025

Local Time	Detail
22:00	Depart SFO Qantas 74

#### Saturday 26 July 2025

Local Time	Detail
06:05	Arrive SYD
07:55	Depart SYD Qantas 1429
08:50	Arrive CBR

## ATTACHMENT B: EXPENDITURE ESTIMATES

### Air Fares – Commercial

Qantas Airways	\$ 8777.39
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### Flight quotes

Quote 1:	\$ 8777.39
Quote 2:	\$ 8777.39
Quote 3:	\$10090.68
Has the best fair of the day been selected?	Yes

### Accommodation

Hotels were selected based on their walking proximity to events to minimise additional transport costs and as a COVID-19 safety measure.

Location	No. Nights	Total AUD
Hyatt Regency San Francisco (discounted rate for TrustCon)	4 x \$ 279.00(USD)	\$ 1720.95

### Travel Allowance: meals/incidentals (estimate calculated by ACMA)

Meals (3 x lunch excluded, TrustCon providing lunch 21 – 23 July)	\$ 869.76
Incidentals	\$ 196.25
Total	\$ 1066.01

### Ground Transport (Estimate)

Airport Transfers	\$ 250.00
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### Total

Air Fares	\$ 8777.39
Accommodation	\$ 1720.95
Allowance	\$ 1066.01
Ground Transport	\$ 250.00
<b>Total (approx.)</b>	<b>\$ 11814.36</b>

## ATTACHMENT C: PROGRAM SNAPSHOT

Sunday 20 July 2025

Time	Itinerary	Status/to do
	Travel day	

Monday 21 July 2025

Time	Itinerary	Status/to do
	TrustCon	

Tuesday 22 July 2025

Time	Itinerary	Status/to do
	TrustCon	

Wednesday 23 July 2025

Time	Itinerary	Status/to do
	TrustCon	

Thursday 24 July 2025

Time	Itinerary	Status/to do
	Stakeholder meetings and travel day	

Thursday 15 May 2025 14:58 - Sydney, NSW

**Itinerary for**  
**s 22**

**Booking Number:** **s 22**  
**PNR Reference:** **s 22**  
**Consultant:** CTM Consultant - **s 47F**  
**Booked By:** **s 22**  
**Departure Date:** 20 Jul 25  
**Debtor:** Australian Communications and Media Authority  
**Department:** 10226-ACMA OFFICE OF THE ESAFETY COM  
**Return Date:** 26 Jul 25  
**Activity Code:** 00  
**Cost Centre:** 449  
**AGS Number:** **s 22**  
**Natural Account:** 1151  
**Travel Bookers Name:** **s 22**

**Contact Details and Amendments**

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible. Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 368 501**

**Domestic@travelctm.com, International@travelctm.com, groups@travelctm.com, vipwoag@travelctm.com**

Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details	
<b>Sunday</b> <b>20 Jul 25</b>	<b>Flight</b>	<p><b>Airline:</b> <b>QANTAS AIRWAYS</b></p> <p><b>Departure Date:</b> <b>Sun 20 Jul 25 at 21:30</b></p> <p><b>Arrival Date:</b> <b>Sun 20 Jul 25 at 17:45</b></p> <p><b>Aircraft:</b> BOEING 787-900</p> <p><b>Class:</b> D - Business Class</p> <p><b>Stops:</b> Non-Stop</p> <p><b>Airline Reference:</b> 5CL5XM</p> <p><b>Status:</b> Confirmed</p> <p><b>Baggage:</b> 2 pieces</p> <p><b>Details:</b> SYDNEY, AUSTRALIA (TERMINAL - 1) SAN FRANCISCO, CA (TERMINAL - I), Dept Time 20-07-2025 21:30, Arrival Time 20-07-2025 17:45 - Travelling time: 13 hrs 15 mins - Meal Service: HR</p> <p><b>Seats:</b> - <b>s 22</b></p>	<b>Flight</b> QF0073 SYDNEY, AUSTRALIA SAN FRANCISCO, CA
<b>Thursday</b> <b>24 Jul 25</b>	<b>Flight</b>	<p><b>Airline:</b> <b>QANTAS AIRWAYS</b></p> <p><b>Departure Date:</b> <b>Thu 24 Jul 25 at 22:00</b></p> <p><b>Arrival Date:</b> <b>Sat 26 Jul 25 at 06:05</b></p> <p><b>Aircraft:</b> BOEING 787-900</p> <p><b>Class:</b> D - Business Class</p> <p><b>Stops:</b> Non-Stop</p> <p><b>Airline Reference:</b> 5CL5XM</p> <p><b>Status:</b> Confirmed</p> <p><b>Baggage:</b> 2 pieces</p> <p><b>Details:</b> SAN FRANCISCO, CA (TERMINAL - I) SYDNEY, AUSTRALIA (TERMINAL - 1), Dept Time 24-07-2025 22:00, Arrival Time 26-07-2025 06:05 - Travelling time: 15 hrs 5 mins - Meal Service: HR</p> <p><b>Seats:</b> - <b>s 22</b></p>	<b>Flight</b> QF0074 SAN FRANCISCO, CA SYDNEY, AUSTRALIA

