

Overseas Travel – 1 May – 31 May

Chief Executive and public sector employees

No of Travellers	Destination	Reasons for Travel	Outcomes of Travel	Travel Itinerary	Total Cost of Travel	Travel Receipts
1	Indonesia, Vietnam	To participate in a Trade Business delegation to expose fashion designers to new factory and stockist opportunities	Participated at the Trade Business delegation and exposed fashion designers	Attached	\$0 00	N/A

Approved for publication – 30 September 2016

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

ITINERARY and TRAVEL DIARY

to record travel arrangements and business activities undertaken while travelling on SATC business

Traveller's name: Robyn Ingerson

Destination(s): Jakarta / Vietnam

Dates of travel: 28 May 2016 - 5 June 2016

Nights away: 8

TRAVEL DIARY DECLARATION
 (REQUIRED FOR TRAVEL EXCEEDING 5 NIGHTS AWAY)
COMPLETE THIS SECTION UPON YOUR RETURN, PRINT A COPY FOR SIGNING AND ATTACH TO THE POST TRIP REPORT

I declare that

- | | |
|---|---|
| <input checked="" type="checkbox"/> the itinerary detailed below is a correct record of activities undertaken on the trip | <input checked="" type="checkbox"/> any variations to the original itinerary have been recorded below |
| <input checked="" type="checkbox"/> I have accounted for all days away from home, including time taken as leave | <input checked="" type="checkbox"/> I have attached conference schedules (where applicable) |

Signed



Date

25/11/16

ITINERARY**COMPLETE THIS SECTION PRIOR TO TRAVEL AND ATTACH TO THE INTERNATIONAL TRAVEL APPROVAL FORM**

All days away must be accounted for. Include travel, accommodation and all business activities undertaken while away

Date of Activity	Nature of Activity	Place of Activity	Description of Activity / Flight Details / Name of Hotel	Start Time (approx)	Duration (hours/days)
Sat, 28 May 2016	Travelling	Adelaide	flight from Adelaide to Jakarta	4 30am	12 hours
Sun, 29 May 2016	Business	Jakarta	Scope local retail, prepare for the Parade	9am	9 hours
Mon, 30 May 2016	Business	Jakarta	Plenary session, Factory and Buyer Meetings and parade	8am	14 hours
Tue, 31 May 2016	Business	Bandung	Travel time, factory and retail visits	7am	13 hours
Wed, 1 June 2016	Business	Bandung	Plenary session, Factory and Buyer Meetings and parade	8am	14 hours
Thu, 2 June 2016	Business	Ho Chi Minh	Travel time, bandung to jakarta to Ho Chi Minh	6am	15 hours
Fri, 3 June 2016	Business	Ho Chi Minh	Factory and Retail visit	7am	14 hours
Sat, 4 June 2016	Travelling	Ho Chi Minh	Meet local designers, factory visits and retail, fly home	7am	24 hours
Sun, 5 June 2016	Travelling	Adelaide	Return to Adelaide		