

**Itinerary especially prepared for  
Mr Bulathsinalage Sankha Cooray**

**Sunday 20 November 2022**



**Flight Singapore to Auckland**

**AIR NEW ZEALAND**

**4:40 PM Recommended check in time**

**6:40 PM Air New Zealand - Flight NZ0283**

**Air Ref:** W74YWH

**No. Seats:** 1

**Depart:** Singapore - 6:40 PM (1840 hrs)

**Arrive:** Auckland - 9:35 AM (0935 hrs)

**Monday 21 November 2022**

**Dep Term:** Terminal 3

**Arr Term:** International Terminal

**Flight Time:** 9 hours 55 minutes

**Status:** Confirmed

**Aircraft:** BOEING 787-9

**Class:** Economy

**Transit:** 0 Stops

**Baggage:** Mr Bulathsinalage Sankha Cooray - 2PC.

**Tickets:** 0866792589070

**Wednesday 30 November 2022**



**Flight Auckland to Singapore**

**SINGAPORE AIRLINES**

**1:15 PM Recommended check in time**

**3:15 PM Singapore Airlines - Flight SQ0286**

**Air Ref:** 6ZIJTX

**No. Seats:** 1

**Depart:** Auckland - 3:15 PM (1515 hrs)

**Arrive:** Singapore - 8:55 PM (2055 hrs)

**Dep Term:** International Terminal

**Arr Term:** Terminal 0

**Flight Time:** 10 hours 40 minutes

**Status:** Confirmed

**Aircraft:** Boeing 777-300ER

**Class:** Premium Economy

**Transit:** 0 Stops

**Baggage:** Mr Bulathsinalage Sankha Cooray - 35K.

**Seat:** Mr Bulathsinalage Sankha Cooray Seat No: 31G Requested

**Tickets:** 6186792589071

### Orbit Online App

Access your full travel itinerary in one convenient place, with the Orbit Online (Zeno) mobile app. With destination information, airport and flight notifications and online check-in, it is the ideal companion for anyone travelling on business, making business travel a less stressful and more productive experience. The app is free to download through the Apple App Store and Google Play Store. For secure log-in credentials contact your company or Orbit Account Manager as they will differ from your desktop login credentials.

### Pricing

**Total Ticket Price including GST (where applicable) \$5477.49**

*Please note, this is not an invoice*

FlightPrice Singapore Airlines 30NOV22 ticket 1: Auckland/Singapore \$2740.54

FlightPrice Air New Zealand 20NOV22 ticket 2: Singapore/Auckland \$2736.95

Travel Agency Fees, Fee - Offline Longhaul: \$129.00

### Account Information

-3716751/9077

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OTHER - CONDUCTING A WORKSHOP AT ABI

### Emergency Contact Details

AFTER HOURS EMERGENCY SERVICE: Orbit World Travel office hours are Monday to Friday from 8:00AM to 6:00PM. Please call one of the following numbers for emergency after hours assistance: From NZ - 09 3557500 or 0800 358 358 or from anywhere else +64 9 3557500

## Insurance Information:

### UNIVERSITY OF AUCKLAND INTERNATIONAL TRAVEL INSURANCE

Where the University of Auckland (UoA) Travel Insurance Terms and Conditions are met, overseas travel insurance is provided at no cost to the individual. **UoA Premier Corporate Travel Insurance Policy # 76660004001-02 (Allianz)**

For further information on the UoA Travel Insurance, the Terms and Conditions, coverage, claim forms and insurance certificate please refer to the staff intranet page:

**<https://www.staff.auckland.ac.nz/en/how-the-university-works/performance-and-risk-management/travel-insurance.html> or the student intranet page: <https://iam.auckland.ac.nz/profile/SAML2/Redirect/SSO?execution=e1s1>**

#### **Accompanying Spouse/Partner must purchase their own travel insurance.**

As outlined on the staff intranet International travel insurance - The University of Auckland Please note the UoA Allianz Premier Corporate Travel Insurance Policy (#76660004001-02) **does not** cover accompanying family members.

