

Calculations of International Travel Allowances

Traveller	The Hon Richard Marles MP
Trip Number	M1119
Countries Visited	The United States of America s22(1)
Dates of Journey	3 to 10 December 2022

Itinerary as of 2 December 2022

	Country	City	Date	Time
Depart	Australia	s33(a)(i)		
Arrive	USA			
Depart	USA			
Arrive	USA			
	USA			
Depart	USA			
Arrive	USA			
Depart	USA			
Arrive	USA			
	USA			
Depart	USA			
Arrive	Australia	s33(a)(i)		

*International travel incidentals allowances is payable for each day (or part day) outside Australia.

Allowances paid

Incidentals allowance

Number of Days	Daily Rate	AUD
8	\$63.00	504.00

Sub Total **\$504.00**

Equipment Allowance

Eligible this Trip	Paid on Trip #	Payment Date	Allowance Amount
No	M4999	9-Jun-25	0.00

Sub Total **\$0.00**

Total **\$504.00**

CERTIFICATION OF INTERNATIONAL TRAVEL

Please note: This form is only required to be submitted if travel itinerary has changed or if making a claim for reimbursement of expenses.

Traveller

The Hon Richard Marles MP

Trip Number

M1119

VARIATIONS TO ITINERARY

	Country / City (i.e. Australia / Sydney)	Actual Date	Actual Time
Depart			
Arrive			
Depart			
Arrive			
Depart			
Arrive			
Depart			
Arrive			
Depart			
Arrive			
Depart			
Arrive			
Depart			

CLAIM FOR REIMBURSEMENT OF MEALS AND OTHER OFFICIAL EXPENSES

Date	Details (i.e. Lunch - ABC Restaurant, Washington)	Foreign Currency (i.e. USD)	Amount	Documentation Attached**		
				Receipt	Stat Dec (Over AUD50)	Under AUD50 (Not required)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE:

**All claims above must be itemised and supported by receipts. Where itemised receipts are not available, and the expenses are in excess of AUD50, supporting documentation such as a Statutory Declaration is required, including an itemised list of expenses and confirmation that no alcohol is included. Reimbursement will be delayed when itemised receipts or a Statutory Declaration are not provided.

The Incidentals Allowance is provided to cover expenses such as: currency conversion fees, personal telephone calls, postage, newspapers, magazines, refreshments outside of meal times such as morning and afternoon tea, all mini-bar items and tips and gratuities.

Reimbursement of meal costs may be claimed where an allowance has not been paid. Where meals costs are incurred as a group, a reimbursement claim may involve payments to individuals on an actual cost basis, payment to individuals on an equally calculated share of actual costs (less alcohol) divided by the number of guests (receipts are required from only one claimant) or the entire cost (excluding alcohol and the cost of non-entitled guests) paid to one person.

I certify that:

Any variations to the original itinerary have been noted above.

Expenses claimed do not include any component for alcohol or other personal expenses.

I understand that knowingly giving false or misleading information is a serious offence.

The Hon Richard Marles MP

Date

OFFICIAL: Sensitive



Australian Government

Defence

DPM: Visit to New York and Washington, United States s22(1)



**03-10 December 2022
Travel Brief for DPM**

OFFICIAL: Sensitive

Dress

Dress type
Business Attire
Travel Attire
PT Clothes
Other
Toiletries
Overnight Bag
Sunglasses