**Frequent Flyer Numbers**
**s 22**

Page 1 of 3

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Ticket	QF - D - Business Class 20 Jul 25 SYDNEY- SAN FRANCISCO- SYDNEY	8133.00	350.38	0.00	8483.38
	<b>Due</b>	<b>8133.00</b>	<b>350.38</b>	<b>0.00</b>	<b>8483.38</b>
	<b>Total Booking Cost Inc Pay Direct</b>			<b>0.00</b>	<b>8483.38</b>

**Final Ticket Date:** 09 May 25

#### Frequent Flyer Numbers

s 22

#### General Notes

----QANTAS TICKET AND FARE CONDITIONS----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW FORFEITED  
QANTAS BOOKING REFERENCE IS 5CL5XM

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-----**IMPORTANT TICKETING INFORMATION**-----  
----- THE DOCUMENTS AND E-TICKETS FOR THIS  
----- ITINERARY WILL BE ISSUED ON 16MAY25.  
----- THE ITINERARY MAY HAVE TO BE RE-PRICED.  
----- IF YOU WISH TO CANCEL OR AMEND THESE TRAVEL  
----- ARRANGEMENTS, PLEASE CONTACT CTM PRIOR  
----- TO 16MAY25 TO AVOID POTENTIAL CANCELLATION  
----- AND OR AMENDMENT FEES.  
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## USA Entry - Mobile Passport Control

**Simplify your entry into the United States with Mobile Passport Control - click here to read more.**

<https://www.cbp.gov/travel/us-citizens/mobile-passport-control>

## Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarrtraveller.gov.au](http://www.smarrtraveller.gov.au) for health and consular travel warnings for all destinations.

## Ticketing Policy

Our CTM business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, CTM will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where CTM will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

## Important Information

**Baggage** - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

**International Check In** - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

**What items can I pack in my carry-on baggage?** Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/> CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at [privacy@travelctm.com](mailto:privacy@travelctm.com)

Thursday 15 May 2025 14:49 - Sydney, NSW

**Itinerary for**  
s 22

**Booking Number:** s 22  
**PNR Reference:**  
**Consultant:** CTM Consultant - s 47F  
**Booked By:** s 22  
**Departure Date:** 20 Jul 25  
**Debtor:** Australian Communications and Media Authority  
**Department:** 10226-ACMA OFFICE OF THE ESAFETY COM  
**Return Date:** 26 Jul 25  
**Activity Code:** 00  
**Cost Centre:** 450  
**AGS Number:** s 22  
**Natural Account:** 1151  
**Travel Bookers Name:** s 22

**Contact Details and Amendments**

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible.

Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 368 501**

**Domestic@travelctm.com, International@travelctm.com, groups@travelctm.com, vipwoag@travelctm.com**

Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details	
<b>Sunday</b> <b>20 Jul 25</b>	<b>Flight</b>	<p><b>Airline:</b> QANTAS AIRWAYS</p> <p><b>Departure Date:</b> Sun 20 Jul 25 at 18:15</p> <p><b>Arrival Date:</b> Sun 20 Jul 25 at 19:10</p> <p><b>Aircraft:</b> Boeing 737-800 (winglets)</p> <p><b>Class:</b> D - Business Class</p> <p><b>Stops:</b> Non-Stop</p> <p><b>Airline Reference:</b> 5C07DG</p> <p><b>Status:</b> Confirmed</p> <p><b>Baggage:</b> 2 pieces</p> <p><b>Details:</b> CANBERRA, AUSTRALIA (TERMINAL - ) SYDNEY, AUSTRALIA (TERMINAL - 3), Dept Time 20-07-2025 18:15, Arrival Time 20-07-2025 19:10 - Travelling time: 0 hr 55 mins - Meal Service: Hot meal</p> <p><b>Seats:</b> - s 22</p>	<b>Flight</b> QF0804 CANBERRA, AUSTRALIA SYDNEY, AUSTRALIA
<b>Sunday</b> <b>20 Jul 25</b>	<b>Flight</b>	<p><b>Airline:</b> QANTAS AIRWAYS</p> <p><b>Departure Date:</b> Sun 20 Jul 25 at 21:30</p> <p><b>Arrival Date:</b> Sun 20 Jul 25 at 17:45</p> <p><b>Aircraft:</b> BOEING 787-900</p> <p><b>Class:</b> D - Business Class</p> <p><b>Stops:</b> Non-Stop</p> <p><b>Airline Reference:</b> 5C07DG</p> <p><b>Status:</b> Confirmed</p> <p><b>Baggage:</b> 2 pieces</p> <p><b>Details:</b> SYDNEY, AUSTRALIA (TERMINAL - 1) SAN FRANCISCO, CA (TERMINAL - I), Dept Time 20-07-2025 21:30, Arrival Time 20-07-2025 17:45 - Travelling time: 13 hrs 15 mins - Meal Service: HR</p> <p><b>Seats:</b> 05K - s 22</p>	<b>Flight</b> QF0073 SYDNEY, AUSTRALIA SAN FRANCISCO, CA