An exception to this is;

**Dependent child and children** are automatically covered under the travel insurance policy of the UoA parent travelling if they are within the following criteria:

#### **Dependent child and children**

An insured person's and their partner's natural and legally adopted children under 16 years of age or under 25 years of age while they are full time students at an accredited institution of higher learning who are primarily dependent on the insured person for financial maintenance and support.

For staff who wish to purchase the same travel insurance to ensure continuity of cover for accompanying family members or pure leisure travel please contact the Risk Office for further advice [riskoffice@auckland.ac.nz](mailto:riskoffice@auckland.ac.nz).

Orbit also offer our own travel insurance if required.

For staff travelling on University business where their personal days exceed the number of days covered by the University Insurance policy it is recommended that you purchase the additional policy from the University's insurance provider to ensure continuity of cover. Please contact the Risk Office for further advice [riskoffice@auckland.ac.nz](mailto:riskoffice@auckland.ac.nz)

### INTERNATIONAL MEDICAL AND SECURITY ASSISTANCE

International travellers on official university business/activities also benefit from access to 24/7, worldwide medical and security support. Should an emergency or unforeseen event happen and you need help or advice contact Allianz Global Assistance directly on +64 9 486 9025 (cost of calls reimbursed)

Please note your itinerary, email and mobile number will be passed to the University's emergency assistance provider for the purpose of managing emergency situations where you may need assistance.

## Important Information - International

### PLEASE ENSURE THAT YOU HAVE:

- \* Valid Passport (valid for 6 months beyond period of stay) and the applicable visas.
- \* Airline Ticket and Completed Departure Card.
- \* Departure Tax
- \* Travel Insurance

### RECONFIRMATION AND CHECK-IN TIMES:

In New Zealand check-in time is normally 2 hours prior to departure for international flights & 45 minutes for domestic flights. Additional check-in times may be given in this itinerary as a guide and these should be verified with the airline concerned when you reconfirm your flights. As all airlines have different reconfirmation rulings you must reconfirm your onward flights at least 72 hours prior to departure to avoid possible cancellation. Wherever possible, advise the airline of a local contact phone number.

### DATES AND TIMES:

All dates and times shown in this itinerary are local to the cities concerned and current as at the date of this itinerary.

### TICKETS:

All tickets are non-transferable, name changes not permitted.

### AIRLINE SEATING:

All airlines allow seat requests but do not guarantee seat numbers until check-in. Any seat numbers shown on this itinerary are therefore subject to confirmation at time of check-in.

### DEPARTURE TAXES:

Any prepaid taxes are now included and shown in the price of your airline ticket, however, some airports require you to pay upon departure.

### BAGGAGE ALLOWANCE: (Unless otherwise noted)

For Economy Class travel the baggage allowance is normally 20kg per person, for Business Class the baggage allowance is normally 30kg per person (excluding infants).

If you are travelling within the USA on a domestic flight (not connecting to/from an international flight) Checked Baggage charges may apply. Please check with the relevant airline. Please refer to this website for baggage information per carrier <https://bags.amadeus.com> - you only need to enter the carrier involved

### FREQUENT FLYER:

If you are a member of a Frequent Flyer Programme it is imperative that you advise your membership number to the airline upon check-in and retain all boarding passes and tickets to check your points against your next statement. Note: not all air fares purchased are eligible to earn mileage points.

### FLIGHT DEPARTURE TIMES:

Occasionally departure times may change and it is important that you check all your flights (including ex New Zealand) at least 24 hours prior to departure, to ensure hassle free travel.

### TRAVEL ADVISORIES:

While we use our best endeavours to advise you of any risks of, or restrictions in travelling to your destination as recommended by government authorities, these recommendations can change without warning. We strongly advise you to regularly check the Ministry of Foreign Affairs Travel Advisories at <http://www.safetravel.govt.nz> to assist you in accessing the risks (if any) prior to travel.

### VACCINATIONS:

For the most up to date international health advice and medical services for those intending to travel abroad, please ask your Travel Consultant for details or visit <http://www.traveldoctor.co.nz/>. If you have ever had a serious communicable disease, you can be refused entry to many countries. If you feel this may affect you, please follow up with the appropriate authorities which is usually the Consulate of the country that you are visiting.

### PAY OR STAY:

If a warrant for your arrest has been issued because of unpaid court fines or reparation then you may be stopped from leaving the country. If you feel this may affect you please log onto [www.payorstay.govt.nz](http://www.payorstay.govt.nz) or ring 0800 payorstay for more information.

