From: EMB (Entitlements Management Branch)  
To: Senator Hanson-Young@emb.gov.au  
Subject: Electorate Staff Travel Budget - Office of Senator Sarah Hanson-Young <VSM801918>  
[SEC=UNCLASSIFIED]  
Date: Wednesday, 8 April 2015 1:29:00 PM  
inmap001.jpg  

UNCLASSIFIED  

Good Afternoon Senator  

Please find two Electorate Staff Travel Budget reports that were requested by [redacted].  

I have sent the reports to your account as we are yet to have an email address for [redacted] entered into our system.  

If you have any questions regarding this or other entitlement matters, please contact me at emb@finance.gov.au.  

Kind regards [redacted]  

[redacted]  
Entitlements Management Branch  
Ministerial and Parliamentary Services (M&PS)  
Department of Finance  
T: 02 6215 3542 | E: emb@finance.gov.au  

UNCLASSIFIED
HI M&PS,

Could you please confirm that the Electorate Support Budget will allow for an overspend or will it cut off once the limit has been reached?

Kind regards,

OFFICE OF SENATOR SARAH HANSON-YOUNG
AUSTRALIAN GREENS SENATOR FOR SOUTH AUSTRALIA
Level 7 / 147 Pirie St, Adelaide, SA 5000
TEL ADL +61 8 8227 0425 PARL +61 2 6277 3430 | FAX +61 8 8227 0426

This email and any files transmitted with it may be confidential and legally privileged. If you are not the intended recipient of this email, you must not disclose or use the information contained in it. If you have received this email in error, please notify us by return email and permanently delete the document.
Dear Senator Hanson-Young

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<tbody>
<tr>
<td>$50,478.60</td>
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<td>$20,460.76</td>
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I would appreciate if you could check the attached report against your office records and report any discrepancies to the Entitlements Management Branch by close of business 13 April 2016, so that we can investigate further.

Invoices for reconciled reports with overspends will be issued after 13 April 2016.

Information about the ESTB can be found on the M&PS website and in Determination 2015/20, which sets out the staff travel entitlement and the ESTB arrangements. Details of ESTB expenditure is reported in Monthly Management Reports and is available on request.

If you require further information or have any questions in relation to this matter, please contact the Entitlements Management Branch at emb@finance.gov.au.

Yours sincerely

[Signature]
From: EMB (Entitlements Management Branch)
Subject: RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768) [SEC=UNCLASSIFIED]

Dear [Signature]

Thank you for this report.

I have gone through this and cross-referenced with our records, and can only note the following discrepancy:

Ref: FCM3236624
Passenger: [Signature]
Flight: Adelaide to Canberra, 20 October 2014
Cost: $145.61

This flight is reported as $276.65 in your report.

Please see invoice attached for further information.

Kind regards,

[Signature]

OFFICE OF SENATOR SARAH HANSON-YOUNG
AUSTRALIAN GREENS SENATOR FOR SOUTH AUSTRALIA
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TEL: ADL +61 8 8227 0425 | PARL +61 2 6277 3430 | FAX: +61 8 8227 0426

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Yours sincerely

---

Finance Australian Business Number (ABN): 61 970 632 495
Finance Web Site: www.finance.gov.au

IMPORTANT:

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If you have received this transmission in error, please notify us immediately by telephone on 61-2-6215-2222 and delete all copies of this transmission together with any attachments.

If responding to this email, please send to the appropriate person using the suffix .gov.au.
Tax Invoice - Reprint Copy

ABN: 20 003 279 534

Invoice #: 12880489
Account: MAPS
Date: 28-Oct-2014
Consultant: $47F
Ordered by: $225
Booking Method: Telephone
Due Date: 01-Dec-2014

Passenger(s): $225

Booking 7910012
Departure Date: 20-Oct-2014

<table>
<thead>
<tr>
<th>Gross (ex tax/GST)</th>
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<tr>
<td>$127.20</td>
<td>$5.17</td>
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<td>$145.61</td>
</tr>
</tbody>
</table>

Flight:
ADELAIDE / CANBERRA
Depart: 20/10/2014 at 06:40 hrs
Flight No: QF 706 Ticket Number: 5862423082
# of Seats: 1

Cost Centre: MAPS OTHERS [MAPS]

Total:

<table>
<thead>
<tr>
<th>Gross (ex tax/GST)</th>
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Please forward any monies to: Australian OpCo Pty Ltd to FCm Travel Solutions, PO Box 1503, North Sydney NSW 2059.

References

Warrant Number
Good afternoon.

Thank you for your email. FCm have advised that the reported amount of $304.32 is correct, the attached invoice is only the additional collection on the re-issued ticket. We used a Credit on Hold towards this ticket, the original amount being $158.71.