<b>Thursday</b> <b>24 Jul 25</b>	<b>Flight</b>	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Thu 24 Jul 25 at 22:00 <b>Arrival Date:</b> Sat 26 Jul 25 at 06:05 <b>Aircraft:</b> BOEING 787-900 <b>Class:</b> D - Business Class <b>Stops:</b> Non-Stop <b>Airline Reference:</b> 5CO7DG <b>Status:</b> Confirmed <b>Baggage:</b> 2 pieces	<b>Flight</b> QF0074 SAN FRANCISCO, CA SYDNEY, AUSTRALIA
		<b>Details:</b> SAN FRANCISCO, CA (TERMINAL - I) SYDNEY, AUSTRALIA (TERMINAL - 1), Dept Time 24-07-2025 22:00, Arrival Time 26-07-2025 06:05 - Travelling time: 15 hrs 5 mins - Meal Service: HR	
		<b>Seats:</b> 05K - s 22	
<b>Saturday</b> <b>26 Jul 25</b>	<b>Flight</b>	<b>Airline:</b> QANTAS AIRWAYS <b>Departure Date:</b> Sat 26 Jul 25 at 07:55 <b>Arrival Date:</b> Sat 26 Jul 25 at 08:50 <b>Aircraft:</b> De Havilland Canada DHC-8-400 Dash 8Q <b>Class:</b> B - Economy Class <b>Stops:</b> Non-Stop <b>Airline Reference:</b> 5CO7DG <b>Status:</b> Confirmed <b>Baggage:</b> 2 pieces	<b>Flight</b> QF1429 SYDNEY, AUSTRALIA CANBERRA, AUSTRALIA
		<b>Details:</b> SYDNEY, AUSTRALIA (TERMINAL - 3) CANBERRA, AUSTRALIA (TERMINAL - ), Dept Time 26-07-2025 07:55, Arrival Time 26-07-2025 08:50 - Travelling time: 0 hr 55 mins - Meal Service: Refreshment	
		<b>Seats:</b> - s 22	

### Frequent Flyer Numbers

s 22

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Ticket	QF - D - Business Class 20 Jul 25 CANBERRA- SYDNEY- SAN FRANCISCO- SYDNEY- CANBERRA	8133.00	451.95	0.00	8584.95
	<b>Due</b>	<b>8133.00</b>	<b>451.95</b>	<b>0.00</b>	<b>8584.95</b>
	<b>Total Booking Cost Inc Pay Direct</b>			<b>0.00</b>	<b>8584.95</b>

Final Ticket Date: 09 May 25

### Frequent Flyer Numbers

s 22

### General Notes

-----QANTAS TICKET AND FARE CONDITIONS-----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW FORFEITED  
QANTAS BOOKING REFERENCE IS 5CO7DG

----- IMPORTANT TICKETING INFORMATION -----  
----- THE DOCUMENTS AND E-TICKETS FOR THIS  
----- ITINERARY WILL BE ISSUED ON 16MAY25.  
----- THE ITINERARY MAY HAVE TO BE RE-PRICED.  
----- IF YOU WISH TO CANCEL OR AMEND THESE TRAVEL  
----- ARRANGEMENTS, PLEASE CONTACT CTM PRIOR  
----- TO 16MAY25 TO AVOID POTENTIAL CANCELLATION  
----- AND OR AMENDMENT FEES.  
-----

## USA Entry - Mobile Passport Control

**Simplify your entry into the United States with Mobile Passport Control - click here to read more.**

<https://www.cbp.gov/travel/us-citizens/mobile-passport-control>

## Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarrtraveller.gov.au](http://www.smarrtraveller.gov.au) for health and consular travel warnings for all destinations.

## Ticketing Policy

Our CTM business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, CTM will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where CTM will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

## Important Information

**Baggage** - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

**International Check In** - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

**What items can I pack in my carry-on baggage?** Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/> CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at [privacy@travelctm.com](mailto:privacy@travelctm.com)

---

**From:** Overseas Travel **s 47E(d)** @acma.gov.au>  
**Sent:** Friday, 11 July 2025 12:35 PM  
**To:** **s 22**  
**Subject:** FW: Request to pay overseas travel allowance: **s 22** San Francisco 20/7/25-26/7/25 5CO7DG due Weds 16th July 2025 [SEC=OFFICIAL]

Hi **s 22**

For your reference

Kind regards

**s 22**

Travel & Expense Administrator  
Finance, Reporting & Operations

---

**Australian Communications and Media Authority**

**s 22**

[acma.gov.au](http://acma.gov.au)



*The ACMA acknowledges First Nations peoples as the Traditional Owners and Custodians of Australia. We respect and celebrate First Nations peoples as the original storytellers and content creators of the lands on which we work and honour the enduring strength and commitment of Aboriginal and Torres Strait Islander peoples to the land, waters and their communities. We pay our respects to Elders past, present, and emerging.*



From: s 22 @acma.gov.au>  
Sent: Friday, 11 July 2025 12:30 PM  
To: Accounts Payable s 47E(d) @acma.gov.au>  
Cc: Overseas Travel s 47E(d) @acma.gov.au>  
Subject: Request to pay overseas travel allowance: s 22 San Francisco 20/7/25-26/7/25 5CO7DG due Weds 16th July 2025 [SEC=OFFICIAL]

Hi Team

Please process overseas travel allowance for s 22 noting APS to EL2 employees are paid the same rate as SES, it's office holders who are paid a different rate:

Coding 480-1152-00



Overseas Travel Allowance and Information	
Name	s 22
Destination	San Francisco
Dates	20/7/25-26/7/25

s 22  
s 47E(d) @acma.gov.au

TRAVEL REQ NUMBER
# s 22

## Travel Allowances

**Meal Allowance** (Receipts not required)

584.30

COMMENTS:

**Incidental Allowance** (Receipts not required)

167.26

- Laundry/Dry Cleaning → Bottled Water
- Tips → Other Personal Items
- Newspapers

**Accommodation Allowance** (Receipts required)

\$0

COMMENTS:

**Other advance**

COMMENTS:

**Total Advance**

751.56

These amounts have been calculated using the 2025/26 "ECA International" travel allowance rates. Your allowance has been processed and will be paid into your nominated bank account. Please contact the ACMA Travel Team if you have any queries.