Day/Date	Event	Dress
Saturday 3 December	Travel s33(a)(i)	Travel Attire
	Visit Pre-brief	Business Attire
	9/11 Memorial	Business Attire
Sunday 4 December	Scale Facilitation Opening Reception	Business Attire
	Meeting with s22(1)	Business Attire
	Pacific Reception	Business Attire
Monday 5 December	Travel s33(a)(i)	Business Attire
	Visit to s33(a)(i)	Business Attire
	Travel s33(a)(i)	Business Attire
	Defence Ministers' Meeting (DMM) with s22(1)	Business Attire
	Joint AUSMIN Pre-brief	Business Attire
	Dinner with Key White House Figures	Business Attire
Tuesday 6 December	Meeting with s22(1)	Business Attire
	AUSMIN	Business Attire
	AUKUS DMM Pre-brief	Business Attire
	AUSMIN Dinner	Business Attire
Wednesday 7 December	AUKUS DMM Pre-brief	Business Attire
	AUKUS DMM	Business Attire
	Meeting with UK s22(1)	Business Attire
Friday 9 December		
Saturday 10 December	Arrive s33(a)(i)	Travel Attire

s22(1)

From: s22(1)
Sent: Friday, 5 May 2023 6:53 AM
To: Overseas Travel
Subject: RE: Request for Funds - Visit to New York, USA by The Hon Richard Marles MP, Deputy Prime Minister and Minister for Defence, 3 to 5 December 2022 [SEC=UNOFFICIAL]
Attachments: s22(1) RECONCILIATION WORKSHEET - DPM - Dec 22.xlsx; Accom + Porterage - s33(a)(i) NYC Dec 2022 - MARLES.pdf; Ground Transport - s33(a)(i) - NYC Dec 2022 - Marles.pdf

Hi team

Please see attached the working documents and receipts for the following visit:

- M1119 – The Hon Richard Marles MP – December 2022

Grateful for your advice if you have not seen the amounts drawn down, as these were processed off my credit card in December 2022.

Many thanks

s22(1)

s22(1)

s22(1)

Office of the Australian Consulate General New York

s22(1)

s22(1)

dfat.gov.au | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

From: Overseas Travel <overseastravel@ipea.gov.au>

Sent: Thursday, 22 December 2022 7:10 PM

To: s22(1)

Subject: RE: Request for Funds - Visit to New York, USA by The Hon Richard Marles MP, Deputy Prime Minister and Minister for Defence, 3 to 5 December 2022 [SEC=UNOFFICIAL]

SEC=UNOFFICIAL

Good morning s22(1)

Please see attached Funding Approval for the Hon Richard Marles MP.

Have a safe and happy Christmas! ☺

If you require any further information, please do not hesitate to contact IPEA on 02 6215 3000 or enquiries@ipea.gov.au.

Kind regards,

s22(1)

Assistant Team Leader - Overseas
Travel, Education and Advice
Independent Parliamentary Expenses Authority
One Canberra Avenue, FORREST ACT 2603
T: 02 6215 3000
E: enquiries@ipea.gov.au
W: www.ipea.gov.au



SEC=UNOFFICIAL

From: s22(1)
Sent: Friday, 23 December 2022 6:37 AM
To: Overseas Travel <overseastravel@ipea.gov.au>
Subject: HPE CM: Request for Funds - Visit to New York, USA by The Hon Richard Marles MP, Deputy Prime Minister and Minister for Defence, 3 to 5 December 2022 [SEC=UNOFFICIAL]

Dear Overseas Travel,

Seeking to bring to your attention the attached funding request for the visit to New York, USA, by The Hon Richard Marles MP, Deputy Prime Minister and Minister for Defence, 3 to 5 December 2022.

As per previous advice with s22(1) we have including the relevant costs for s22(1) who was approved to travel with the DPM.

For reference, we have also split the cargo van costs with Department of Defence s22(1).

Grateful funds be made available to New York.