PLEASE NOTE: All information is accurate at the time of printing. It is important that you are familiar with all "Terms and Conditions" of your travel. Please ask us if you have any questions concerning this.

### UNITED STATES VISAS:

All eligible travellers (which includes NZ citizens), travelling under the Visa Waiver Programme (VWP) to, or transiting through the United States of America will be required to obtain an electronic travel authorisation ("ESTA") prior to boarding to travel by air or sea from January 12th, 2009. This is valid for tourism or business stays of 90 days or less and which do not otherwise require a visa to be issued. It is the responsibility of the travellers to complete the authorisation online. Authorisation is obtained by logging onto the ESTA website at <https://esta.cbp.dhs.gov> and completing the online application form. We suggest that you complete this early in the booking process as some nationalities and clients may be required to obtain an actual visa.

#### The ESTA is:

- \* Valid for Machine-readable passports only
- \* Required for all VWP travellers prior to boarding a carrier to travel by air or sea to the United States (allow at least 72 hours for authorisation to travel to be granted).
- \* Valid for up to two years or until the travellers passport expires unless revoked ; whichever comes first.

\* Valid for multiple entries into the US. However future trip details, itinerary or destination addresses changes must be updated through the above website.

\* It is not a guarantee of entry into the United States at the port of entry as it is only an approval to board a carrier to travel to the USA.

It is very important that you apply for the VWP authorisation as those who do not apply and receive travel authorisation via the ESTA website prior to travel may be denied boarding, experience delayed processing or be denied admission at a USA port of entry. If you have any questions about this please ask your travel consultant.

### CRIMINAL RECORDS (CLEAN SLATE) ACT:

The Criminal Records (Clean Slate) Act, which allows the non-disclosure of criminal convictions in certain circumstances, does not apply to overseas countries. So if you want us to assist you with the Visa and/or Entry requirements for your destination(s) then you must disclose to us all previous convictions (if any) and whether or not you have ever been arrested and charged. In both cases this is regardless of type of offence, when they occurred, and the penalties involved.

### ADDITIONAL SECURITY MEASURES:

Strict carry on restrictions now apply to all travel. Any liquids, aerosols and gels that passengers want to take in their carry-on baggage will have to comply with the following requirements:

All liquids, aerosols and gels must be in containers of 100mls or less, passengers must carry their 100ml containers in a re-sealable transparent plastic bag of 1 litre volume (this is a re-sealable sandwich bag like those available at your local supermarket), each passenger, including children, will be allowed to carry on one, 1 litre transparent plastic bag, the plastic bag must be re-sealable and presented separately from all other carry-on baggage at the screening point. These measures apply to any items that can be poured, sprayed or smeared. The new rules apply for liquids such as water and other drinks, but also extend to gels, pastes, lotions, and the contents of aerosols. This includes toiletries such as toothpaste, shaving cream, hair gel, lip gloss, facial creams, mascara and liquid lip balms. Exemptions are in place for essential medicines, baby products and dietary supplements in liquid or gel form. Passengers carrying hypodermic needles will need to declare them at the screening point, with, where possible, documentation or identification confirming their medical condition. Medication should have a professionally printed label identifying the medication, or a manufacturer's name or pharmaceutical label affixed.

Government and airport authorities set out restrictions on the items that can be included in your carry-on baggage or on you during a flight. It is your responsibility to check before departure for any restrictions applicable to your specific flights. These items must be packed in your checked baggage. If any of these items are detected in your carry-on baggage or you're found to be carrying them, they will be removed and will not be returned.

Please ask your Travel Consultant or visit

[www.avsec.govt.nz/travellers/information-for-travellers](http://www.avsec.govt.nz/travellers/information-for-travellers).

Due to enhanced security measures all those travelling are required to switch on their electronic devices at the airport or risk being denied access to fly. Please ensure that your electronic devices have sufficient power before reaching the airport.

Transport of Samsung's Galaxy Note 7 devices are forbidden on all flights, both in checked bags and in hand luggage.

