

2

**From:** [EMB \(Entitlements Management Branch\)](#)  
**To:** [Senator.Hanson-Young@aph.gov.au](mailto:Senator.Hanson-Young@aph.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  
**Attachments:** [2013-2014.pdf](#)  
[2014-2015.pdf](#)  
[image001.jpg](#)

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UNCLASSIFIED

Good Afternoon Senator

Please find two Electorate Staff Travel Budget reports that were requested by §22.

I have sent the reports to your account as we are yet to have an email address for §22 entered into our system.

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

Kind regards, §22

§22

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

UNCLASSIFIED

From: **S22** (Sen S. Hanson-Young)  
To: EMB (Entitlements Management Branch)  
Subject: Electorate Support Budget  
Date: Monday, 30 November 2015 10:32:58 AM  
Attachments: image001.jpg  
image002.jpg  
image003.jpg  
image004.jpg

---

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,

**S22**

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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8

**From:** EMB (Entitlements Management Branch)  
**To:** [senator.hanson-young@aph.gov.au](mailto:senator.hanson-young@aph.gov.au)  
**Bcc:** s22  
**Subject:** 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768) [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 30 March 2016 4:23:00 PM  
**Attachments:** [Hanson-Young, S 1415 ESTB.pdf](#)

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:

<u>2014-15 ESTB</u>	<u>Expenditure</u>	<u>Overspend</u>
\$50,478.60	\$70,939.36	\$20,460.76

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.

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Yours sincerely

s22

UNCLASSIFIED

11

**From:** s22 (Sen S. Hanson-Young) on behalf of Hanson-Young, Sarah (Senator)  
**To:** EMB (Entitlements Management Branch)  
**Cc:** Hanson-Young, Sarah (Senator)  
**Subject:** RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768) [SEC=UNCLASSIFIED]  
**Date:** Friday, 8 April 2016 1:44:10 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
NSB - 20 Oct ADL to CBR - \$145.61.pdf

Dear s22,

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: s22  
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.

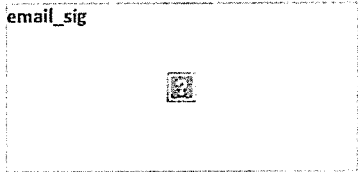
Kind regards,

s22

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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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**Sent:** Wednesday, 30 March 2016 3:54 PM  
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s22  


UNCLASSIFIED

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

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---



PARLIAMENT TVL OFFICE  
NG111 PARLIAMENT HOUSE  
CANBERRA ACT 2600

**Tax Invoice - Reprint Copy**

ABN: 20 003 279 534

Invoice #: 12880489  
Account: MAPS  
Date: 28-Oct-2014  
Consultant: s47F  
Ordered by: s22  
Booking Method: Telephone  
Due Date: 01-Dec-2014

**Passenger(s):**

s22

**Booking 7910012**

Departure Date: 20-Oct-2014

	Gross (ex tax/GST)	Tax (ex GST)	GST	Total Amount(inc GST)
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]	\$127.20	\$5.17	\$13.24	\$145.61
<b>Total:</b>	<b>Gross (ex tax/GST)</b>	<b>Tax (ex GST)</b>	<b>GST</b>	<b>Total Amount(inc GST)</b>
	\$127.20	\$5.17	\$13.24	\$145.61

Please forward any monies to: Australian OpCo Pty Ltd t/a FCM Travel Solutions, PO Box 1503, North Sydney NSW 2059.

**References**

Warrant Number

13

**From:** EMB (Entitlements Management Branch)  
**To:** S22 (Sen S. Hanson-Young)  
**Subject:** FW: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (REF: 958912) [SEC=UNCLASSIFIED]  
**Date:** Monday, 11 April 2016 4:37:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
[NSB - 20 Oct ADL to CBR - \\$145.61.pdf](#)  
[image005.jpg](#)

UNCLASSIFIED

Good afternoon S22,

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

Regards, S22

Ministerial and Parliamentary Services

Department of Finance

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**Senators and Members Entitlements:** T: 02 6215 3542 F: 02 6267 3279 E: [emb@finance.gov.au](mailto:emb@finance.gov.au)

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**Subject:** RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (VSM 953768) [SEC=UNCLASSIFIED]

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Kind regards,

§22

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Yours sincerely

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UNCLASSIFIED

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#### References

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16

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**To:** EMB (Entitlements Management Branch)  
**Cc:** Hanson-Young, Sarah (Senator)  
**Subject:** RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (REF: 958912) [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 24 May 2016 12:13:30 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image006.jpg](#)  
[image007.jpg](#)  
[image008.jpg](#)

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](mailto:senator.hanson-young@aph.gov.au) at your earliest convenience?

