

CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN

FINANCIAL YEAR: 2022-2023	OFFICER NAME AND POSITION: Lynette Wood, Acting HOM	POST: London	POST CURRENCY: GBP	
PERIOD: 01 Jul - 30 Sept				
HOM CARRYOVER PREV YEARS: 8,289.00	ADVANCE (CARRYOVER): 0.00	SPOUSE - SPEND THIS FY: 0.00	SPOUSE - SPEND THIS FY: 0.00	
ANNUAL ALLOCATION: 28,742.00	ADVANCE (THIS PERIOD): 0.00	SPOUSE RELATED: 0.00	SPOUSE CONTRIBUTION OF TIME: 0.00	
PREVIOUS SPEND THIS FY: 0.00		SPOUSE LIMIT: 2,874.20	SPOUSE LIMIT: 4,311.30	
TOTAL SPEND THIS RETURN: 7,770.13	ADVANCE ACQUITTAL: 0.00	REIMBURSEMENT/REPAYMENT: 223.46	DEPARTMENT CREDIT CARD: 520.47	
FIN. YEAR-TO-DATE SPEND: 7,770.13	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00	DIRECT PAYMENTS BY POST: 7,026.20	
BALANCE FOR FINANCIAL YEAR: 29,260.87				

THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:

CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	11/08/2022	223.46	36,807.54	Introductory meeting with New Zealand High Commissioner	Casual Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (2)	24/08/2022	90.28	36,717.26	Introductory meeting with Ditchley	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (3)	13/09/2022	150.00	36,567.26	Funeral event for Her Majesty The Queen	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	18/09/2022	160.00	36,407.26	Funeral of Her Majesty The Queen	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (5)	23/09/2022	120.19	36,287.07	Season of Culture Patron Board discussion	Casual Lunch	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (6)	3/08/2022	866.06	35,421.01	Branch Heads dinner	Formal Dinner	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (7)	18/09/2022	6,160.14	29,260.87	Luncheon to commemorate Her Majesty Queen Elizabeth II	Formal Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)			29,260.87			
SUPPORTING DOCS - CLAIM (9)			29,260.87			
SUPPORTING DOCS - CLAIM (10)			29,260.87			
SUPPORTING DOCS - CLAIM (11)			29,260.87			
SUPPORTING DOCS - CLAIM (12)			29,260.87			
SUPPORTING DOCS - CLAIM (13)			29,260.87			
SUPPORTING DOCS - CLAIM (14)			29,260.87			
SUPPORTING DOCS - CLAIM (15)			29,260.87			
SUPPORTING DOCS - CLAIM (16)			29,260.87			
SUPPORTING DOCS - CLAIM (17)			29,260.87			
SUPPORTING DOCS - CLAIM (18)			29,260.87			
SUPPORTING DOCS - CLAIM (19)			29,260.87			
SUPPORTING DOCS - CLAIM (20)			29,260.87			
SUPPORTING DOCS - CLAIM (21)			29,260.87			
SUPPORTING DOCS - CLAIM (22)			29,260.87			
SUPPORTING DOCS - CLAIM (23)			29,260.87			
SUPPORTING DOCS - CLAIM (24)			29,260.87			
SUPPORTING DOCS - CLAIM (25)			29,260.87			
SUPPORTING DOCS - CLAIM (26)			29,260.87			
SUPPORTING DOCS - CLAIM (27)			29,260.87			
SUPPORTING DOCS - CLAIM (28)			29,260.87			
SUPPORTING DOCS - CLAIM (29)			29,260.87			
SUPPORTING DOCS - CLAIM (30)			29,260.87			
SUPPORTING DOCS - CLAIM (31)			29,260.87			
SUPPORTING DOCS - CLAIM (32)			29,260.87			
SUPPORTING DOCS - CLAIM (33)			29,260.87			
SUPPORTING DOCS - CLAIM (34)			29,260.87			
SUPPORTING DOCS - CLAIM (35)			29,260.87			
SUPPORTING DOCS - CLAIM (36)			29,260.87			
SUPPORTING DOCS - CLAIM (37)			29,260.87			
SUPPORTING DOCS - CLAIM (38)			29,260.87			
SUPPORTING DOCS - CLAIM (39)			29,260.87			
SUPPORTING DOCS - CLAIM (40)			29,260.87			
SUPPORTING DOCS - CLAIM (41)			29,260.87			
SUPPORTING DOCS - CLAIM (42)			29,260.87			
SUPPORTING DOCS - CLAIM (43)			29,260.87			
SUPPORTING DOCS - CLAIM (44)			29,260.87			
SUPPORTING DOCS - CLAIM (45)			29,260.87			
SUPPORTING DOCS - CLAIM (46)			29,260.87			
SUPPORTING DOCS - CLAIM (47)			29,260.87			
SUPPORTING DOCS - CLAIM (48)			29,260.87			
SUPPORTING DOCS - CLAIM (49)			29,260.87			
SUPPORTING DOCS - CLAIM (50)			29,260.87			

<p>OFFICER CERTIFICATION</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.</p> <p>Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>	<p style="text-align: center;">APPROVAL</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p style="text-align: center;">_____</p> <p>HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>
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OFFICIAL USE ONLY			SAP Document No.				
Vendor Code:	DFAT General Ledger Code	Company Code	Cost Centre	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
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CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN

FINANCIAL YEAR: 2022-23		OFFICER NAME AND POSITION: Lynette Wood, Acting HOM		POST: London	POST CURRENCY: GBP
PERIOD: 01 Oct - 31 Dec					
HOM CARRYOVER PREV YEARS: 8,289.00	ADVANCE (CARRYOVER): 0.00	SPOUSE - SPEND THIS FY: 0.00		SPOUSE - SPEND THIS FY: 0.00	
ANNUAL ALLOCATION: 28,742.00	ADVANCE (THIS PERIOD): 0.00	SPOUSE RELATED: 0.00		SPOUSE CONTRIBUTION OF TIME: 0.00	
PREVIOUS SPEND THIS FY: 7,770.13		SPOUSE LIMIT: 2,874.20		SPOUSE LIMIT: 4,311.30	
TOTAL SPEND THIS RETURN: 10,900.21	ADVANCE ACQUITTAL: 0.00	REIMBURSEMENT/REPAYMENT: 0.00		DEPARTMENT CREDIT CARD: 1,179.57	
FIN. YEAR-TO-DATE SPEND: 18,670.34	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00		DIRECT PAYMENTS BY POST: 9,720.64	
BALANCE FOR FINANCIAL YEAR: 18,360.66					

THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:

CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	12/10/2022	58.00	29,202.87	Dinner with § 47E(d), § 33(a)(iii)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (2)	8/11/2022	94.30	29,108.57	Season of Culture Breakfast meeting	Breakfast	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (3)	11/11/2022	65.00	29,043.57	Remembrance Day Service	Memorial Service	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	15/11/2022	683.13	28,360.44	Working dinner with Andrew Shearer, DG of ONI	Formal Dinner	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (5)	16/11/2022	370.00	27,990.44	Working breakfast with Shadow Ministers	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (6)	16/11/2022	185.40	27,805.04	OCFC afternoon tea	Afternoon Tea	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (7)	17/11/2022	800.68	27,004.36	Working dinner with ANU contacts	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)	18/11/2022	600.00	26,404.36	Working lunch with Agent General	Casual Lunch	Pursuing Australia's trade, investment and other commercial interests
SUPPORTING DOCS - CLAIM (9)	18/11/2022	65.99	26,338.37	§ 47E(d), § 33(a)(i)	Casual Dinner	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (10)	23/11/2022	64.75	26,273.62	Lunch with Teresa May, ex-UK Prime Minister	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (11)	25/11/2022	105.64	26,167.98	Roundtable discuss with Australia Groups/Organisations	Morning Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (12)	28/11/2022	920.00	25,247.98	Lunch with § 33(a)(iii), § 47E(d)	Formal Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)	5/12/2022	70.87	25,177.11	Trade Advocacy - Australian goods for UK Chancellor	Gifts	Facilitating progress on foreign, trade and development objectives
SUPPORTING DOCS - CLAIM (14)	6/12/2022	287.90	24,889.21	Diplomatic Ball at Buckingham Palace	Diplomatic Ball	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (15)	12/12/2022	4,741.43	20,147.78	Reception for Trade Minister Shared - Trade Advocacy	Reception	Facilitating progress on foreign, trade and development objectives
SUPPORTING DOCS - CLAIM (16)	14/12/2022	1,470.00	18,677.78	Season of Culture Parters Board Dinner	Formal Dinner	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (17)	16/12/2022	153.62	18,424.16	Lunch with § 33(a)(ii), § 47E(d)	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (18)	19/12/2022	63.50	18,360.66	Lunch with Indian High Commissioner	Casual Lunch	Networking with other overseas missions
SUPPORTING DOCS - CLAIM (19)			18,360.66			
SUPPORTING DOCS - CLAIM (20)			18,360.66			
SUPPORTING DOCS - CLAIM (21)			18,360.66			
SUPPORTING DOCS - CLAIM (22)			18,360.66			

