

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 July 2019
Disclosure period end****	31 December 2019
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 Finance 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	\$10,991.56	Figures include GST (where applicable)	Number offered	0
Hospitality	\$1,357.84	Figures include GST (where applicable)	Number accepted	0
Other expenses	\$474.63	Figures include GST (where applicable)	Number declined	0
International Travel	\$1,763.39	Figures include GST (where applicable)		
Domestic Travel	\$8,346.90	Figures include GST (where applicable)		
Local Travel	\$881.27	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
Chief Executive	Sean Gray
Disclosure period start	1 July 2019
Disclosure period end	31 December 2019
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)
23 October 2019	\$905.93	Meeting	Air NZ Travel	Wellington/Melbourne
24 October 2019	\$198.87	Meeting	Meal	Melbourne
25 October 2019	\$91.81	Meeting	Taxi	Melbourne
29 October 2019	\$24.95	Meeting	Taxi	Melbourne
29 October 2019	\$62.50	Meeting	Taxi	Melbourne
29 October 2019	\$150.27	Meeting	Meal	Melbourne
29 October 2019	\$163.91	Meeting	Meal	Melbourne
29 October 2019	\$70.58	Meeting	Meal	Melbourne
30 October 2019	\$94.57	Meeting	Meal	Melbourne
Subtotal - international travel		\$1,763.39	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)
26 July 2019	\$378.00	Meeting	Air NZ Travel	Wellington/Auckland
28 July 2019	\$80.05	Meeting	Avis - Car Rental	Auckland
1 August 2019	\$315.00	Meeting	Air NZ Travel	Wellington/Hamilton
1 August 2019	\$79.20	Meeting	Air NZ Travel	Flexitime
1 August 2019	\$54.56	Meeting	Taxicharge	Hamilton
1 August 2019	\$60.17	Meeting	Taxicharge	Hamilton
28 August 2019	\$137.61	Meeting	Air NZ Travel	Wellington/Hamilton
28 August 2019	\$246.50	Meeting	Air NZ Travel	Hamilton/Wellington
28 August 2019	\$48.95	Meeting	Taxicharge	Hamilton
29 August 2019	\$296.00	Meeting	Air NZ Travel	Wellington/Christchurch
29 August 2019	\$79.20	Meeting	Air NZ Travel	Flexitime
29 August 2019	\$344.00	Meeting	Air NZ Travel	Wellington/Auckland
29 August 2019	\$79.20	Meeting	Air NZ Travel	Flexitime
29 August 2019	\$42.00	Meeting	Parking	Hamilton
12 September 2019	\$54.12	Meeting	Taxicharge	Hamilton
17 September 2019	\$188.00	Meeting	Air NZ Travel	Wellington/Christchurch
17 September 2019	\$3.60	Meeting	Parking	Christchurch
17 September 2019	\$8.00	Meeting	Parking	Auckland
18 September 2019	\$46.56	Meeting	Avis - Car Rental	Auckland
22 September 2019	\$46.56	Meeting	Avis - Car Rental	Christchurch
23 September 2019	\$40.00	Meeting	Air NZ Travel	Wellington/Auckland
30 September 2019	\$295.00	Meeting	Air NZ Travel	Wellington/Auckland
30 September 2019	\$196.00	Meeting	Air NZ Travel	Wellington/Hamilton

4 October 2019	\$7.50	Meeting	Parking	Wellington
4 October 2019	\$7.50	Meeting	Parking	Wellington
4 October 2019	\$7.50	Meeting	Parking	Wellington
16 October 2019	\$5.50	Meeting	Parking	Wellington
17 October 2019	\$45.00	Meeting	Parking	Wellington
21 October 2019	\$45.00	Meeting	Parking	Wellington
22 October 2019	\$45.00	Meeting	Parking	Wellington
29 October 2019	\$57.53	Meeting	Taxicharge	Wellington
1 November 2019	\$86.00	Meeting	Parking	Wellington
4 November 2019	\$9.50	Meeting	Parking	Wellington
8 November 2019	\$7.25	Meeting	Parking	Wellington
11 November 2019	\$6.60	Meeting	Parking	Wellington
14 November 2019	\$3.00	Meeting	Parking	Wellington
15 November 2019	\$45.00	Meeting	Parking	Wellington
18 November 2019	\$45.00	Meeting	Parking	Wellington
27 November 2019	\$9.50	Meeting	Parking	Wellington
28 November 2019	\$29.00	Meeting	Parking	Wellington
2 December 2019	\$2.75	Meeting	Parking	Wellington
2 December 2019	\$7.25	Meeting	Parking	Wellington
2 December 2019	\$4.25	Meeting	Parking	Wellington
3 December 2019	\$4.25	Meeting	Parking	Wellington
3 December 2019	\$3.00	Meeting	Parking	Wellington
12 December 2019	\$36.19	Meeting	Taxicharge	Wellington
17 December 2019	\$45.00	Meeting	Parking	Wellington
20 December 2019	\$45.00	Meeting	Parking	Wellington