Many thanks

s22(1)

s22(1)

s22(1)

Office of the Australian Consulate General New York
s22(1)

s22(1)

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Reference	Code	Cost element name	FMIS Code	Sequence	Person/s	Description	USD	Receipt reference
<u>_DPM MINDEF</u>	23220	Ministerial - Accommodation	M1119	Marles/M1119	MARLES	ACCOM NYC s33(a)(i) Dec 22 - MARLES	\$ 998.00	Accom + Portage - s33(a)(i) Dec 2022 - MARLES.PDF
<u>_DPM MINDEF</u>	23250	Ministerial - Other Costs	M1119	Marles/M1119	MARLES	PORTERAGE DPM DELEGATION NYC	\$ 107.00	Accom + Portage - s33(a)(i) Dec 2022 - MARLES.PDF
<u>_DPM MINDEF</u>	23225	Ministerial - Ground Transport	M1119	Marles/M1119	MARLES	GRND TRANS-NYC s33(a)(i) MARLES 3TOS DEC	\$ 8,149.89	Ground Transport - s33(a)(i) NYC Dec 2022 - Marles.PDF

s33(a)(i)

12-09-22

**Australia December Visit
United States**

Folio No. :
A/R Number :
Group Code : **BVZ**
Company : **Australian Consulate General**
Membership No. :
Invoice No. :

Room No. : s22(1)
Arrival : **12-02-22**
Departure : **12-10-22**
Conf. No. : **53608989**
Rate Code :
Page No. : **1 of 2**

Date	Description	Charges	Credits
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s22(1)			
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12-03-22	*Accommodation	Routed From Marles Richard	s22(1)	499.00
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s22(1)			
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12-04-22	*Accommodation	Routed From Marles Richard	s22(1)	499.00
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s22(1)			
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s33(a)(i)

s33(a)(i)

12-09-22

Australia December Visit United States	Folio No.	:		Room No.	:	s22(1)
	A/R Number	:		Arrival	:	12-02-22
	Group Code	:	BVZ	Departure	:	12-10-22
	Company	:	Australian Consulate General	Conf. No.	:	53608989
	Membership No.	:		Rate Code	:	
	Invoice No.	:		Page No.	:	2 of 2

Date	Description	Charges	Credits
		s22(1)	
	Total		0.00
	Balance		

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

s33(a)(i)

s33(a)(i)

12-09-22

Australia December Visit United States	Folio No.	:	Room No. :	s22(1)
	A/R Number	:	Arrival	: 12-02-22
	Group Code	:	Departure	: 12-10-22
	Company	:	Conf. No.	: 53608989
	Membership No.	:	Rate Code	:
	Invoice No.	:	Page No.	: 1 of 2

Date	Description		Charges	Credits
s22(1)				

s22(1)

s33(a)(i)

s33(a)(i)

12-09-22

Australia December Visit United States

Folio No. :
A/R Number :
Group Code : **BVZ**
Company : **Australian Consulate General**
Membership No. :
Invoice No. :

Room No. : s22(1)
Arrival : 12-02-22
Departure : 12-10-22
Conf. No. : 53608989
Rate Code :
Page No. : 2 of 2

Date	Description	Charges	Credits
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s22(1)

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

s33(a)(i)

s33(a)(i)

12-09-22

Australia December Visit United States	Folio No.	:		Room No. :	s22(1)
	A/R Number	:		Arrival :	12-02-22
	Group Code	:	BVZ	Departure :	12-10-22
	Company	:	Australian Consulate General	Conf. No. :	53608989
	Membership No.	:		Rate Code :	
	Invoice No.	:		Page No. :	1 of 1

Date	Description	Charges	Credits
12-06-22	Porterage s22(1)	s22(1)	
Total			0.00
Balance			

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

s22(1)

s22(1)

s33(a)(i)

s33(a)(i)

Account

Office of the Australian Consulate-General

s22(1)

The resource
of this report
item is not
reachable.

