



Ref. FOI2023/00007

Mr Matt Cowdrey OAM MP
Member for Colton
Shadow Treasurer
130 Valetta Road
FULHAM GARDENS SA 5024

Email: colton@parliament.sa.gov.au

Dear Mr Cowdrey

APPLICATION MADE UNDER THE *FREEDOM OF INFORMATION ACT 1991*

I refer to your application (ref 17464892) made under the *Freedom of Information Act 1991* (the FOI Act) received by the Department for Industry, Innovation and Science (DIIS) on 3 March 2023, seeking access to:

“A reconciliation of expenses, including reimbursements of purchases made with personal credit or debit cards or cash, including receipts, for Mr Adam Reid during the trip undertaken to England, Scotland, France and Norway and any other country visited between 1 September 2022 - 30 September 2022.”

Date range: 21/03/2022 to 31/03/2023

A search for documents held by DIIS was undertaken and one document was discovered within scope of your application.

I have reviewed the document and have determined to grant you full access. The document I am releasing to you is attached along with the document schedule setting out my determination.

No fees and charges are payable for the processing of this determination in accordance with Section 53(2)(b) of the FOI Act.

In compliance with Premier and Cabinet Circular PC045 - Disclosure Logs for Non-Personal Information Released through Freedom of Information (PC045), DIIS is required to publish a log of all non-personal information released under the Act.

In accordance with this Circular, any non-personal information determined for release as part of this application will be published on the DIIS website.

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Government
of South Australia

Department for Industry,
Innovation and Science

If you are dissatisfied with this determination, you have a legal right of review and appeal in accordance with Section 29 of the FOI Act. Your review and appeal rights can be found by visiting the State Records of South Australia website at: <https://archives.sa.gov.au/finding-information/information-held-sa-government/making-freedom-information-application> .

Yours sincerely



Rosanne Davies
ACCREDITED FOI OFFICER

11/04/2023

Encl: Document schedule and document for release

RELEASED UNDER FREEDOM OF INFORMATION

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Freedom of Information

Document Schedule

Agency: Department for Industry, Innovation and Science (DIIS)

Agency ref: FOI2022/00007

Documents: A reconciliation of expenses, including reimbursements of purchases made with personal credit or debit cards or cash, including receipts, for Mr Adam Reid during the trip undertaken to England, Scotland, France and Norway and any other country visited between 1 September 2022 - 30 September 2022.

Date range: From 21/03/2022 to 3/03/2023

Doc No.	Brief Description of document	Date of Document	No. of Pages	Release (Full/Part/Refused)	Exemption Clauses / Determination
1	Overseas Travel Reconciliation Total Cost Reconciliation	4/4/2023	1	Full	n/a

OVERSEAS TRAVEL RECONCILIATION

TOTAL COST RECONCILIATION

GL as at November

PROJECT 8742 SELECT RELEVANT PROJECT CODE

Row Labels	Sum of AMOUNT
Accom & meals	7,442.15
Airfares	12,793.07
Clearing	0.00
Other	181.75
Grand Total	20,416.97

TOTAL COST CHECKING

Review amounts for each category to see if reasonable. Use "GL - Transactions" to see individual transactions.

* costs missing - add note that further follow up required in status column on "detail" sheet along with your initials and date

* costs seem reasonable and accruate - put yes on "detail" sheet to reflect total cost recon done.

* cost low - check travel approval form to see if other party funded costs. If so, add a note on the "detail" sheet to include in proactive disclosure / estimates briefs to explain low cost.

Airfares	12,793.07	Should be around \$1,500+ for each traveller.
Accom & meals	7,442.15	Depends on length of trip but should be around \$1,000+ for each traveller and purchase card transactions should be present
Clearing	0.00	Must be 0. If not may indicate that traveller owes money or is owed money or travel advance clearing journal is not done.
Revenue	#N/A	Amount only if other party contributed towards cost.
Other	181.75	Should be around \$1,000 or less
Mkting/Entertain	#N/A	Should be minimal. If for a business mission than likely costs should be reflected in project code created for the mission costs not the os travel code.
Transport	#N/A	Should be minimal. If for a business mission than likely costs should be reflected in project code created for the mission costs not the os travel code.