<p>OFFICER CERTIFICATION</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.</p> <p>Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>	<p style="text-align: center;">APPROVAL</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>
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Vendor Code:	Company Code	DFAT General Ledger Code	Cost Centre	SAP Document No.	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
	1000							
	1000							
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CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN						
FINANCIAL YEAR: 2022-2023 PERIOD: 01 Jan - 31 Mar		OFFICER NAME AND POSITION: Lynette Wood, Acting HOM		POST: London		POST CURRENCY: GBP
HOM CARRYOVER PREV YEARS: 8,289.00	ADVANCE (CARRYOVER): 0.00	SPOUSE - SPEND THIS FY: 0.00		SPOUSE - SPEND THIS FY: 0.00		
ANNUAL ALLOCATION: 28,742.00	ADVANCE (THIS PERIOD): 0.00	SPOUSE RELATED: 2,874.20		SPOUSE CONTRIBUTION OF TIME: 0.00		
PREVIOUS SPEND THIS FY: 18,670.34		SPOUSE LIMIT: 4,311.30		SPOUSE LIMIT: 4,311.30		
TOTAL SPEND THIS RETURN: 1,077.50	ADVANCE ACQUITTAL: 0.00	REIMBURSEMENT/REPAYMENT: 0.00		DEPARTMENT CREDIT CARD: 0.00		
FIN. YEAR-TO-DATE SPEND: 19,747.84	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00		DIRECT PAYMENTS BY POST: 1,077.50		
BALANCE FOR FINANCIAL YEAR: 17,283.16						
THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:						
CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	11/01/2023	1,077.50	17,283.16	Branch Heads dinner	Formal Dinner	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (2)			17,283.16			
SUPPORTING DOCS - CLAIM (3)			17,283.16			
SUPPORTING DOCS - CLAIM (4)			17,283.16			
SUPPORTING DOCS - CLAIM (5)			17,283.16			
SUPPORTING DOCS - CLAIM (6)			17,283.16			
OFFICER CERTIFICATION				APPROVAL		
I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12). Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.				I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).		
Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____				HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____		
OFFICIAL USE ONLY						
Vendor Code:			SAP Document No.			
Company Code	DFAT General Ledger Code	Cost Centre	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
1000						
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CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN						
FINANCIAL YEAR: 2022 - 2023 PERIOD: 01 Jan - 31 Mar		OFFICER NAME AND POSITION: Stephen Smith, HOM		POST: London		POST CURRENCY: GBP
HOM CARRYOVER PREV YEARS: 0.00 ANNUAL ALLOCATION: 21,694.00 PREVIOUS SPEND THIS FY: 0.00 TOTAL SPEND THIS RETURN: 5,444.35 FIN. YEAR-TO-DATE SPEND: 5,444.35 BALANCE FOR FINANCIAL YEAR: 16,249.65		ADVANCE (CARRYOVER): 0.00 ADVANCE (THIS PERIOD): 0.00 ADVANCE ACQUITTAL: 0.00 ADVANCE REMAINING: 0.00		SPOUSE - SPEND THIS FY: 0.00 SPOUSE RELATED: 0.00 SPOUSE LIMIT: 2,169.40 REIMBURSEMENT/REPAYMENT: 45.00 PERSONAL USAGE - BULK STOCKS: 0.00		SPOUSE - SPEND THIS FY: 0.00 SPOUSE CONTRIBUTION OF TIME: 0.00 SPOUSE LIMIT: 3,254.10 DEPARTMENT CREDIT CARD: 913.25 DIRECT PAYMENTS BY POST: 4,486.10
THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS.						
CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	26/01/2023	266.40	21,427.60	HOM Welcome and Australia Day Morning Tea	Morning Tea	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (2)	31/01/2023	610.40	20,817.20	Dinner at Stoke Lodge with Defence Secretary Moriarty	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (3)	1/02/2023	193.00	20,624.20	Deputy Prime Minister & Foreign Minister Executive Time Morning Tea	Morning Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	3/02/2023	148.80	20,475.40	AUKMIN Thank You Morning Tea	Morning Tea	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (5)	3/02/2023	108.00	20,367.40	Farewell reception for Acting HOM Lynette Wood	Reception	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (6)	16/02/2023	135.77	20,231.63	Formal dinner with the Deputy Chair of the Future Fund and Chair of the WA Tourism Commission	Formal Dinner	Pursuing Australia's trade, investment and other commercial interests
SUPPORTING DOCS - CLAIM (7)	21/02/2023	785.20	19,446.43	Pacific Island Nations Reception	Reception	Networking with other overseas missions
SUPPORTING DOCS - CLAIM (8)	1/03/2023	954.90	18,491.53	Dinner with WA Minister for Police, Road Safety, Defence Industry, and Veterans Issues	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (9)	2/03/2023	57.60	18,433.93	Defence Strategic Review Thank You Morning Tea	Morning Tea	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (10)	16/03/2023	1,132.00	17,301.93	Formal Dinner with ^{5,331(9)(1), 9,471E} and the Premier of South Australia	Formal Dinner	Promote Australia's international security interests
SUPPORTING DOCS - CLAIM (11)	17/03/2023	928.60	16,373.33	AUKUS Reception	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (12)	20/02/2023	123.68	16,249.65	Gift bag purchase	Gift bag	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)			16,249.65			
SUPPORTING DOCS - CLAIM (14)			16,249.65			
SUPPORTING DOCS - CLAIM (15)			16,249.65			
SUPPORTING DOCS - CLAIM (16)			16,249.65			
SUPPORTING DOCS - CLAIM (17)			16,249.65			
SUPPORTING DOCS - CLAIM (18)			16,249.65			
SUPPORTING DOCS - CLAIM (19)			16,249.65			
SUPPORTING DOCS - CLAIM (20)			16,249.65			
SUPPORTING DOCS - CLAIM (21)			16,249.65			
SUPPORTING DOCS - CLAIM (22)			16,249.65			
SUPPORTING DOCS - CLAIM (23)			16,249.65			
SUPPORTING DOCS - CLAIM (24)			16,249.65			
SUPPORTING DOCS - CLAIM (25)			16,249.65			
SUPPORTING DOCS - CLAIM (26)			16,249.65			
SUPPORTING DOCS - CLAIM (27)			16,249.65			
SUPPORTING DOCS - CLAIM (28)			16,249.65			
SUPPORTING DOCS - CLAIM (29)			16,249.65			
SUPPORTING DOCS - CLAIM (30)			16,249.65			
SUPPORTING DOCS - CLAIM (31)			16,249.65			
SUPPORTING DOCS - CLAIM (32)			16,249.65			
SUPPORTING DOCS - CLAIM (33)			16,249.65			
SUPPORTING DOCS - CLAIM (34)			16,249.65			
SUPPORTING DOCS - CLAIM (35)			16,249.65			
SUPPORTING DOCS - CLAIM (36)			16,249.65			
SUPPORTING DOCS - CLAIM (37)			16,249.65			
SUPPORTING DOCS - CLAIM (38)			16,249.65			
SUPPORTING DOCS - CLAIM (39)			16,249.65			
SUPPORTING DOCS - CLAIM (40)			16,249.65			
SUPPORTING DOCS - CLAIM (41)			16,249.65			
SUPPORTING DOCS - CLAIM (42)			16,249.65			
