

Chief Executive Expenses, Gifts and Benefits Disclosure - summary & sign-off*

Organisation Name	New Zealand Artificial Limb Service
Chief Executive**	Sean Gray
Disclosure period start***	1 January 2020
Disclosure period end****	30 June 2020
Agency totals check	Data and totals checked on all sheets
Chief Executive approval*****	This disclosure has been approved by the Chief Executive
Other sign-off*****	Chief Financial Officer

This summary page updates automatically from the 'Travel', 'Hospitality', 'All other expenses', and 'Gifts and benefits' tabs.

Throughout this workbook, input cells are shaded light green.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$4,232.60	Figures include GST (where applicable)	Number offered	0
Hospitality	\$484.26	Figures include GST (where applicable)	Number accepted	0
Other expenses	\$0.00	Figures include GST (where applicable)	Number declined	0
International Travel	\$0.00	Figures include GST (where applicable)		
Domestic Travel	\$4,013.94	Figures include GST (where applicable)		
Local Travel	\$218.66	Figures include GST (where applicable)		
Notes	* Headings on following tabs will pre populate with what you enter on this tab ** Create a new workbook for a new Chief Executive *** Update if a shorter or different period is covered **** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member			

Chief Executive Expense Disclosure

Organisation Name	New Zealand Artificial Limb Service
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Disclosure period end	30 June 2020
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)				
Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
Subtotal - international travel	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Domestic Travel (within NZ, including travel to and from local airport)				
Date(s)*	Cost in NZ\$	Purpose of travel (e.g. visiting district office for two days...)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
27 January 2020	\$354.00	Meeting	Air NZ Travel	Wellington/Dunedin
27 January 2020	\$118.80	Meeting	Air NZ Travel	Flexitime Plus
20 February 2020	\$517.74	Meeting	Air NZ Travel	Wellington/Auckland
22 February 2020	\$82.10	Meeting	Avis	Auckland
5 March 2020	\$276.00	Meeting	Air NZ Travel	Wellington/Hamilton
5 March 2020	\$79.20	Meeting	Air NZ Travel	Flexitime
5 March 2020	\$49.28	Meeting	Taxicharge	Hamilton
10 March 2020	\$325.00	Meeting	Air NZ Travel	Wellington/Hamilton
10 March 2020	\$79.20	Meeting	Air NZ Travel	Hamilton/Wellington
10 March 2020	\$40.00	Meeting	Air NZ Travel	Wellington/Hamilton
20 March 2020	\$18.60	Meeting	Parking	Auckland
23 June 2020	\$457.00	Meeting	Air NZ Travel	Wellington/Christchurch
23 June 2020	\$79.20	Meeting	Air NZ Travel	Flexitime
23 June 2020	\$40.00	Meeting	Air NZ Travel	Flexitime
24 June 2020	\$5.00	Meeting	Parking	Auckland
26 June 2020	\$18.60	Meeting	Parking	Auckland
30 June 2020	\$560.00	Meeting	Air NZ Travel	Wellington/Auckland
30 June 2020	\$79.20	Meeting	Air NZ Travel	Flexitime
30 June 2020	\$26.32	Meeting	Uber	Auckland
30 June 2020	\$40.30	Meeting	Taxi	Auckland
2 July 2020	\$315.00	Meeting	Air NZ Travel	Wellington/Hamilton
2 July 2020	\$79.20	Meeting	Air NZ Travel	Flexitime
15 July 2020	\$176.00	Meeting	Air NZ Travel	Wellington/Auckland
15 July 2020	\$79.20	Meeting	Air NZ Travel	Flexitime
16 July 2020	\$109.00	Meeting	Air NZ Travel	Wellington/Christchurch
16 July 2020	\$10.00	Meeting	Air NZ Travel	Flexitime

Subtotal - domestic travel	\$4,013.94	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Local Travel (within City, excluding travel to airport)				
Date(s)*	Cost in NZ\$	Purpose of travel (e.g. meeting with Minister)***	Type of expense (e.g. taxi, parking, bus)	Location(s)
29 January 2020	\$45.00	Meeting	Parking	Wellington Intl Airp
7 February 2020	\$7.25	Meeting	Parking	Wellington
13 February 2020	\$9.50	Meeting	Parking	Wellington
18 February 2020	\$5.00	Meeting	Parking	Wellington
18 February 2020	\$5.00	Meeting	Parking	Wellington
20 February 2020	\$24.50	Meeting	Parking	Wellington
21 February 2020	\$45.00	Meeting	Parking	Wellington
27 February 2020	\$2.75	Meeting	Parking	Wellington
5 March 2020	\$9.50	Meeting	Parking	Wellington
11 March 2020	\$14.46	Meeting	Uber	Wellington
11 March 2020	\$4.25	Meeting	Parking	Wellington
12 March 2020	\$29.70	Meeting	Taxi	Wellington
16 March 2020	\$9.50	Meeting	Parking	Wellington
20 March 2020	\$7.25	Meeting	Parking	Wellington
Subtotal - local travel	\$218.66	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Total travel expenses	\$4,232.60
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Notes

* Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.

