

INTERSTATE STAFF Travel Information

FLIGHT DETAILS:

Your flights have been arranged by Rose, and you should have received an email with all the necessary flight information. If you have any questions or concerns regarding your flights, please reach out to Rose or your manager.

TRAVEL ASSISTANCE:

Should you encounter any issues during your journey to or from Melbourne, please don't hesitate to contact your manager for assistance.

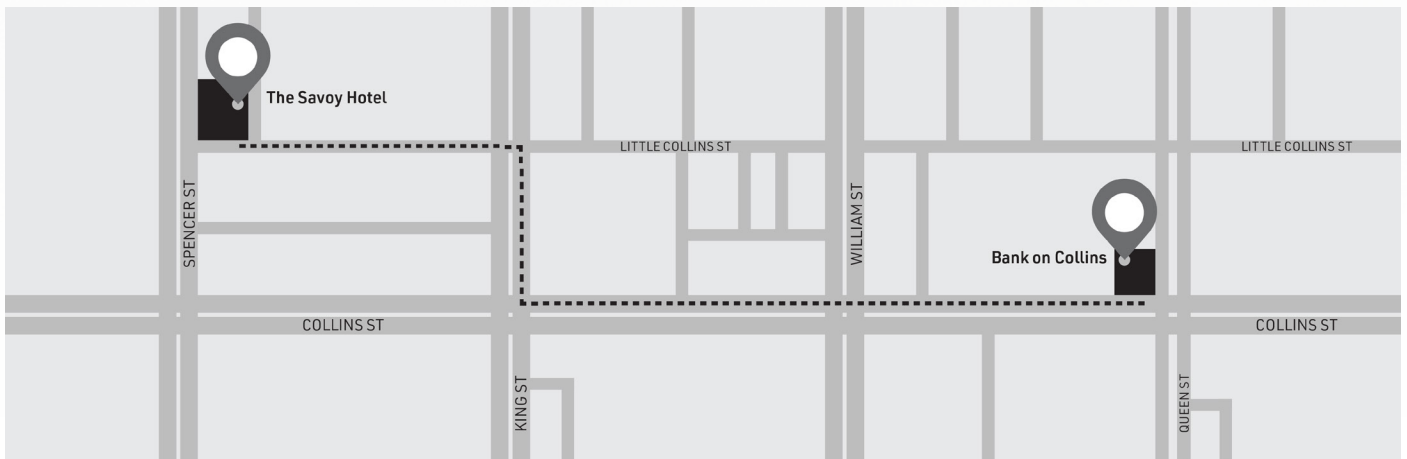
FRIDAY NIGHT DINNER:

We've made reservations for the interstate team at the The Bank on Collins at 6:30pm, a short 11-minute walk from the hotel, situated at Ground floor/394 Collins St, Melbourne VIC 3000. T&E team post conference dinner has been arranged by Jarryd, please refer to email communication for the details

ACCOMMODATION:

You will be staying at The Savoy Hotel on Little Collins, located at 630 Little Collins St, Melbourne VIC 3000. Check-in is available from 2 pm on Friday, October 27th, and check-out is scheduled for 10:30 am on Sunday, October 29th.

T&E Staff arriving early your check in date and time may vary please follow up with Rose or your manager if you have any queries.



While attendance is not mandatory, it's a wonderful opportunity to kick off the weekend catch up with the others who are travelling from interstate.

Please inform us whether you'll be attending or not so that we can confirm the booking numbers.

DINNER EXPENSES:

CDK Stone will be covering up to \$50 per person for dinner. Here's how it will work:

- Staff members with credit cards can use their own cards to cover the expenses.
- For those without a credit card, we suggest using a colleague's credit card. The staff member whose credit card is used should report how many people it was used for.
- You can opt for a more expensive dinner if you'd like, but the reimbursement limit remains \$50, covered by CDK Stone.
- Make sure to collect and report your receipts, and we will reimburse you for the cost of the meal, up to \$50.

We're excited to celebrate with you all in Melbourne!