**NOTE: Please keep your boarding passes and forward these, with your travel diary for acquittal upon your return.**

→ → → → → → → → → → → → → → →

**TRAVEL ADVANCE DETAILS**

Australian Communications and Media Authority

for **s 22**

Officer	<b>s 22</b>	Division	eSafety Commissioner	Preferred Reimbursement Method	Salary Deduction or Tax Invoice
Classification	Other officer	Branch	Industry Regulation and Legal Services		
Phone		Section	Industry Codes		
Employee Number	<b>s 22</b>	Cost Centre	400 eSafety Commissioner		

Trip description San Francisco: 20/7/25-26/7/25      Classification (for trip) OTH      Movement Requisition Number **s 22**  
 From 20/07/2025 To 26/07/2025      Adults Travelling 1      Children Travelling 0      Airfare Amount \$8,483.38      Trip Status Proposed trip

**EQUIPMENT ALLOWANCE**

Equipment allowance \$0.00      Total this trip **\$0.00**

**TRAVEL ALLOWANCE**

Location	Date	Time	Days	1AUD is	Meals Deductions						Total For Stay
					Local/Day	AUD/day	B	L	D	AUD	
United States of America San Francisco CA	Arr. 20 Jul 2025	17:45	5	0.6726 USD	Accom.	0.00	\$0.00				\$0.00
	Dep. 24 Jul 2025	22:00		0.6726 USD	Meals	126.00	\$187.33	0	3	1	\$267.62
				0.6726 USD	Incid.	25.00	\$37.17				\$167.26
Total Accommodation				<b>\$0.00</b>	+ Meals	<b>\$584.30</b>	+ Incidental Expenses	<b>\$167.26</b>	=		<b>\$751.56</b>

Acquittable Advance      Equipment Allowance      TOTAL ADVANCE  
**\$751.56** + **\$0.00** = **\$751.56**

Kind regards

s 22

Travel & Expense Administrator  
Finance, Reporting & Operations

---

Australian Communications and Media Authority

s 22

[acma.gov.au](http://acma.gov.au)



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**From:** Overseas Travel s 47E(d) @acma.gov.au>  
**Sent:** Thursday, 17 July 2025 4:07 PM  
**To:** s 22 ; Overseas Travel  
**Subject:** RE: Request to pay overseas travel allowance: s 22 due Weds 16th July 2025 5CO7DG San Fran 20/7/25-26/7/25 [SEC=OFFICIAL]

Hi s 22 ,

The travel allowance paid was as follows:

TravelPack Australian Communications and Media Authority Trip advance details for ...

Overseas  Domestic

San Francisco 20/7/25-26/7/25

Location: United States of America San Francisco CA

Arrival Date: 20/07/2025 Time: 17:45 Description: United States of America San Franci [Contact ...](#)

Departure Date: 24/07/2025 Time: 22:00 Currency: USD US Dollar Exchange rate: 0.6726

**Accommodation** 4 nights @ 0.00 and 0 nights @ 0.00

Rates Calculated in : **USD US Dollar** Total in Foreign Currency: 0.00 Total AUD: \$0.00

**Meals**

	Amount	Rate	Provided	Value deducted	Total meals:
First day:	D 69.00	Breakfast: 20.00	1	20.00	373.00
Last day:	B L D 126.00	Lunch: 37.00	3	111.00	
Whole days:	3 378.00	Dinner: 69.00	1	69.00	

Cooking facilities available **Meals rate LC:** 126.0000 **Total meals AUD:** \$554.56  
 No meals

**Incidental expenses**

First day %:	50	Amount: 12.50	Incidental rate LC: 25.0000	Incidental days deducted : 0.00
Last day %:	100	Amount: 25.00		No Incidentals: <input type="checkbox"/>
Whole days:	3	Amount: 75.00	Total incidentals: 112.50	Total incidentals AUD: \$167.26

< > Print Form Modify Rates Add Delete Calculate Save Undo Close

Kind regards

s 22

Travel & Expense Administrator  
Finance, Reporting & Operations

Australian Communications and Media Authority

s 22



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---

**From:** s 22 @esafety.gov.au>  
**Sent:** Thursday, 17 July 2025 3:32 PM  
**To:** s 47E(d) @acma.gov.au>  
**Subject:** RE: Request to pay overseas travel allowance: s 22 due Weds 16th July 2025 5CO7DG San Fran 20/7/25-26/7/25 [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22! Grateful if you could please send me the breakdown of final TA payment for s 22 for her records (I think the below is slightly different due to needing additional deductions).

s 22  
Executive Assistant  
Strategy, Engagement & Research | Technology, Data & Digital Enablement  
M s 22





eSafety acknowledges all First Nations people for their continuing care of everything Country encompasses – land, waters and community. We pay our respects to First Nations people, and to Elders past and present.