** Note that GST may not apply to overseas purchases.

*** Please include sufficient information to explain the trip and its costs including destination and duration.

Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Group expenditure relating to each overseas trip.

Subtotals and totals will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A) for each travel category (local, domestic and international).

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Hospitality Offered to Third Parties*

All hospitality expenses provided by the chief executive in the context of his/her job to anyone external to the Public Service or statutory Crown entities.

Date(s)**	Cost in NZ\$	Purpose of hospitality (e.g. hosting delegation from China, building relationships, team building)	Type of expense (what and for how many e.g. dinner for 5)	Location(s)
27 January 2020	\$48.00	Meeting	Meal	Dunedin
7 February 2020	\$13.00	Meeting	Meal	Wellington
18 February 2020	\$13.50	Meeting	Meal	Wellington
20 February 2020	\$10.00	Meeting	Meal	Wellington
21 February 2020	\$36.70	Meeting	Meal	Wellington
21 February 2020	\$14.50	Meeting	Meal	Auckland
24 February 2020	\$22.60	Meeting	Meal	Wellington
27 February 2020	\$70.89	Meeting	Meal	Wellington
28 February 2020	\$9.20	Meeting	Meal	Wellington
2 March 2020	\$9.00	Meeting	Meal	Wellington
3 March 2020	\$14.37	Meeting	Meal	Wellington
6 March 2020	\$39.90	Meeting	Meal	Hamilton
6 March 2020	\$10.00	Meeting	Meal	Hamilton
6 March 2020	\$9.00	Meeting	Meal	Hamilton
12 March 2020	\$8.00	Meeting	Meal	Wellington
12 March 2020	\$25.00	Meeting	Meal	Wellington
12 March 2020	\$34.70	Meeting	Meal	Wellington
12 March 2020	\$15.60	Meeting	Meal	Wellington
23 March 2020	\$8.00	Meeting	Meal	Wellington
25 May 2020	\$5.20	Meeting	Meal	Wellington
29 May 2020	\$10.10	Meeting	Meal	Wellington
3 June 2020	\$10.00	Meeting	Meal	Wellington
10 June 2020	\$27.70	Meeting	Meal	Wellington
25 June 2020	\$14.60	Meeting	Meal	Wellington
26 June 2020	\$4.70	Meeting	Meal	Wellington

Total hospitality expenses	\$484.26	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Notes

* Third parties include people and organisations external to the public service or statutory Crown entities.

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Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.

Total cost will appear automatically once you put information in rows above.

Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

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All Other Expenses

*All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.
Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.*

Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with SSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
Total other expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Notes

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 Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.
 Total cost will appear automatically once you put information in rows above.
 Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).

Chief Executive Gifts and Benefits Disclosure

Organisation Name	New Zealand Artificial Limb Service
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GST on values	Figures include GST (where applicable)
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Gifts and Benefits over \$50 annual value

*Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the chief executive by people external to the organisation. Include all gifts, invitations or other hospitality **whether accepted or declined**.*

Date(s)*	Description (e.g. event tickets, etc.)	Was the gift accepted? (drop-down list in cell)	Offered by (who made the offer?)	Estimated value in NZ\$ (drop-down list in cell but provide specific value if possible)	Other comments (e.g. if given to others, whom?)

Total count of gift/benefit entries:	Offered	0	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	0		
	Declined	0		

Notes
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 Insert additional rows as needed: right click on a row number (left of screen) and select Insert - this will insert a row above selected row.
 A one-off offer of something worth \$25 is not included, but if the offer is made more than once a year, it should be disclosed.
 Include items such as invitations to functions and events, event tickets, gifts from overseas counterparts and commercial organisations (including that accepted by immediate family members).
 Include gifts and benefits that are declined.
 Number of gifts/benefits will update automatically once you put information in rows above.
 Mark clearly if there is no information to disclose - provide a note to this effect in the 'Date' column (column A).