



## Travel Related Suppliers

Effective: November 2011

Updated: November 2012

### Travel Agent

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Corporate Traveller is the currently appointed travel agent for all domestic and international flight bookings. Corporate Traveller will also assist with accommodation bookings, car hire and general travel advice as required. They also have the capability to assist in locating personnel in the event of emergency and arranging unplanned travel as necessary.

When booking travel flights, Corporate Traveller are under instructions to book the best fare available taking into account your travel requirements. Whenever possible, domestic flights will be booked as fixed fares. Flexible fares ("flexi fares") should only be booked when there is a good chance that changes may be necessary, e.g. for some client meetings or court proceedings.

### Travel Agent Contact Details

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**Travel Agent:** Corporate Traveller

**Address:** Level 9, 436 St Kilda Road Melbourne 3004

**Contact Person:** Mark Stallwood

**Email:** [mark.stallwood@corporatetraveller.com.au](mailto:mark.stallwood@corporatetraveller.com.au)

**Phone:** (03) 9026 3743      **Fax:** (03) 9026 3833

**After Hours Assistance:** 1300 189 693 or +617 3170 7844

### Hotel Accommodation

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Preferred hotels have been appointed for their proximity to POF offices in Melbourne, Sydney and Adelaide and should be used for accommodation when travelling to those cities.

#### Melbourne

*Book directly with the Hotel and mention the POF Group to access special corporate rates.*

The Sebel

394 Collins St

Melbourne Victoria 3000

**Contact:** Lorena Charun or Justin Jones

**Email:** [reservations\\_H8796@accorpacific.net](mailto:reservations_H8796@accorpacific.net) or [lorena\\_charun@accorpacific.net](mailto:lorena_charun@accorpacific.net)

Please speak to Amanda Hudson if you need any assistance in booking with the The Sebel.

**Sydney**

*Book through Corporate Traveller to access corporate rates.*

Sheraton on the Park  
161 Elizabeth Street  
Sydney New South Wales 2000  
**Phone:** (02) 9286 6000  
**Fax:** (02) 9286 6686  
**Email:** sheratononthepark@sheraton.com

**Adelaide**

*Book through Corporate Traveller to access corporate rates.*

Mantra Hindmarsh Square  
55-67 Hindmarsh Square  
Adelaide South Australia 5000  
**Phone:** (08) 8412 3333  
**Fax:** (08) 8412 3344  
**Email:** hindmarsh.res@mantra.com.au

**Feedback**

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You are encouraged to provide feedback to the People & Development Department on your experience in using these suppliers, particularly adverse feedback so that the problem can be followed up and addressed.