If you have any questions regarding this or other entitlement matters, please contact me at emb@finance.gov.au.

Regards,

Ministerial and Parliamentary Services
Department of Finance
Website: http://maps.finance.gov.au
Employee Entitlements: T: 02 6215 3333  F: 02 6267 3271  E: mnpshelp@finance.gov.au
Senators and Members Entitlements: T: 02 6215 3542  F: 02 6267 3279  E: emb@finance.gov.au

UNCLASSIFIED

Dear [Name],

Thank you for this report.

I have gone through this and cross-referenced with our records, and can only note the following discrepancy:
Ref: FCM3236624
Passenger: $22
Flight: Adelaide to Canberra, 20 October 2014
Cost: $145.61

This flight is reported as $276.65 in your report.

Please see invoice attached for further information.

Kind regards,

OFFICE OF SENATOR SARAH HANSON-YOUNG
AUSTRALIAN GREENS SENATOR FOR SOUTH AUSTRALIA
Level 7 / 147 Pirie St, Adelaide, SA 5000
TEL: ADL 61 8 8227 0425 PARL 61 2 6277 3430 | FAX 61 8 8227 0426

From: EMB (Entitlements Management Branch) [mailto:emb@finance.gov.au]
Sent: Wednesday, 30 March 2016 3:54 PM
To: Hanson-Young, Sarah (Senator)
Subject: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768)
[SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Senator Hanson-Young,

It appears that expenditure against your 2014-2015 Electorate Staff Travel Budget (ESTB) may have exceeded your total budget for that financial year. I have attached a detailed report showing all expenditures, with a summary of the totals below:

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I would appreciate if you could check the attached report against your office records and report any discrepancies to the Entitlements Management Branch by close of business 13 April 2016, so that we can investigate further.

Invoices for reconciled reports with overspends will be issued after 13 April 2016.

Information about the ESTB can be found on the M&PS website and in Determination 2015/20.
which sets out the staff travel entitlement and the ESTB arrangements. Details of ESTB expenditure is reported in Monthly Management Reports and is available on request.

If you require further information or have any questions in relation to this matter, please contact the Entitlements Management Branch at emb@finance.gov.au.

Yours sincerely

UNCLASSIFIED

Finance Australian Business Number (ABN): 61 970 632 495
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Warrant Number
Dear finance,

I refer to the below and note that according to the April Monthly Management Report an invoice was raised on 20 April 2016 for this overspend.

This invoice has not yet been received by the office; is it possible that this be forwarded to senator.hanson-young@aph.gov.au at your earliest convenience?

Kind regards,

OFFICE OF SENATOR SARAH HANSON-YOUNG
AUSTRALIAN GREENS SENATOR FOR SOUTH AUSTRALIA
Suite 7.05 / Level 7 / 147 Pirie St, Adelaide, SA 5000
TEL +61 8 8227 0425 | FAX +61 8 8227 0426

good afternoon

Thank you for your email. FCM have advised that the reported amount of $304.32 is correct, the attached invoice is only the additional collection on the re-issued ticket. We used a Credit on Hold towards this ticket, the original amount being $158.71.

If you have any questions regarding this or other entitlement matters, please contact me at emb@finance.gov.au.
Dear [Name],

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If you require further information or have any questions in relation to this matter, please contact the Entitlements Management Branch at emb@finance.gov.au.

Yours sincerely,

UNCLASSIFIED
Good afternoon Senator,

Please find attached a copy of your invoice as requested below. It was originally sent to this email address on 20 April 2016.

If you have any questions regarding this or other entitlement matters, please contact me at emb@finance.gov.au.

Regards,

Ministerial and Parliamentary Services
Department of Finance
Website: http://maps.finance.gov.au
Employee Entitlements: T: 02 6215 3333  F: 02 6267 3271  E: mpshelp@finance.gov.au
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UNCLASSIFIED

From: (Sen. S. Hanson-Young) [mailto:Hayley.Pearse@aph.gov.au] On Behalf Of Hansen-Young, Sarah (Senator)
Sent: Friday, 8 April 2016 1:44 PM
To: EMB (Entitlements Management Branch)
Cc: Hanson-Young, Sarah (Senator)
Subject: RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768) [SEC=UNCLASSIFIED]

Dear [222],

Thank you for this report.

I have gone through this and cross-referenced with our records, and can only note the following discrepancy:

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Passenger: [222]
Flight: Adelaide to Canberra, 20 October 2014
Cost: $145.61

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Please see invoice attached for further information.