---

**From:** s 47E(d) [@acma.gov.au>](mailto:@acma.gov.au)

**Sent:** Friday, 11 July 2025 12:34 PM

**To:** s 22 [@eSafety.gov.au>](mailto:@eSafety.gov.au)

**Subject:** FW: Request to pay overseas travel allowance:s 22 due Weds 16th July 2025 5CO7DG San Fran 20/7/25-26/7/25 [SEC=OFFICIAL]

Hi s 22

For your reference.

Kind regards

s 22

Travel & Expense Administrator  
Finance, Reporting & Operations

---

Australian Communications and Media Authority

s 22

[acma.gov.au](http://acma.gov.au)



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**From:** s 22 [@acma.gov.au>](mailto:@acma.gov.au)  
**Sent:** Friday, 11 July 2025 12:18 PM  
**To:** s 47E(d) [@acma.gov.au>](mailto:@acma.gov.au)  
**Cc:** s 47E(d) [@acma.gov.au>](mailto:@acma.gov.au)  
**Subject:** Request to pay overseas travel allowance: s 22 due Weds 16th July 2025 5CO7DG San Fran 20/7/25-26/7/25 [SEC=OFFICIAL]

Hi Team

Please process overseas travel allowance for s 22 :

Coding 480-1152-00



Overseas Travel Allowance and Information	
Name	s 22
Destination	San Francisco

s 22  
s 47E(d) [@acma.gov.au](mailto:@acma.gov.au)

TRAVEL REQ NUMBER

Dates	20/7/25-26/7/25	#	5CO7DG
-------	-----------------	---	--------

### Travel Allowances

Meal Allowance (Receipts not required)	584.30
--	--------

COMMENTS:

Incidental Allowance (Receipts not required)	167.26
--	--------

- Laundry/Dry Cleaning → Bottled Water
- Tips → Other Personal Items
- Newspapers

Accommodation Allowance (Receipts required)	\$0
---	-----

COMMENTS:

Other advance	
---------------	--

COMMENTS:

Total Advance	751.56
---------------	--------

These amounts have been calculated using the 2025/26 "ECA International" travel allowance rates. Your allowance has been processed and will be paid into your nominated bank account.

Please contact the ACMA Travel Team if you have any queries.

**NOTE: Please keep your boarding passes and forward these, with your travel diary for acquittal upon your return.**



**TRAVEL ADVANCE DETAILS**

Australian Communications and Media Authority

**for s 22**

Officer	s 22	Division	Preferred Reimbursement Method	Salary Deduction or Tax Invoice
Classification	Senior Executive Service	Branch		
Phone		Section		
Employee Number		Cost Centre	450 eS EM International, Strategy & Futures	

Trip description San Francisco 20/7/25-26/7/25      Classification (for trip) SES      Movement Requisition Number 5CO7DG  
 From 20/07/2025 To 26/07/2025      Adults Travelling 1      Children Travelling 0      Airfare Amount \$8,771.05      Trip Status Proposed trip

**EQUIPMENT ALLOWANCE**

Equipment allowance \$0.00      Total this trip \$0.00

**TRAVEL ALLOWANCE**

Location	Date	Time	Days	IAUD is	Meals Deductions						
					Local/Day	AUD/day	B	L	D	AUD	Total For Stay
United States of America San Francisco CA	Arr. 20 Jul 2025	17:45	5	0.6726 USD	Accom.	0.00	\$0.00				\$0.00
	Dep. 24 Jul 2025	22:00		0.6726 USD	Meals	126.00	\$187.33	0	3	1	\$267.62
				0.6726 USD	Incid.	25.00	\$37.17				\$167.26

Total Accommodation \$0.00 + Meals \$584.30 + Incidental Expenses \$167.26 = \$751.56

Acquitable Advance \$751.56 + Equipment Allowance \$0.00 = TOTAL ADVANCE \$751.56

Kind regards

s 22

Travel & Expense Administrator  
Finance, Reporting & Operations

---

**Australian Communications and Media Authority**

s 22

[acma.gov.au](http://acma.gov.au)



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COPY OF INVOICE

s 22

40 Cameron Ave  
Level 3  
Canberra ACT 2617  
Australia

Room No. 1736

Arrival 07-20-25

Departure 07-24-25

Folio Window 1

Folio No. 1991229

Confirmation No. s 22

Group Name TSPA

Date	Description	Charges	Credits
07-20-25	ACCOMODATION	279.00	
07-20-25	Occupancy Tax	39.06	
07-20-25	Tourism Assessment	6.28	
07-20-25	CA Assessment	0.54	
07-20-25	Moscone District Assessment	3.49	
07-21-25	ACCOMODATION	279.00	
07-21-25	Occupancy Tax	39.06	
07-21-25	Tourism Assessment	6.28	
07-21-25	CA Assessment	0.54	
07-21-25	Moscone District Assessment	3.49	
07-22-25	ACCOMODATION	279.00	
07-22-25	Occupancy Tax	39.06	
07-22-25	Tourism Assessment	6.28	
07-22-25	CA Assessment	0.54	
07-22-25	Moscone District Assessment	3.49	
07-23-25	ACCOMODATION	279.00	
07-23-25	Occupancy Tax	39.06	
07-23-25	Tourism Assessment	6.28	
07-23-25	CA Assessment	0.54	
07-23-25	Moscone District Assessment	3.49	
07-24-25	Visa	XXXXXXXXXXXX1946 XX/XX	1,313.48

<b>Total</b>	1,313.48	1,313.48
--------------	----------	----------

Guest Signature

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

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

**World of Hyatt Summary**

No Membership to be credited

It is our goal to exceed your expectations. We welcome your feedback and comments. Please email Hyatt Consumer Affairs at: [qualitysfo@hyatt.com](mailto:qualitysfo@hyatt.com)

Join World of Hyatt today and start earning points for stays, dining and more. Visit [www.worldofhyatt.com](http://www.worldofhyatt.com)

For inquiries concerning your bill please call 888-588-4384

LOST & FOUND: [www.ileftmystuff.com](http://www.ileftmystuff.com)  
CLICK "Get it back now!"  
Client Identification Number = 10029

We thank you for choosing the Hyatt Regency San Francisco!