Invoice

Account #: P1825
Invoice Date: Dec 7, 2022
Invoice #: 29016
Invoice Total: s22(1)
Amount Paid: \$ 0.00
Amount Due: s22(1)

Date	Conf#	Passenger	Pick Up	Fare	WtTm	Fuel	Tolls	Grat	Vouch	STC	Cong	Total	Due
Time	Vouch#	Car Type	Drop Off	Addl	Stops		Prkng		Misc				
12/3/22 11:30 AM	486057	Marles . MERC SPRINTER VAN	s33(a)(i) BTH 10hrs @ \$145/hr	s22(1)									
12/3/22 1:45 PM	486056	Cargo Van Marles MERC SPRINTER VAN	HPN N/A TBA s33(a)(i) ST NYC 7hrs @ \$145/hr										
12/4/22 7:00 AM	486202	. Marles SUV	s33(a)(i) BTH 9.5hrs @ \$115/hr										
12/4/22 10:40 AM	486059	. Marles MERC SPRINTER VAN	s33(a)(i) BTH 12hrs @ \$145/hr										
12/5/22 3:45 AM	486062	Cargo Van Marles. MERC SPRINTER VAN	s33(a)(i) HPN										
12/5/22 4:45 AM	486060	. Marles. MERC SPRINTER VAN	s33(a)(i) HPN 44 TBA										
Total Vouchers:			6	Totals:									

s22(1)

s22(1)

s22(1)

From: s22(1)
Sent: Friday, 30 June 2023 11:38 AM
To: Overseas Travel
Cc: s22(1)
Subject: M1119 - The Hon Richard Marles MP - USA - December 2022 [SEC=OFFICIAL]
Attachments: M1119 - DPM Marles USA December 2022 Acquittal Documents.pdf

OFFICIAL

Dear Overseas Travel Team,

Please see attached acquittal documents for trip M1119, visit to Washington (USA) by the Hon Richard Marles MP, Deputy Prime Minister and Minister for Defence, December 2022.

This completes the accounts for this trip.

Please let s22(1) and I know if any further detail or information is needed regarding this acquittal.

Kind regards,

s22(1)

s22(1)

Embassy of Australia | s22(1)

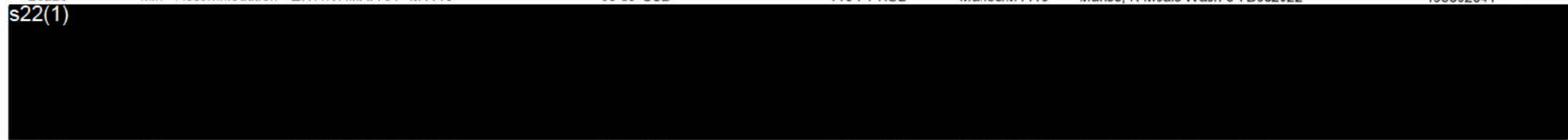
s22(1)

s22(1)

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Cost Element	Cost element name	Order	Agency FMIS	Value TranCurr	Transaction Currency	Val/COArea CrCY	Object Currency	Assignment	Name	Ref Document Number
23220	Min - Accommodation	ZWHWHMAPAA	M1119	1,000 06	USD	1,436 05	AUD	Marles/M1119	Marles R Accom Wash 5-7Dec2022	155852041
23220	Min - Accommodation	ZWHWHMAPAA	M1119	80 60	USD	115 74	AUD	Marles/M1119	Marles, R Meals Wash 5-7Dec2022	155852041



23250	Min - Other costs	ZWHWHMAPAA	M1119	161 12	USD	231 36	AUD	Marles/M1119	Marles, R Laundry Wash 5-7Dec2022	155852041
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s22(1)

s22(1)

s33(a)(i)

Embassy of Australia
United States

Room No. s22(1)
Arrival 12-04-22
Departure 12-30-22
Page No 1 of 1
Folio No.
Conf. No. 10906680
Cashier No. 218
User ID PLO