SUPPORTING DOCS - CLAIM (43)			16,249.65			
SUPPORTING DOCS - CLAIM (44)			16,249.65			
SUPPORTING DOCS - CLAIM (45)			16,249.65			
SUPPORTING DOCS - CLAIM (46)			16,249.65			
SUPPORTING DOCS - CLAIM (47)			16,249.65			
SUPPORTING DOCS - CLAIM (48)			16,249.65			
SUPPORTING DOCS - CLAIM (49)			16,249.65			
SUPPORTING DOCS - CLAIM (50)			16,249.65			
OFFICER CERTIFICATION I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12). Receipts and guest lists in support of this expenditure are attached or saved in EDRMS. Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____				APPROVAL I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12). _____ HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____		
OFFICIAL USE ONLY						
Vendor Code:				SAP Document No.:		
Company Code	DFAT General Ledger Code	Cost Centre	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
1000						
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CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN						
FINANCIAL YEAR: 2022-2023 PERIOD: 01 Apr - 30 Jun		OFFICER NAME AND POSITION: HE the Hon Stephen Smith HOM		POST: LHLH		POST CURRENCY: GBP
HOM CARRYOVER PREV YEARS: 0.00 ANNUAL ALLOCATION: 21,694.00 PREVIOUS SPEND THIS FY: 5,444.35 TOTAL SPEND THIS RETURN: 6,086.28 FIN. YEAR. TO-DATE SPEND: 11,530.63 BALANCE FOR FINANCIAL YEAR: 10,163.37		ADVANCE (CARRYOVER): 0.00 ADVANCE (THIS PERIOD): 0.00 ADVANCE ACQUITTAL: 0.00 ADVANCE REMAINING: 0.00		SPOUSE - SPEND THIS FY: SPOUSE RELATED: 0.00 SPOUSE LIMIT: 2,169.40 REIMBURSEMENT/REPAYMENT: 24.49 PERSONAL USAGE - BULK STOCKS: 0.00		SPOUSE - SPEND THIS FY: SPOUSE CONTRIBUTION OF TIME: 0.00 SPOUSE LIMIT: 3,254.10 DEPARTMENT CREDIT CARD: 1,705.66 DIRECT PAYMENTS BY POST: 4,356.13
THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:						
CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	3/04/2023	932.06	15,317.59	Wine stock order	Wine stock order	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (2)	5/04/2023	59.66	15,257.93	Afternoon tea with Welsh Government Envoy to the USA	Afternoon Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (3)	23/04/2023	282.33	14,975.60	Dinner with Michael Pezzulo AO, Secretary of the Department of Home Affairs	Formal Dinner	Broadening knowledge of the Government's international policies
SUPPORTING DOCS - CLAIM (4)	25/04/2023	14.00	14,961.60	Coffee with the Secretary of the Department of Home Affairs and Head of Defence Staff	Coffee	Broadening knowledge of the Government's international policies
SUPPORTING DOCS - CLAIM (5)	2/05/2023	448.49	14,513.11	Formal Breakfasts, Lunches and Dinners during the Prime Minister's stay at Stoke Lodge	Formal Breakfast, Lunches and	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (6)	4/05/2023	1,139.23	13,373.88	Official reception for Australians attending the Coronation of King Charles III and Queen Camilla	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (7)	3/05/2023	117.10	13,256.78	Dinner with Prime Minister the Hon Anthony Albanese MP.	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)	4/05/2023	69.98	13,186.80	Working dinner with the Deputy High Commissioner.	Casual Dinner	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (9)	11/05/2023	491.10	12,695.70	Thank you morning tea for staff following the Coronation of TM The King and The Queen	Morning Tea	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (10)	4/06/2023	18.19	12,677.51	Coffee with Assistant Trade Minister Ayres	Coffee	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (11)	12/06/2023	360.00	12,317.51	Dinner with the Director-General of ASIO and CEO of Cyber Security Research Centre	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (12)	22/06/2023	1,198.74	11,118.77	Dinner with the Hon John Howard OM AC SSI and Mrs Howard	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)	22/06/2023	343.40	10,775.37	Afternoon Tea with the High Commissioner of India to the United Kingdom	Afternoon Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (14)	29/06/2023	612.00	10,163.37	Treasury Wines FTA event to which a Parliamentary Delegation was invited	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (15)			10,163.37			
SUPPORTING DOCS - CLAIM (16)			10,163.37			
SUPPORTING DOCS - CLAIM (17)			10,163.37			
SUPPORTING DOCS - CLAIM (18)			10,163.37			
SUPPORTING DOCS - CLAIM (19)			10,163.37			
SUPPORTING DOCS - CLAIM (20)			10,163.37			
SUPPORTING DOCS - CLAIM (21)			10,163.37			
SUPPORTING DOCS - CLAIM (22)			10,163.37			
SUPPORTING DOCS - CLAIM (23)			10,163.37			
SUPPORTING DOCS - CLAIM (24)			10,163.37			
SUPPORTING DOCS - CLAIM (25)			10,163.37			
SUPPORTING DOCS - CLAIM (26)			10,163.37			
SUPPORTING DOCS - CLAIM (27)			10,163.37			
SUPPORTING DOCS - CLAIM (28)			10,163.37			
SUPPORTING DOCS - CLAIM (29)			10,163.37			
SUPPORTING DOCS - CLAIM (30)			10,163.37			
SUPPORTING DOCS - CLAIM (31)			10,163.37			
SUPPORTING DOCS - CLAIM (32)			10,163.37			
SUPPORTING DOCS - CLAIM (33)			10,163.37			
SUPPORTING DOCS - CLAIM (34)			10,163.37			
SUPPORTING DOCS - CLAIM (35)			10,163.37			
SUPPORTING DOCS - CLAIM (36)			10,163.37			
SUPPORTING DOCS - CLAIM (37)			10,163.37			
SUPPORTING DOCS - CLAIM (38)			10,163.37			
SUPPORTING DOCS - CLAIM (39)			10,163.37			
SUPPORTING DOCS - CLAIM (40)			10,163.37			
SUPPORTING DOCS - CLAIM (41)			10,163.37			
SUPPORTING DOCS - CLAIM (42)			10,163.37			
SUPPORTING DOCS - CLAIM (43)			10,163.37			
SUPPORTING DOCS - CLAIM (44)			10,163.37			
SUPPORTING DOCS - CLAIM (45)			10,163.37			
SUPPORTING DOCS - CLAIM (46)			10,163.37			
SUPPORTING DOCS - CLAIM (47)			10,163.37			
SUPPORTING DOCS - CLAIM (48)			10,163.37			
SUPPORTING DOCS - CLAIM (49)			10,163.37			
SUPPORTING DOCS - CLAIM (50)			10,163.37			
OFFICER CERTIFICATION				APPROVAL		
I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12). Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.				I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).		
Officer's signature: _____ Date: _____				HOM, Deputy HOM, SAO or delegate signature: _____ Date: _____		
IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS				IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS		
OFFICIAL USE ONLY						
Vendor Code:			SAP Document No.			
Company Code	DFAT General Ledger Code	Cost Centre	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
1000						
1000						
1000						

CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN						
FINANCIAL YEAR: 2023-2024 PERIOD: 01 Jul - 30 Sept		OFFICER NAME AND POSITION: HE the Hon Stephen Smith HOM		POST: London		POST CURRENCY: GBP
HOM CARRYOVER PREV YEARS: 10,163.37 ANNUAL ALLOCATION: 52,855.00 PREVIOUS SPEND THIS FY: 0.00 TOTAL SPEND THIS RETURN: 6,215.37 FIN. YEAR-TO-DATE SPEND: 6,215.37 BALANCE FOR FINANCIAL YEAR: 56,803.00		ADVANCE (CARRYOVER): 0.00 ADVANCE (THIS PERIOD): 0.00 ADVANCE ACQUITTAL: 0.00 ADVANCE REMAINING: 0.00		SPOUSE - SPEND THIS FY: SPOUSE RELATED: 0.00 SPOUSE LIMIT: 5,285.50 RESEMENT/REPAYMENT: 19.30 UL USAGE - BULK STOCKS: 0.00		SPOUSE - SPEND THIS FY: SPOUSE CONTRIBUTION OF TIME: 0.00 SPOUSE LIMIT: 7,928.25 DEPARTMENT CREDIT CARD: 1,367.55 DIRECT PAYMENTS BY POST: 4,828.52
THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:						
CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	4/07/2023	316.00	62,702.37	Working breakfast with the European Australian Business Council	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (2)	14/07/2023	887.98	61,714.39	Royal Households Thank You Afternoon Tea	Afternoon Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (3)	17/07/2023	19.30	61,695.09	Coffee with Minister Shorten	Coffee	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	18/07/2023	52.74	61,642.35	Working lunch with Minister King	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (5)	23/07/2023	463.24	61,179.11	ALUKUS Reception	Reception	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (6)	24/07/2023	292.60	60,886.51	Dinner with the Deputy Secretary for International and Security	Casual Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (7)	16/08/2023	25.60	60,860.91	Breakfast meeting with s 47E(d), s 33(a)(iii)	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)	16/08/2023	669.07	60,191.84	Matildas vs Lionesses FIFA Women's World Cup Semi-Final Screening and Morning Tea	Morning Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (9)	23/08/2023	474.00	59,717.84	Dinner with s 33(a)(iii), s 47E(d)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (10)	24/08/2023	585.00	59,132.84	Dinner with s 33(a)(iii), s 47E(d)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (11)	30/08/2023	560.00	58,572.84	Dinner with s 33(a)(iii), s 47E(d)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (12)	31/08/2023	285.95	58,286.89	Dinner with Cyber Security Cooperative Research Centre Chief Executive Rachael Falk	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)	1/09/2023	37.42	58,249.47	Lunch with Senator the Hon Linda Reynolds CSC	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (14)	4/09/2023	223.80	58,025.67	Bulk Australian Seafood Order	Bulk Australian Seafood	Supporting Australian businesses abroad
SUPPORTING DOCS - CLAIM (15)	6/09/2023	430.00	57,595.67	Dinner with s 33(a)(iii), s 47E(d)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (16)	20/09/2023	210.00	57,385.67	Dinner with s 33(a)(iii), s 47E(d)	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (17)	29/09/2023	487.87	56,897.80	Breakfast Briefing with Minister Madeleine King	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (18)	29/09/2023	94.80	56,803.00	Working lunch with Minister Madeleine King and delegation	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (19)			56,803.00			
SUPPORTING DOCS - CLAIM (20)			56,803.00			
SUPPORTING DOCS - CLAIM (21)			56,803.00			
SUPPORTING DOCS - CLAIM (22)			56,803.00			
SUPPORTING DOCS - CLAIM (23)			56,803.00			
SUPPORTING DOCS - CLAIM (24)			56,803.00			
SUPPORTING DOCS - CLAIM (25)			56,803.00			
SUPPORTING DOCS - CLAIM (26)			56,803.00			
SUPPORTING DOCS - CLAIM (27)			56,803.00			
SUPPORTING DOCS - CLAIM (28)			56,803.00			
SUPPORTING DOCS - CLAIM (29)			56,803.00			
SUPPORTING DOCS - CLAIM (30)			56,803.00			
SUPPORTING DOCS - CLAIM (31)			56,803.00			
SUPPORTING DOCS - CLAIM (32)			56,803.00			
SUPPORTING DOCS - CLAIM (33)			56,803.00			
SUPPORTING DOCS - CLAIM (34)			56,803.00			
SUPPORTING DOCS - CLAIM (35)			56,803.00			
SUPPORTING DOCS - CLAIM (36)			56,803.00			
SUPPORTING DOCS - CLAIM (37)			56,803.00			
SUPPORTING DOCS - CLAIM (38)			56,803.00			
SUPPORTING DOCS - CLAIM (39)			56,803.00			
SUPPORTING DOCS - CLAIM (40)			56,803.00			
SUPPORTING DOCS - CLAIM (41)			56,803.00			
SUPPORTING DOCS - CLAIM (42)			56,803.00			
SUPPORTING DOCS - CLAIM (43)			56,803.00			
SUPPORTING DOCS - CLAIM (44)			56,803.00			
SUPPORTING DOCS - CLAIM (45)			56,803.00			
SUPPORTING DOCS - CLAIM (46)			56,803.00			
SUPPORTING DOCS - CLAIM (47)			56,803.00			
SUPPORTING DOCS - CLAIM (48)			56,803.00			
SUPPORTING DOCS - CLAIM (49)			56,803.00			
SUPPORTING DOCS - CLAIM (50)			56,803.00			
OFFICER CERTIFICATION				APPROVAL		
I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12). Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.				I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).		
Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____				HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS Date: _____		
OFFICIAL USE ONLY						
Vendor Code:		SAP Document No.				
Company Code	DFAT General Ledger Code	Cost Centre	Order or WBS Element	Assignment	Personnel Number	Amount (Stipulate Currency)
1000						
1000						
1000						

CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN			
FINANCIAL YEAR: 2023-2024	OFFICER NAME AND POSITION: HE the Hon Stephen Smith HOM	POST: London	POST CURRENCY: GBP
PERIOD: 01 Oct - 31 Dec			
HOM CARRYOVER PREV YEARS: 10,163.37	ADVANCE (CARRYOVER): 0.00	SPOUSE - SPEND THIS FY: 0.00	SPOUSE - SPEND THIS FY: 0.00
ANNUAL ALLOCATION: 52,835.00	ADVANCE (THIS PERIOD): 0.00	SPOUSE RELATED: 0.00	SPOUSE CONTRIBUTION OF TIME: 0.00
PREVIOUS SPEND THIS FY: 6,213.37	ADVANCE ACQUITTAI: 0.00	SPOUSE LIMIT: 3,283.50	SPOUSE LIMIT: 7,928.25
TOTAL SPEND THIS RETURN: 15,566.05		REIMBURSEMENT/REPAYMENT: 0.00	DEPARTMENT CREDIT CARD: 1,264.69
FIN. YEAR-TO-DATE SPEND: 21,781.42	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00	DIRECT PAYMENTS BY POST: 14,301.36
BALANCE FOR FINANCIAL YEAR: 41,236.95			

THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:

CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	4/10/2023	317.22	56,483.78	BULK ORDER OF AUSTRALIAN SPARKLING WINE	BULK ORDER OF AUS WINE	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (2)	1/10/2023	539.10	57,022.88	Book launch for 'Secret Agent Unsung Hero' by Australian Author the Hon Peter Dowling SC	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (3)	6/10/2023	904.44	54,642.54	Breakfast for delegation who visited the UK for the repatriation of cultural heritage items	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	6/10/2023	22.33	54,620.21	Lunch David Feeney GAICD, Victoria Defence Council	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (5)	11/10/2023	250.00	53,680.21	Dinner in honour of the visit of the CEO of the Future Fund	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (6)	13/10/2023	41.50	53,638.71	Lunch with ASIC Chair Joseph Longo	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (7)	31/10/2023	183.23	53,455.48	Working Lunch with Minister Husk and Delegation	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)	31/10/2023	294.80	53,160.68	Bulk Australian Seafood Order for use at representational functions	Bulk Australian Seafood Order	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (9)	31/10/2023	422.00	52,738.68	Dinner in honour of the visit of the Hon Ed Husic MP	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (10)	2/11/2023	440.30	52,298.38	Breakfast with Deputy Prime Minister Marise Payne s 47E(d), s 33(a)(ii) & Deputy Prime Minister's travelling delegation	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (11)	2/11/2023	1,683.98	50,614.40	Dinner with Deputy Prime Minister Marise Payne s 47E(d), s 33(a)(iii) & high-level defence contacts	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (12)	7/11/2023	29.23	50,577.83	Investiture for Prof Matthew Collins AO	Afternoon Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)	9/11/2023	927.50	49,650.33	Dinner in honour of the visit of Minister Keogh	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (14)	10/11/2023	29.86	49,620.48	Minister Keogh Visit De-briefing	De-briefing	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (15)	13/11/2023	829.00	48,791.48	ONI Dinner at Stoke Lodge	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (16)	14/11/2023	1,628.36	47,163.12	Shadow Defence Briefing & Reception	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (17)	17/11/2023	1,206.48	45,956.64	Roundtable and Reception with the Hon Gareth Evans AC KC	Roundtable & Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (18)	18/11/2023	1,127.90	44,828.74	Dinner in honour of the visit of the Hon Gareth Evans AC KC	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (19)	24/11/2023	563.40	44,265.34	Bulk Australian Seafood Order for use at representational events	Bulk Australian Seafood Order	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (20)	29/11/2023	1,270.00	42,995.34	Dinner before the Indo-Pacific Conference	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (21)	1/12/2023	239.90	42,755.44	HM The King's Diplomatic Reception	Reception	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (22)	6/12/2023	294.70	42,460.74	Roundtable with Monash University Students	Roundtable	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (23)	6/12/2023	1,224.00	41,236.74	All-staff end of 2023 gathering	Afternoon Tea	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (24)			41,236.74			
SUPPORTING DOCS - CLAIM (25)			41,236.74			
SUPPORTING DOCS - CLAIM (26)			41,236.74			
SUPPORTING DOCS - CLAIM (27)			41,236.74			
SUPPORTING DOCS - CLAIM (28)			41,236.74			
SUPPORTING DOCS - CLAIM (29)			41,236.74			
SUPPORTING DOCS - CLAIM (30)			41,236.74			
SUPPORTING DOCS - CLAIM (31)			41,236.74			
SUPPORTING DOCS - CLAIM (32)			41,236.74			
SUPPORTING DOCS - CLAIM (33)			41,236.74			
SUPPORTING DOCS - CLAIM (34)			41,236.74			
SUPPORTING DOCS - CLAIM (35)			41,236.74			
SUPPORTING DOCS - CLAIM (36)			41,236.74			
SUPPORTING DOCS - CLAIM (37)			41,236.74			
SUPPORTING DOCS - CLAIM (38)			41,236.74			
SUPPORTING DOCS - CLAIM (39)			41,236.74			
SUPPORTING DOCS - CLAIM (40)			41,236.74			
SUPPORTING DOCS - CLAIM (41)			41,236.74			
SUPPORTING DOCS - CLAIM (42)			41,236.74			
SUPPORTING DOCS - CLAIM (43)			41,236.74			
SUPPORTING DOCS - CLAIM (44)			41,236.74			
SUPPORTING DOCS - CLAIM (45)			41,236.74			
SUPPORTING DOCS - CLAIM (46)			41,236.74			
SUPPORTING DOCS - CLAIM (47)			41,236.74			
SUPPORTING DOCS - CLAIM (48)			41,236.74			
SUPPORTING DOCS - CLAIM (49)			41,236.74			
SUPPORTING DOCS - CLAIM (50)			41,236.74			

<p>OFFICER CERTIFICATION</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.</p> <p>Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>	<p style="text-align: center;">APPROVAL</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>
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OFFICIAL USE ONLY				SAP Document No.	
Vendor Code:	Company Code	DFAT General Ledger Code	Cost Centre	Order or WBS Element	Assignment
	1000				
	1000				
	1000				

CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN

FINANCIAL YEAR: 2023-2024	OFFICER NAME AND POSITION: Stephen Smith, High Commissioner	POST: London	POST CURRENCY: GBP
PERIOD: 01 Jan - 31 Mar			
HOM CARRYOVER PREV YEARS: 10,163.37	ADVANCE (CARRYOVER): 0.00	SPOUSE - SPEND THIS FY: 0.00	SPOUSE - SPEND THIS FY: 0.00
ANNUAL ALLOCATION: 52,855.00	ADVANCE (THIS PERIOD): 0.00	SPOUSE RELATED: 0.00	SPOUSE CONTRIBUTION OF TIME: 0.00
PREVIOUS SPEND THIS FY: 21,781.42		SPOUSE LIMIT: 5,285.50	SPOUSE LIMIT: 7,928.25
TOTAL SPEND THIS RETURN: 12,981.89	ADVANCE ACQUITTAL: 0.00	REIMBURSEMENT/REPAYMENT: 151.28	DEPARTMENT CREDIT CARD: 2,499.37
FIN. YEAR-TO-DATE SPEND: 34,763.31			
BALANCE FOR FINANCIAL YEAR: 28,255.06	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00	DIRECT PAYMENTS BY POST: 10,331.24

THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:

CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	9/01/2024	1,008.95	40,228.00	AFP & Home Affairs Reception	Reception	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (2)	10/01/2024	955.55	39,272.45	AFP & Home Affairs Dinner	Formal Dinner	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (3)	25/01/2024	120.74	39,151.71	Pre Australia Day VIP Event at Australia House	Reception	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (4)	INTENTIONALLY		39,151.71			
SUPPORTING DOCS - CLAIM (5)	11/01/2024	231.71	38,920.00	Branch Heads Planning Afternoon	Casual Lunch	Achieving efficiencies in the operation of the post (limited in number and pre-approved)
SUPPORTING DOCS - CLAIM (6)	14/01/2024	39.00	38,881.00	Rep Area Flowers for January 2024 Stoke Lodge	Rep Area Stoke Lodge Flowers	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (7)	15/01/2024	27.24	38,853.76	Australian Secretary of Defence briefing	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (8)	23/01/2024	65.83	38,787.93	Australian Secretary of Defence Briefing	Breakfast	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (9)	23/01/2024	567.50	38,220.43	Australian Defence Secretary & UK Counterparts Dinner	Formal Dinner	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (10)	23/01/2024	211.48	38,008.95	Bulk order of Australian sparkling wine for HOM Rep events	Bulk order of Australian sparkling	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (11)	28/01/2024	53.40	37,955.55	ONI IIR Welcome Reception	Reception	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (12)	28/01/2024	70.00	37,885.55	Rep Area Flowers w/c 28 Jan 24	Rep Area Stoke Lodge Flowers	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (13)	5/02/2024	65.62	37,819.93	DBT Australia Investor Delegation networking breakfast	Breakfast	Facilitating progress on foreign, trade and development objectives
SUPPORTING DOCS - CLAIM (14)	25/01/2024	6,447.35	31,372.58	Australia Day Reception 2024	Reception	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (15)	1/02/2024	-2,042.00	33,414.58	CREDIT NOTE: reimbursement chef expenses HOM Rep	Reimbursement Chef Expenses	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (16)	7/02/2024	270.97	33,143.61	ASEAN Working Breakfast	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (17)	9/02/2024	543.90	32,599.71	Bulk order of Australian sparkling wine for HOM Rep events	Bulk order of Australian sparkling	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (18)	8/02/2024	500.00	32,099.71	FCDO & DFAT Political teams networking dinner	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (19)	9/02/2024	51.18	32,048.53	Pre-meeting former PM Abbott prior to Legatum Institute Event	Coffee	Broadening knowledge of the Government's international policies
SUPPORTING DOCS - CLAIM (20)	16/02/2024	154.20	31,894.33	CANZ Working Lunch Stoke Lodge	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (21)	20/02/2024	23.80	31,870.53	Minister Rowland & delegation, Shadow Cabinet Office Minister working lunch	Casual Lunch	Facilitating progress on foreign, trade and development objectives
SUPPORTING DOCS - CLAIM (22)	1/03/2024	47.45	31,823.08	Welsh Government Envoy to the US Working Breakfast	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (23)	3/03/2024	423.49	31,399.59	Australian Super Board & Executive Delegation Welcome Reception	Reception	Pursuing Australia's trade, investment and other commercial interests
SUPPORTING DOCS - CLAIM (24)	4/03/2024	527.60	30,871.99	Australian Delegation Dinner Greater Manchester	Formal Dinner	Pursuing Australia's trade, investment and other commercial interests
SUPPORTING DOCS - CLAIM (25)	7/03/2024	21.75	30,850.24	AUKMIN & AUKUS Think Tank & Journalist Briefing AHC	Coffee	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (26)	11/03/2024	841.18	30,009.06	Australian Assistant Treasurer & Minister dinner with UK Labour Treasury MPs	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (27)	13/03/2024	182.02	29,827.04	Pre-AUKMIN Briefing	Breakfast	Promotion of the post's media relationships (including social media formats)
SUPPORTING DOCS - CLAIM (28)	15/03/2024	456.33	29,370.71	QUAD+ Working Breakfast Stoke Lodge	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (29)	20/02/2024	535.00	28,835.71	MOU Online Safety & Security Australia & UK Minister Rowland	Reception	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (30)	25/03/2024	345.00	28,490.71	Sydney Dance Company - Royal Opera House Public Diplomacy	Reception	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (31)	28/03/2024	235.65	28,255.06	Bulk order of Australian wine for HOM Rep events	Bulk order of Australian wine	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (32)			28,255.06			
SUPPORTING DOCS - CLAIM (33)			28,255.06			
SUPPORTING DOCS - CLAIM (34)			28,255.06			
SUPPORTING DOCS - CLAIM (35)			28,255.06			
SUPPORTING DOCS - CLAIM (36)			28,255.06			
SUPPORTING DOCS - CLAIM (37)			28,255.06			
SUPPORTING DOCS - CLAIM (38)			28,255.06			
SUPPORTING DOCS - CLAIM (39)			28,255.06			
SUPPORTING DOCS - CLAIM (40)			28,255.06			
SUPPORTING DOCS - CLAIM (41)			28,255.06			
SUPPORTING DOCS - CLAIM (42)			28,255.06			
SUPPORTING DOCS - CLAIM (43)			28,255.06			
SUPPORTING DOCS - CLAIM (44)			28,255.06			
SUPPORTING DOCS - CLAIM (45)			28,255.06			
SUPPORTING DOCS - CLAIM (46)			28,255.06			
SUPPORTING DOCS - CLAIM (47)			28,255.06			
SUPPORTING DOCS - CLAIM (48)			28,255.06			
SUPPORTING DOCS - CLAIM (49)			28,255.06			
SUPPORTING DOCS - CLAIM (50)			28,255.06			

<p>OFFICER CERTIFICATION</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.</p> <p>Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>	<p style="text-align: center;">APPROVAL</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>
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OFFICIAL USE ONLY					
Vendor Code:	Company Code	DFAT General Ledger Code	Cost Centre	SAP Document No.	Amount (Stipulate Currency)
	1000			Order or WBS Element	Assignment
	1000				Personnel Number
	1000				

CONSOLIDATED REPRESENTATION FUNDS EXPENDITURE RETURN					
FINANCIAL YEAR: 2023/2024	OFFICER NAME AND POSITION: Stephen Smith High Commissioner	POST: London	POST CURRENCY: GBP		
PERIOD: 01 Apr - 30 Jun					
HOM CARRYOVER PREV YEARS: 10,163.37	ADVANCE (CARRYOVER):	SPOUSE - SPEND THIS FY:	SPOUSE - SPEND THIS FY:		
ANNUAL ALLOCATION: 52,855.00	ADVANCE (THIS PERIOD):	SPOUSE RELATED: 0.00	SPOUSE CONTRIBUTION OF TIME: 0.00		
PREVIOUS SPEND THIS FY: 34,763.31		SPOUSE LIMIT: 5,285.50	SPOUSE LIMIT: 7,928.25		
TOTAL SPEND THIS RETURN: 9,505.36	ADVANCE ACQUITTAL: 0.00	REIMBURSEMENT/REPAYMENT: 0.00	DEPARTMENT CREDIT CARD: 1,168.02		
FIN. YEAR-TO-DATE SPEND: 44,768.67	ADVANCE REMAINING: 0.00	PERSONAL USAGE - BULK STOCKS: 0.00	DIRECT PAYMENTS BY POST: 8,337.34		
BALANCE FOR FINANCIAL YEAR: 18,749.70					

THE INFORMATION BELOW WILL BE AUTO POPULATED FROM THE SUPPORTING DOCS - CLAIM TABS:

CLAIM:	DATE:	COST:	BALANCE:	EVENT NAME:	TYPE OF EVENT:	PURPOSE:
SUPPORTING DOCS - CLAIM (1)	3/04/2024	204.56	28,050.50	AUKMIN Consular Australian Media Briefing	Breakfast	Promotion of the post's media relationships (including social media formats)
SUPPORTING DOCS - CLAIM (2)	3/04/2024	47.33	28,003.17	Australian High Commission London Branch Heads planning session	Afternoon Tea	Achieving efficiencies in the operation of the post (limited in number and are approved)
SUPPORTING DOCS - CLAIM (3)	7/04/2024	12.00	27,991.17	Rep area flowers for w/c 8 April 2024	Rep Area Stoke Lodge Flowers	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (4)	12/04/2024	287.00	27,704.17	US Embassy DGM Dinner	Casual Dinner	Networking with other overseas missions
SUPPORTING DOCS - CLAIM (5)	16/04/2024	164.09	27,540.08	National Defence Strategy Briefing breakfast	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (6)	19/04/2024	130.64	27,409.44	Chief of Army & delegation Defence Briefing	Breakfast	Achieving efficiencies in the operation of the post (limited in number and are approved)
SUPPORTING DOCS - CLAIM (7)	29/04/2024	628.60	26,780.84	AIATAS & La Perouse Aboriginal Community delegation breakfast	Breakfast	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (8)	1/05/2024	502.23	26,278.61	Critical minerals discussion Canadian High Commission	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (9)	2/05/2024	255.51	26,023.10	UK Ex-Defence Secretaries	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (10)	7/05/2024	500.01	25,523.09	IMO & MIKTA Heads of Mission Networking	Breakfast	Network with other overseas missions
SUPPORTING DOCS - CLAIM (11)	7/05/2024	1,371.76	24,151.33	Coronation anniversary stakeholder engagement & relationship building	Afternoon Tea	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (12)	12/04/2024	-145.00	24,296.33	Rep transfer wine	Rep transfer Wine	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (13)	21/05/2024	245.00	24,051.33	Briefing & Networking s 47E(d), s 33(a)(iii)	Breakfast	Promoting Australia's international security interests
SUPPORTING DOCS - CLAIM (14)	22/05/2024	399.00	23,652.33	UK Senior Officials Engagement Lunch	Casual Lunch	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (15)	22/05/2024	334.19	23,318.14	London Defence Conference Reception	Reception	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (16)	23/05/2024	1,094.80	22,223.34	Senior UK Government Officials & HE the Hon Dr Rudd Networking Dinner	Formal Dinner	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (17)	23/05/2024	57.82	22,165.52	HE the Hon Dr Kevin Rudd working lunch	Casual Lunch	Facilitating progress on foreign trade and development objectives
SUPPORTING DOCS - CLAIM (18)	24/05/2024	476.45	21,689.07	QUAD+ and HE the Hon Dr Kevin Rudd relationship building and working breakfast	Breakfast	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (19)	23/05/2024	18.00	21,671.07	Pre-meetings Coffee HE the Hon Dr Kevin Rudd	Coffee	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (20)	24-26 May 2024	35.00	21,636.07	Former Australian Senator Gareth Evans AC KC	Catering Supplies	Broadening knowledge of the Government's international policies
SUPPORTING DOCS - CLAIM (21)	29/05/2024	22.00	21,584.07	Travel card & credit	Travel card & credit	Assisting in the application of the post's public diplomacy
SUPPORTING DOCS - CLAIM (22)	30/05/2024	1,699.10	19,884.97	Governor General Designate and key stakeholders afternoon tea	Afternoon Tea	Building networks and institutional links to enhance Australia internationally
SUPPORTING DOCS - CLAIM (23)	30/05/2024	944.51	18,940.46	ASIC Trade & Investment Connections UK Australia Reception & Dinner	Reception & Dinner	Attracting foreign investment to Australia
SUPPORTING DOCS - CLAIM (24)	3/06/2024	163.06	18,777.40	Austrade Critical Minerals Australian Delegation Breakfast	Breakfast	Facilitating progress on foreign trade and development objectives
SUPPORTING DOCS - CLAIM (25)	13/06/2024	3.50	18,773.90	Australia UK FTA Anniversary VIP Reception	Reception	Attracting foreign investment to Australia
SUPPORTING DOCS - CLAIM (26)	20/06/2024	24.20	18,749.70	NAB Insight Series Thought Leadership Networking & Dinner	Formal Dinner	
SUPPORTING DOCS - CLAIM (27)			18,749.70			
SUPPORTING DOCS - CLAIM (28)			18,749.70			
SUPPORTING DOCS - CLAIM (29)			18,749.70			
SUPPORTING DOCS - CLAIM (30)			18,749.70			
SUPPORTING DOCS - CLAIM (31)			18,749.70			
SUPPORTING DOCS - CLAIM (32)			18,749.70			
SUPPORTING DOCS - CLAIM (33)			18,749.70			
SUPPORTING DOCS - CLAIM (34)			18,749.70			
SUPPORTING DOCS - CLAIM (35)			18,749.70			
SUPPORTING DOCS - CLAIM (36)			18,749.70			
SUPPORTING DOCS - CLAIM (37)			18,749.70			
SUPPORTING DOCS - CLAIM (38)			18,749.70			
SUPPORTING DOCS - CLAIM (39)			18,749.70			
SUPPORTING DOCS - CLAIM (40)			18,749.70			
SUPPORTING DOCS - CLAIM (41)			18,749.70			
SUPPORTING DOCS - CLAIM (42)			18,749.70			
SUPPORTING DOCS - CLAIM (43)			18,749.70			
SUPPORTING DOCS - CLAIM (44)			18,749.70			
SUPPORTING DOCS - CLAIM (45)			18,749.70			
SUPPORTING DOCS - CLAIM (46)			18,749.70			
SUPPORTING DOCS - CLAIM (47)			18,749.70			
SUPPORTING DOCS - CLAIM (48)			18,749.70			
SUPPORTING DOCS - CLAIM (49)			18,749.70			
SUPPORTING DOCS - CLAIM (50)			18,749.70			

<p>OFFICER CERTIFICATION</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>Receipts and guest lists in support of this expenditure are attached or saved in EDRMS.</p> <p>Officer's signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>	<p style="text-align: center;">APPROVAL</p> <p>I hereby certify that the representation expenditure recorded in this claim is admissible according to the Guidelines for the Management of Representation Funds at Post (HRM Vol.2, Schedule 12).</p> <p>HOM, Deputy HOM, SAO or delegate signature: _____ IF USING AN ELECTRONIC APPROVAL, SEE INSTRUCTIONS</p> <p>Date: _____</p>
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			Amount (Stipulate Currency)