**Hyatt Regency San Francisco**  
Five Embarcadero Center  
San Francisco, CA 94111  
Tel: 415.788.1234  
Fax: 415.398.2567  
sanfrancisco.hyatt.com

COPY OF INVOICE

s 22

40 Cameron Ave  
Level 3  
Canberra ACT 2617  
Australia

Confirmation No. s 22  
Group Name TSPA

Room No. 1736  
Arrival 07-20-25  
Departure 07-24-25  
Folio Window 1  
Folio No. 1991229

For best available rates, please visit us at [www.sanfranciscoregency.hyatt.com](http://www.sanfranciscoregency.hyatt.com)



## INVOICE

s 22

40 Cameron Ave  
 Level 3  
 Canberra ACT 2617  
 Australia

Room No. 1710

Arrival 07-20-25

Departure 07-24-25

Folio Window 1

Folio No. 1991230

Confirmation No. s 22

Group Name TSPA

Date	Description	Charges	Credits
07-20-25	ACCOMODATION	279.00	
07-20-25	Occupancy Tax	39.06	
07-20-25	Tourism Assessment	6.28	
07-20-25	CA Assessment	0.54	
07-20-25	Moscone District Assessment	3.49	
07-21-25	ACCOMODATION	279.00	
07-21-25	Occupancy Tax	39.06	
07-21-25	Tourism Assessment	6.28	
07-21-25	CA Assessment	0.54	
07-21-25	Moscone District Assessment	3.49	
07-22-25	ACCOMODATION	279.00	
07-22-25	Occupancy Tax	39.06	
07-22-25	Tourism Assessment	6.28	
07-22-25	CA Assessment	0.54	
07-22-25	Moscone District Assessment	3.49	
07-23-25	ACCOMODATION	279.00	
07-23-25	Occupancy Tax	39.06	
07-23-25	Tourism Assessment	6.28	
07-23-25	CA Assessment	0.54	
07-23-25	Moscone District Assessment	3.49	
07-24-25	Visa	XXXXXXXXXXXX1946 XX/XX	1,313.48

<b>Total</b>	1,313.48	1,313.48
--------------	----------	----------

Guest Signature

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

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

It is our goal to exceed your expectations. We welcome your feedback and comments. Please email Hyatt Consumer Affairs at: [qualitysfo@hyatt.com](mailto:qualitysfo@hyatt.com)

**World of Hyatt Summary**

Membership: XXXXX s 22  
 Bonus Codes:  
 Qualifying Nights: 4  
 Eligible Spend: 1,116.00  
 Redemption Eligible: 13.96

For inquiries concerning your bill please call 888-588-4384

LOST & FOUND: [www.ileftmystuff.com](http://www.ileftmystuff.com)  
 CLICK "Get it back now!"  
 Client Identification Number = 10029

We thank you for choosing the Hyatt Regency San Francisco!



**Hyatt Regency San Francisco**  
Five Embarcadero Center  
San Francisco, CA 94111  
Tel: 415.788.1234  
Fax: 415.398.2567  
sanfrancisco.hyatt.com

INVOICE

s 22

40 Cameron Ave  
Level 3  
Canberra ACT 2617  
Australia

Confirmation No. s 22  
Group Name TSPA

Room No. 1710  
Arrival 07-20-25  
Departure 07-24-25  
Folio Window 1  
Folio No. 1991230

Summary Invoice, please see front desk  
for eligibility details.

For best available rates, please visit us at [www.sanfranciscoregency.hyatt.com](http://www.sanfranciscoregency.hyatt.com)

**From:** s 22  
**Sent:** Thursday, 28 August 2025 1:28 PM  
**To:** Accounts  
**Cc:** s 22 ; s 22 ; Office of Corporate and Strategy  
**Subject:** Declaration of Receipt of Official Hospitality for s 22 21 July 2025 and 24 July 2025  
[SEC=OFFICIAL]  
s 22

**Attachments:**

; k-ID 21072025\_eSafety Declaration form for the Receipt or Decline of Official Hospitality Gifts and Benefits.docx; s 22

**OFFICIAL**

Good afternoon!

Please see attached 3 x *Declaration of Receipt of Official Hospitality* forms for s 22. Separate forms have been completed for each event where Official Hospitality was provided (relevant advice from Accounts in attached email). Short summary of each event/form below.

s 22

- 21 July 2025: K-ID hosted dinner at Waterbar Restaurant, estimated value \$90.00 AUD  
s 22

s 22

Please let me know if you have any additional questions!