Orbit World Travel Auckland, CPO Building, Level 2, 12 Queen Street, PO Box 37-334, Auckland

Phone +64-9-355-7500, Fax +64-9-355-7506

## IATA CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

This Ticket is Not Valid and Will Not Be Accepted for Carriage Unless Purchased from Issuing Carrier or its Authorised Agent.

### Notice

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage. See also notices headed "Advice to International Passengers on Limitation of Liability" and "Notice of Baggage Liability Limitations".

### Conditions of contract

1 As used in this contract "ticket" means this passenger ticket and baggage check, or this itinerary/receipt if applicable, in the case of an electronic ticket, of which these conditions and the notices form part, "carriage" is equivalent to "transportation", "carrier" means all air carriers that carry or undertake to carry the passenger or his baggage hereunder or perform any other service incidental to such air carriage, "electronic ticket" means the Itinerary/Receipt issued by or on behalf of Carrier, the Electronic Coupons and, if applicable, a boarding document. "Warsaw Convention" means the Convention for the Unification of Certain Rules Relating to International Carriage by Air signed at Warsaw, 12th October 1929, or that Convention as amended at the Hague, 28th September 1955, whichever may be applicable.

2 Carriage hereunder is subject to the rules and limitations relating to liability established by the Warsaw Convention unless such carriage is not "international carriage" as defined by that Convention.

3 To the extent not in conflict with the foregoing carriage and other services performed by each carrier are subject to: (i) provisions contained in the ticket; (ii) applicable tariffs; (iii) carrier's conditions of carriage and related regulations which are made part hereof (and are available on application at the offices of carrier), except in transportation between a place in the United States or Canada and any place outside thereof to which tariffs in force in those countries apply.

4 If the passenger is acquiring carriage or other services to which these conditions apply for the purpose of a business, the provisions of the Consumer Guarantees Act 1993 (NZ) shall not apply to the supply of that carriage or those services.

5 Carrier's name may be abbreviated in the ticket, the full name and its abbreviation being set forth in carrier's tariffs.

conditions of carriage, regulations or timetables; carrier's address shall be the airport of departure shown opposite the first abbreviation of carrier's name in the ticket; the agreed stopping places are those places set forth in this ticket or as shown in carrier's timetables as scheduled stopping places on the passenger's route; carriage to be performed hereunder by several successive carriers is regarded as a single operation.

6 An air carrier issuing a ticket for carriage over the lines of another air carrier does so only as its Agent

7 Any exclusion or limitation of liability of carrier shall apply to and be for the benefit of agents, servants and representatives of carrier and any person whose aircraft is used by carrier for carriage and its agents, servants and representatives.

8 Checked baggage will be delivered to bearer of the baggage check. In case of damage to baggage moving in international transportation complaint must be made in writing to carrier forthwith after discovery of damage and, at the latest, within seven days from receipt; in case of delay, complaint must be made within 21 days from date the baggage was delivered. See tariffs or conditions of carriage regarding non-international transportation.

9 This ticket is good for carriage for one year from date of issue, except as otherwise provided in this ticket, in carrier's tariffs, conditions of carriage, or related regulations. The fare for carriage hereunder is subject to change prior to commencement of carriage. Carrier may refuse transportation if the applicable fare has not been paid.

10 Carrier undertakes to use its best efforts to carry the passenger and baggage with reasonable dispatch. Times shown in timetables or elsewhere are not guaranteed and form no part of this contract. Carrier may without notice substitute alternate carriers or aircraft, and may alter or omit stopping places shown on the ticket in case of necessity. Schedules are subject to change without notice. Carrier assumes no responsibility for making connections.

11 Passenger shall comply with Government travel requirements, present exit, entry and other required documents and arrive at airport by time fixed by carrier or, if no time is fixed, early enough to complete departure procedures.

12 No agent, servant or representative of carrier has authority to alter, modify or waive any provision of this contract.

CARRIER RESERVES THE RIGHT TO REFUSE CARRIAGE TO ANY PERSON WHO HAS ACQUIRED A TICKET IN VIOLATION OF APPLICABLE LAW OR CARRIER'S TARIFFS, RULES OR REGULATIONS.

### ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATION OF LIABILITY

Passengers on a journey involving an ultimate destination or a stop in a country other than the country of origin are advised that the provisions of a treaty known as the Warsaw Convention may be applicable to the entire journey including any portion entirely within the country of origin or destination. For such passengers on a journey to, from or with an agreed stopping place in the United States of America, the Convention and special contracts of carriage embodied in applicable tariffs provide that the liability of certain carriers, parties to such special contracts, for death of or personal injury to passengers is limited in most cases to proven damages not to exceed US\$75,000 per passenger, and that this liability up to such limit shall not depend on negligence on the part of the carrier. For such passengers travelling by carrier not a party to such special contracts or on a journey not to, from, or having an agreed stopping place in the United States of America, liability of the carrier for death or personal injury to passengers is limited in most cases to approximately US\$10,000 or US\$20,000.

The names of carriers, parties to such special contract, are available at all ticket offices of such carriers and may be examined on request. Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under the Warsaw Convention or such special contracts of carriers. For further information please consult your airline or insurance company representative.

Note: The limit of liability of US\$75,000 above is inclusive of legal fees and costs except that in the case of a claim brought in a state where provision is made for separate award of legal fees and costs, the limit shall be the sum of US\$58,000 exclusive of legal fees and costs.

### NOTICE OF BAGGAGE LIABILITY LIMITATIONS

Liability for loss, delay, or damage to baggage is limited unless a higher value is declared in advance and additional charges are paid. For most international travel (including domestic portions of international journeys) the liability limit is approximately US\$9.07 per pound (US\$20.00 per kilo) for checked baggage and US\$400.00 per passenger for unchecked baggage. For travel wholly between US points, Federal rules require any limit on an airline's baggage liability to be at least US\$3000.00 per passenger. Excess valuation may be declared on certain types of articles. Some carriers assume no liability for fragile, valuable or perishable articles. Further information may be obtained from the carrier.

The following notice does not apply to tickets sold in the United States for transportation originating in the United States. **DENIED BOARDING BY OVERBOOKING.** In those countries where Denied Boarding Compensation regulations are in force, carriers operate compensation plans for passengers with confirmed reservations who are denied boarding because of non-availability of seats caused by overbooking. Details of these plans are available at the airlines' offices.

### NOTICE OF GOVERNMENT IMPOSED TAXES, FEES AND CHARGES

The price of this ticket may include taxes, fees and charges which are imposed on air transportation by government authorities. They may represent a significant portion of the cost of air travel and are either included in the fare, or shown separately in the "TAX/ FEE/CHARGE" box(es) of this ticket. You may also be required to pay taxes or fees or charges not already collected.

### Check-in Times

The times shown on this ticket or itinerary/receipt if applicable are the departure times of the aircraft. Check-in times, as advised by your carrier, or in the airline's timetable, are the latest times at which passengers can be accepted for travel, allowing the necessary time to complete all formalities. Flights cannot be held up for passengers arriving late, and no responsibility can be accepted in such cases.

**BAGGAGE:** Checked Baggage: Passengers are usually permitted a free checked baggage allowance, the limit of which may differ by airline, class, and/or route. Extra charges may apply for checked baggage in excess of the permitted allowance. Cabin Baggage: Passengers are usually permitted a free cabin baggage allowance, the limit of which may differ by airline, class, route, and/or aircraft type. It is recommended that cabin baggage be kept to a minimum. Please ask your travel agent or airline for more specific information. Refer to <http://www.iata.org/bags> for information and links to airline websites.

### Dangerous Articles in Baggage

For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Restricted articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices.

### NOTICE OF LIABILITY LIMITATIONS

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. There are no financial limits in respect of death or bodily injury;
2. In respect of destruction, loss of, or damage or delay to baggage, 1,000 Special Drawing Rights (approximately EUR 1,200; US \$1,470) per passenger in most cases.
3. For damage occasioned by delay to your journey, 4,150 Special Drawing Rights (approximately EUR 5,000; US \$6,000) per passenger in most cases.

EC Regulation No. 889/2002 requires European Community carriers to apply the provisions of the Montreal Convention limits to all carriage by them of passengers and their baggage by air. Many non-European Community carriers have elected to do so in respect of the carriage of passengers and their baggage.

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400-) for unchecked baggage.

3. The carrier may also be liable for damage occasioned by delay.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.