Subtotal - local travel	\$881.27	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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Total travel expenses	\$10,991.56
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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)
2 August 2019	\$14.90	Meeting	Meal	Hamilton
2 August 2019	\$10.00	Meeting	Meal	Hamilton
2 August 2019	\$9.50	Meeting	Meal	Hamilton
2 August 2019	\$24.00	Meeting	Meal	Wellington
15 August 2019	\$13.20	Meeting	Meal	Wellington
21 August 2019	\$9.60	Meeting	Meal	Wellington
21 August 2019	\$159.00	Meeting-Board	Meal	Wellington
21 August 2019	\$63.41	Meeting - Board	Meal	Wellington
26 August 2019	\$9.00	Meeting	Meal	Wellington
27 August 2019	\$9.75	Meeting	Meal	Wellington
28 August 2019	\$9.40	Meeting	Meal	Wellington
28 August 2019	\$18.60	Meeting	Meal	Wellington
29 August 2019	\$9.00	Meeting	Meal	Wellington
5 September 2019	\$8.50	Meeting	Meal	Wellington
13 September 2019	\$58.30	Meeting	Meal	Hamilton
18 September 2019	\$8.90	Meeting	Meal	Chrsitchurch
18 September 2019	\$18.70	Meeting	Meal	Chrsitchurch
19 September 2019	\$18.50	Meeting	Meal	Christchurch
24 September 2019	\$9.30	Meeting	Meal	Wellington
24 September 2019	\$9.50	Meeting	Meal	Wellington
26 September 2019	\$11.90	Meeting	Meal	Wellington
27 September 2019	\$16.50	Meeting	Meal	Wellington
2 October 2019	\$28.60	Meeting	Meal	Hamilton
2 October 2019	\$9.00	Meeting	Meal	Hamilton
2 October 2019	\$8.50	Meeting	Meal	Hamilton
16 October 2019	\$4.70	Meeting	Meal	Hamilton
17 October 2019	\$8.50	Meeting	Meal	Wellington
17 October 2019	\$16.50	Meeting	Meal	Hamilton
17 October 2019	\$15.00	Meeting	Meal	Hamilton
22 October 2019	\$14.20	Meeting	Meal	Wellington
22 October 2019	\$7.70	Meeting	Meal	Christchurch
22 October 2019	\$8.90	Meeting	Meal	Christchurch
23 October 2019	\$9.00	Meeting	Meal	Wellington
7 November 2019	\$9.90	Meeting	Meal	Wellington
7 November 2019	\$13.50	Meeting	Meal	Wellington
11 November 2019	\$15.20	Meeting	Meal	Wellington
15 November 2019	\$9.40	Meeting	Meal	Hamilton
19 November 2019	\$13.20	Meeting	Meal	Wellington
25 November 2019	\$9.50	Meeting	Meal	Wellington
1 November 2019	\$36.40	Meeting	Meal	Napier
7 November 2019	\$9.90	Meeting	Meal	Wellington
7 November 2019	\$13.50	Meeting	Meal	Wellington
11 November 2019	\$15.20	Meeting	Meal	Wellington
15 November 2019	\$6.00	Meeting	Meal	Hamilton

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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)
31 July 2019	\$127.29	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington
31 August 2019	\$51.30	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington
30 September 2019	\$51.30	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington
31 October 2019	\$102.72	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington
30 November 2019	\$51.30	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington
31 December 2019	\$90.72	2 degrees - iPhone & iPad associated charges	Mobile Charge	Wellington

Total other expenses	\$474.63	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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).