Cheers,

s 22

Executive Assistant  
Strategov. Enaagement & Research | Technology, Data & Digital Enablement  
M s 22



eSafety acknowledges all First Nations people for their continuing care of everything Country encompasses – land, waters and community. We pay our respects to First Nations people, and to Elders past and present.

# eSafety Declaration form for the Receipt or Decline of Official Hospitality, Gifts and Benefits

This form must be completed for the receipt of any official hospitality, gift or benefit (OHGB) valued over \$20 and submitted to the [eSafety Finance team](#) (Cc. your supervisor) with all relevant information and approvals immediately or within 30 days of receipt of item(s).

Please note that if the total value of any official hospitality, gifts and/or benefits received or declined are greater than \$100 (exclusive of GST), the details will be published on the ACMA/eSafety website. Please refer to Section 3 of the [Official hospitality and business catering Guide](#) for further information.

Has the person or organisation providing the official hospitality, gifts and/ or benefits been advised that their information may be disclosed on the public register.

YES  the amount is above the \$100 (excluding GST) thresholds.

NO  the amount is below the \$100 (excluding GST) thresholds.

## DECLARER TO COMPLETE

Name: <b>s 22</b>	Section: Strategy, Engagement & Research
Position: Executive Manager	Division: Corporate & Strategy
Phone: <b>s 22</b>	Signature:  <b>(not required if declarer emails this form)</b>

## DETAILS OF OFFICIAL HOSPITALITY, GIFT OR BENEFIT RECEIVED<sup>▲</sup>

<sup>▲</sup> If declaring multiple items, please number these in the fields below where appropriate. Additional pages can be added if required.

Name of provider	21 July: Waterbar Restaurant (San Francisco) / k-ID		
Company/Organisation	21 July: Waterbar Restaurant (San Francisco) / k-ID		
Date of offer	21 July 2025	Date of attendance	21 July 2025
Reason for offer	21 July: Invited as sideline event for stakeholders attending TrustCon 2025		
Hospitality, gift or benefit description	21 July: Hospitality – dinner at Waterbar Restaurant (San Francisco)		
Category (hospitality, gift or benefit)	Hospitality		
Receipt Value <sup>1</sup> (exc GST)	21 July: Estimated \$90.00 AUD		

<sup>1</sup> This amount will be reportable in the internal/external register.

Value for money <sup>2</sup> estimate (exc GST) (in its totality)		
Basis of valuation	21 July: estimate based off restaurant's menu	
Itemised breakdown of total costs incurred by eSafety (exc GST)  <b>*PLEASE SEE ADDITIONAL COMMENTS</b>	Flights	\$
	Accommodation	\$
	Travel Allowance (meals and Incidentals)	\$
	Taxi Fares	\$

## ADDITIONAL COMMENTS

\*s 22 travelled to San Francisco USA 20 – 24 July 2025 inclusive to attend TrustCon 2025 as a speaker. A number of external events/meetings organised by stakeholders alongside the conference, to capture attendees who travelled to attend TrustCon.

## PROPOSED ACTION FOR RECEIPT OR DECLINED OFFICIAL HOSPITALITY, GIFT OR BENEFIT

Decline offer

Personal retention

Official purpose

Raffle/donate to charity

## APPROVAL<sup>▲</sup>

YES

NO

Name: s 22

Position: General Manager

Branch/Division: Corporate & Strategy

Section: Corporate & Strategy

Signature:

Date:

<sup>▲</sup> Approval is not required if total value is under \$300 (excluding GST), however your supervisor must be included in the email to s 47E(d) @esafety.gov.au.

Officials should declare any receipt or declined official hospitality, gift or benefit as part of official [conflict-of-interest](#) declarations.

The links below provides additional guidance for completing this form:

Is there a conflict-of interest: YES  NO

Has this been reported: YES  NO

This form must be completed and emailed to s 47E(d) @esafety.gov.au with all relevant information and approvals immediately or within 30 days of receipt. Non-compliance will form part of the compliance reporting to the ACMA CFO/Executive and eSafety.

The links below provide additional guidance for completing this form:

<sup>2</sup> consider the total costs to the ACMA (including flights, taxi fares, car hire and travel allowances including accommodation) of accepting the official hospitality to determine if the costs would outweigh the benefits of the offer. This value will not be published on any internal/external register.



Australian Government



eSafetyCommissioner

- [Related Entity Accountable Authority Instructions](#)
- [Official hospitality and business catering guide](#)
- [Conflict of interest – Human Resources Policy](#)

**From:** Accounts  
**Sent:** Friday, 7 November 2025 3:27 PM  
**To:** s 22 [REDACTED]  
**Cc:** s 22 [REDACTED]  
**Subject:** FW: Declaration forms [SEC=OFFICIAL]  
**Attachments:** s 22 [REDACTED]; eSafety Declaration form for the Receipt or Decline of Official Hospitality Gifts and Benefits - 3.docx; s 22 [REDACTED]

**OFFICIAL**

Hi s 22 [REDACTED]

Thanks for the declarations – noting they have been received.

Regards

s 22 [REDACTED]  
Business Operations  
s 22 [REDACTED]  
esafety.gov.au



**YOUR ONLINE SAFETY. OUR PRIORITY.**

eSafety.gov.au

eSafety acknowledges the Traditional Custodians of country throughout Australia and their continuing connection to land, waters and community.  
We pay our respects to Aboriginal and Torres Strait Islander cultures, and to Elders past, present and emerging.