INFORMATION INVOICE

A/R Number :
Group Code : AUS120422
Company Name : Embassy of Australia -

Richard Marles

Thank You For Staying With Us

Date	Description		Charges	Payments
12-05-22	Laundry Services	13 items L&P Marles Richard s22(1)>Embassy of Australia s22(1)	161.12	
12-05-22	Room Charge	Marles Richards s22(1) Embassy of Australia s22(1)	435.00	
12-05-22	Tax - Occupancy 14.95%	Marles Richards s22(1) Embassy of Australia s22(1)	65.03	
12-06-22	s33(a)(i)	s22(1) : CHECK# 0066595 Marles Richard s22(1) Embassy of Australia s22(1)	80.60	
12-06-22	Room Charge	Marles Richard s22(1)>Embassy of Australia s22(1)	435.00	
12-06-22	Tax - Occupancy 14.95%	Marles Richard s22(1)>Embassy of Australia s22(1)	65.03	
Total			1,241.78	0.00
Balance				1,241.78

s33(a)(i)

52 Nilxon V

Tbl 100/1 Chk 6595 Gst 1
Dec06'22 08:50AM

1 Power Bowl	17.00
1 Two Eggs	22.00
1 Coffee	10.00
1 Fresh O.J	13.00

20 %	
20 Grat	12.40

10420097

s22(1) Marles

Room Charge	80.60
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Subtotal	62.00
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Sales Tax	6.20
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Service Chrg	12.40
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Payment	80.60
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-----52 Check Closed-----

-----Dec06'22 08:51AM-----

LAUNDRY

NAME MARLES

ROOM s22(1) DATE 5/12

HOTEL COPY

Same Day Service

Items turned in by 9:30 a.m. will be returned by 6:00 p.m. that evening

Express Service

Items turned in between 9:30 a.m. and 1:00 p.m. will be returned by 6:00 p.m. that evening for an additional 50% surcharge

Overnight Service

Items received by 5:00 p.m. will be returned the next morning by 10:00 a.m. for an additional 50% surcharge

Press Only

Press Only items will be returned within two hours. Additional time may be required for delicate items.

Dry Cleaning Service Only

Items turned in by 9:30 a.m. Monday thru Saturday will be returned by 6:00 p.m. that evening (Sundays closed to dry cleaning service)

Children's clothing will be charged at 25% discount from below pricing

All charges are subject to 6.00% Washington, D.C. sales and use tax

All services are available seven days per week, except Dry Cleaning Service, which is closed on Sundays

	PRESS ONLY	QTY.	LAUNDER & PRESS	QTY.	DRY CLEAN & PRESS	QTY.
Suit 2 Piece	30.00		N/A		0.00	
Suit 3 Piece	28.00		N/A		31.30	
2 Piece Tuxedo	25.00		N/A		3.00	
Blazer / Jacket	14.00		N/A		19.00	
Flouse	14.30		15.00		20.00	
Necktie	5.00		N/A		10.00	
Vest	3.00		N/A		13.00	
Pants	14.00		18.00		20.00	
Shorts / Bermudis	13.00		13.00		15.00	
Dress	20.00		25.00		28.00	
Skirt	1.00		16.00		19.00	
Evening Dress	38.00		N/A		56.00	
Scarf	14.00		N/A		18.00	
Sweater	14.00		N/A		19.00	
Overcoat	25.00		N/A		31.00	
Jeans	14.00		13.00		13.00	
Shirt	11.00		18.00	3	N/A	54
Tuxedo Shirt	16.00		0.00		N/A	
Sport Shirt	14.00		18.00	2	N/A	36
T-Shirt	8.00		10.00	1	N/A	10
Nightgown	13.00		16.00		N/A	
Pajamas	13.00		16.00		N/A	
Undershirt	N/A		10.00		N/A	
Under short	N/A		8.00	3	N/A	24
Handkerchief	N/A		5.00		N/A	
Socks	N/A		7.00	4	N/A	28
Panties	N/A		8.00		N/A	
Slips	N/A		8.00		N/A	
Crease / Flat (each)	1.00		1.00		N/A	
Other						
TOTAL						152.00

Pressing Options

Stretch ☐

N/A ☐

Return Items by

Box ☐

Hand ☐

TAX

SURCHARGE

TOTAL

9.12

161.12