Kind regards,

§22

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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



**From:** EMB (Entitlements Management Branch) [mailto:emb@finance.gov.au]  
**Sent:** Monday, 11 April 2016 4:07 PM  
**To:** §22 (Sen S. Hanson-Young)  
**Subject:** FW: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (REF: 958912) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good afternoon §22

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Department of Finance

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Senators and Members Entitlements: T: 02 6215 3542 F: 02 6267 3279 E: [emb@finance.gov.au](mailto:emb@finance.gov.au)

UNCLASSIFIED

**From:** §22 (Sen S. Hanson-Young) [<mailto:§22@aph.gov.au>] **On Behalf Of** Hanson-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]

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Yours sincerely

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UNCLASSIFIED

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**To:** Hanson-Young, Sarah (Senator)  
**Subject:** RE: 2014-15 ESTB Overspend - Senator Sarah Hanson-Young (REF: 958912) [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 24 May 2016 2:19:00 PM  
**Attachments:** [Hanson-Young\\_OF1216765.pdf](#)  
[image004.jpg](#)  
[image005.jpg](#)  
[image007.jpg](#)  
[image009.jpg](#)  
[image010.jpg](#)  
[image011.jpg](#)

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](mailto:emb@finance.gov.au).

Regards, S22

Ministerial and Parliamentary Services

Department of Finance

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UNCLASSIFIED

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UNCLASSIFIED

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Hanson-Young, Sarah (Senator)



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Finance Web Site: www.finance.gov.au

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**From:** [EMB \(Entitlements Management Branch\)](#)  
**To:** [sarah.hanson-young@aph.gov.au](mailto:sarah.hanson-young@aph.gov.au)  
**Bcc:** **S22**; [BES - M&PS - CSB Staff TA](#)  
**Subject:** FW: 2014/15 ESTB Overspend Invoice - Senator Sarah Hanson-Young (VSM 963880) [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 20 April 2016 2:04:00 PM  
**Attachments:** [Hanson-Young\\_OF1216765.pdf](#)

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UNCLASSIFIED

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

**S22**

Ministerial and Parliamentary Services

UNCLASSIFIED



**Australian Government**  
Department of Finance

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## 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  
Fax: (02) 6267 3271

## Recovery of ESTB Overspend 2014-15

Description	Qty	Net Amount	GST Amount	Gross Amount
Recovery of ESTB Overspend 2014/15.	1	\$20,460.76	\$0.00	\$20,460.76
			<b>GST Total</b>	<b>\$0.00</b>
			<b>Gross Total</b>	<b>\$20,460.76</b>

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

Card No Expiry Date  / Cardholder Amount \$ Signature **2. Payment by Direct Debit**

M&amp;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



**Australian Government**  
**Department of Finance**

Contact: Entitlements Management Branch  
Telephone: 02 6215 3542  
e-mail: emb@finance.gov.au

Senator Sarah Hanson-Young  
Senator for South Australia  
Level 7, 147 Pirie Street  
ADELAIDE SA 5000

Cc: senator.hanson-young@aph.gov.au

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 **s22**

Yours sincerely

**s22**

15 September 2016



**Australian Government**  
**Department of Finance**

ABN 61 970 632 495

Senator Sarah Hanson-Young  
Senator for South Australia  
Level 7 147 Pirie St  
ADELAIDE SA 5000

# RECEIPT

Finance Contact Details	
s47E(d)	[Redacted]
One Canberra Avenue	
FORREST ACT 2603	
Telephone No.:	s47E(d)
Fax no.:	[Redacted]
E-Mail:	s47E(d)

Receipt No.: 1400021859	
Date Received:	10/04/2017
Customer number:	81657425
Total (\$):	20,460.76

Dear Sir/Madam,

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

Invoice No	Date	Reference	Details	Amount Applied (\$)
3100017801	20/04/2016	OF1216765	OF1216765	20,460.76
Total Amount Applied (\$)				20,460.76

**EMS 2.0** SAP

**Invoice**

Entitlements Processing Reports Tools Admin

Search Results Audit Notes Email Print Actions

CONTACT OFFICER **N N W**

EMS STATUS Certified **SAP DOCUMENT STATUS Fully Paid**

Customer Sarah Hanson-Young

Invoice Ref OF1216765

Invoice Date 20/04/2016

Due Date

Remittance Text Recovery of ESTB Overspend 2014-15

Paper Ref OF1216765

Net Total \$20,460.76

GST Total \$0.00

Gross Total \$20,460.76

Entitlee	Description	Entitlement	Entitle Date	Net Amount	Gross Amount
HANSON-YOUNG, Sarah Coral	Recovery of ESTB Overspend 2014/15.	IPEA - Travel - Employee budget overspend (ATB001)	30/06/2015	\$20,460.76	\$20,460.76

Gross Total \$20,460.76

Records 1 - 1 of 1 (1 page)