Kind regards,

[222]

OFFICE OF SENATOR SARAH HANSON-YOUNG
AUSTRALIAN GREENS SENATOR FOR SOUTH AUSTRALIA

Level 7 / 147 Pirie St, Adelaide, SA 5000
TEL ADL +61 8 8227 0425 PARL +61 2 6277 3430 | FAX +61 8 8227 0426

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Yours sincerely,

[Signature]
# Tax Invoice

**To:** Sarah Hanson-Young
Level 7 147 Pirie St
ADELAIDE SA 5000

**From:** Ministerial and Parliamentary Services
John Gorton Building
King Edward Terrace
PARKES ACT 2600

**Invoice Reference:** 1216765
**Invoice Date:** 20 Apr 2016

**Contact Officer:** Entitlements Management Branch
**Contact Phone:** (02) 6215 3542
**Fax:** (02) 6287 3271

## Recovery of ESTB Overspend 2014-15

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Net Amount</th>
<th>GST Amount</th>
<th>Gross Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recovery of ESTB Overspend 2014/15.</td>
<td>1</td>
<td>$20,460.76</td>
<td>$0.00</td>
<td>$20,460.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GST Total $0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gross Total $20,460.76</td>
</tr>
</tbody>
</table>

Please pay within 30 days of the invoice date

---

1. **Payment by Credit Card**
   Complete the following and return by mail or phone the Help Desk with your credit card details.
   - Visa
   - MasterCard

2. **Payment by Direct Debit**
   M&PS Admin Receipts Account.
   - Bank Account: 062900 10139733
   - Reference: Invoice Ref: OF1216765

3. **Mailing your payment**
   All cheques and money orders made payable to Ministerial and Parliamentary Services.
   Mail payment together with this stub to:
   - Department of Finance
   - Ministerial and Parliamentary Services
   - John Gorton Building
   - King Edward Terrace
   - PARKES ACT 2600
   - Invoice Date: 20 Apr 2016
   - Tax Invoice No: OF1216765
   - SAP Supplier ID: 0081657425
Dear Senator Hanson-Young

I recently wrote to you regarding an overspend of your 2014-15 Electorate Staff Travel Budget and provided you with a budget report for your consideration. Further to my earlier advice, an invoice for the overspend of $20,460.76 is attached.

Options to repay are included on the invoice. It would be appreciated if you could make the payment within 30 days.

If you wish to discuss this matter further please do not hesitate to contact me.

Regards

[Signature]

Ministerial and Parliamentary Services

UNCLASSIFIED
Ministerial and Parliamentary Services

Tax Invoice

ABN: 61 970 632 495

To: Sarah Hanson-Young**
Level 7 147 Pirie St
ADELAIDE SA 5000

Invoice Reference: 1216765
Invoice Date: 20 Apr 2016

From: Ministerial and Parliamentary Services
John Gorton Building
King Edward Terrace
PARKES ACT 2600

Contact Officer: Entitlements Management Branch
Contact Phone: (02) 6215 3542
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Recovery of ESTB Overspend 2014-15

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Invoice Date: 20 Apr 2016
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SAP Supplier ID: 0081657425
Dear Senator Hanson-Young

RECOVERY OF OUTSTANDING DEBT

I refer to previous correspondence regarding your outstanding invoices. Copies of these invoices are attached.

The total amount of $22,030.76 balance of invoices OF1215567 and OF1216765 (Attached) remains a debt owing to the Commonwealth and we are writing to seek repayment. As this debt is now overdue, I appreciate your immediate attention to settlement.

Payment options for the debt are:
- Cheque – Post the bottom portion of your invoice with your cheque (payable to Ministerial and Parliamentary Services) to One Canberra Avenue, Forrest ACT 2603.
- Direct Credit – Payment can be deposited directly into Commonwealth Bank Account BSB: 062900 Account No: 10139733, Administered Receipts. Please quote the SAP Client Number and Invoice Reference.
- Credit Card – By contacting the Entitlements Management Branch on (02) 6215 3542 to pay by Visa or MasterCard.

Should you require any further information, please contact the Debt Management Officer on

Yours sincerely

15 September 2016
Dear Sir/Madam,

Thank you for your payment. The following amounts have been applied to the invoices listed below.

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Date</th>
<th>Reference</th>
<th>Details</th>
<th>Amount Applied ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100017801</td>
<td>20/04/2016</td>
<td>OF1216765</td>
<td>OF1216765</td>
<td>20,460.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Entitle</td>
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<td>Entitlement</td>
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</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------------</td>
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<td>--------------</td>
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</tr>
<tr>
<td>HANSON-YOUNG, Sarah Coral</td>
<td>Recovery of ESTB Overspend 2014/15.</td>
<td>IPEA - Travel - Employee budget overspend (ATB001)</td>
<td>30/06/2015</td>
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GST Total $0.00
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