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**From:** s 22 [REDACTED] @esafety.gov.au>  
**Sent:** Thursday, 30 October 2025 5:48 PM  
**To:** s 47E(d) @esafety.gov.au>  
**Cc:** s 22 [REDACTED] @eSafety.gov.au>  
**Subject:** Declaration forms [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon Accounts team

In July of this year I travelled overseas for four days to a conference in San Francisco on behalf of eSafety and attended a number of sideline events during the trip. These events were previously detailed in the travel diary which I submitted to the ACMA about the trip (see email chain attached) but it has come to my attention this

week that I should have also submitted separate declaration forms for some of these events in addition to the regular international travel approvals process. For completeness, please see relevant declaration forms attached for three events I attended during this trip. Value of hospitality for all events was less than \$100 AUD each, but my supervisor [REDACTED] is still copied in for visibility.

My sincere apologies for the oversight!

Thank you,  
s 22 [REDACTED]

[REDACTED]  
s 22  
Manager – Industry Codes



# eSafety Declaration form for the Receipt or Decline of Official Hospitality, Gifts and Benefits

This form must be completed for the receipt of any official hospitality, gift or benefit (OHGB) valued over \$20 and submitted to the [eSafety Finance team](#) (Cc. your supervisor) with all relevant information and approvals **immediately or within 30 days of receipt of item(s)**.

Please note that if the total value of any official hospitality, gifts and/or benefits received or declined are greater than \$100 (exclusive of GST), the details will be published on the ACMA/eSafety website. Please refer to Section 3 of the [Official hospitality and business catering Guide](#) for further information.

Has the person or organisation providing the official hospitality, gifts and/ or benefits been advised that their information may be disclosed on the public register.

YES  the amount is above the \$100 (excluding GST) thresholds.

NO  the amount is below the \$100 (excluding GST) thresholds.

## DECLARER TO COMPLETE

Name: <b>s 22</b>	Section: Industry Codes
Position: Manager, Phase 2 Codes	Division: Regulatory Operations
Phone: <b>s 22</b>	Signature:  <i>(not required if declarer emails this form)</i>

## DETAILS OF OFFICIAL HOSPITALITY, GIFT OR BENEFIT RECEIVED<sup>▲</sup>

<sup>▲</sup> If declaring multiple items, please number these in the fields below where appropriate. Additional pages can be added if required.

<sup>▲</sup> If declaring a declined receipt declaration, the monetary value is not applicable if under the \$100 (excluding GST) reporting threshold.

Name of provider	k-ID		
Company/Organisation	k-ID		
Date of offer	21 July 2025	Date of attendance	21 July 2025
Reason for offer	Invited as sideline event for stakeholders attending TrustCon 2025		
Hospitality, gift or benefit description	Hospitality – dinner at Waterbar Restaurant (San Francisco)		
Category (hospitality, gift or benefit)	Hospitality		

Receipt Value <sup>1</sup> (exc GST) <sup>▲</sup>	Estimated \$90 AUD	
Value for money <sup>2</sup> estimate (exc GST) (in its totality)		
Basis of valuation	Based on restaurant menu	
Itemised breakdown of total costs incurred by eSafety (exc GST)  *See comments below, approved itinerary and submitted Travel Diary	Flights	
	Accommodation	
	Travel Allowance (meals and Incidentals)	
	Taxi Fares	

## ADDITIONAL COMMENTS

s 22 [REDACTED] travelled to San Francisco USA 20 – 24 July 2025 inclusive to attend TrustCon 2025 as a speaker. A [REDACTED]ernal events/meetings organised by stakeholders alongside the conference, to capture attendees to travelled to attend TrustCon. Details of total expenses are set out in the approved itinerary and travel diary submitted for the trip.

## PROPOSED ACTION FOR RECEIPT OR DECLINED OFFICIAL HOSPITALITY, GIFT OR BENEFIT

Decline offer

Personal retention

Official purpose

Raffle/donate to charity

## APPROVAL<sup>▲</sup>

YES

NO

Name: [REDACTED]

Position: [REDACTED]

Branch/Division: [REDACTED]

Section: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

<sup>1</sup> Approval is not required if total value is under \$300 (excluding GST), however your supervisor must be included in the email to s 47E(d) @eSafety.gov.au.

**Officials should declare any receipt or declined official hospitality, gift or benefit as part of official conflict-of-interest declarations.**

The links below provides additional guidance for completing this form:

<sup>1</sup> This amount will be reportable in the internal/external register (excluding declined declarations).

<sup>2</sup> consider the total costs to the Entity (including flights, taxi fares, car hire and travel allowances including accommodation) of accepting the official hospitality to determine if the costs would outweigh the benefits of the offer. This value will not be published on any internal/external register.

Is there a conflict-of interest: YES  NO

Has this been reported: YES  NO

This form must be completed and emailed to ~~s 47E(d)~~ [@esafety.gov.au](mailto:@esafety.gov.au) with all relevant information and approvals immediately or within 30 days of receipt. Non-compliance will form part of the compliance reporting to the ACMA CFO/Executive and eSafety.

The links below provide additional guidance for completing this form:

- [Related Entity Accountable Authority Instructions](#)
- [Official hospitality and business catering guide](#)
- [Conflict of interest – Human Resources Policy](#)