

Date	Event/Gift	Documents in TRIM	Time taken
2017-18 Financial Year			
9 October 2017	s 33 , Regional Committee Meeting 2017 Gala Dinner	E17-9006 Folder for RCM68 - Commitment Approval - BCEC #6000074857 & #6000079654 E17-89809 Folder for RCM68-Gala Dinner- 9 October- Epicure/Brisbane City Hall D18-363771 Deputy Secretary Signed Minute + Request for PAS clearance	20 minutes
22 May 2018	s 33 Australian Reception	D18-775259 Secretary Signed Minute and Official Hospitality Form- Australian Reception D18-905508 Invoice	5 minutes
2018-19 Financial Year			
17-18 June 2018	s 33, s 47F official visit to Australia Official Dinner Ground Transport	D19-740984 Secretary Signed Minute- Official Dinner D19-740983 Deputy Secretary Signed Request for Official Hospitality Form- Official Dinner D19-721422 First Assistant Secretary Signed Minute- Ground transport D19-721443 First Assistant Secretary Signed Request for Official Hospitality Form- Ground Transport	15 minutes