

Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
Please read that in full first.

In the following worksheets, cells shaded light blue require input. All other cells are locked to prevent change.

Purpose

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

What is covered?

All expenses for items experienced, used or declined by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced. This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment. CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance. Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

How does it work?

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook. CEs formally approve completed Excel workbooks and an appropriate person reviews them. They are posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

When and how often are disclosures made?

Disclosures cover the year to 30 June and are expected to be published by 31 July.

Disclosed Information - this workbook includes a tab for each of the following categories:

Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

Travel

All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, accommodation, meals, and taxis.

Hospitality

All work-related hospitality expenses provided by the CE to people external to Public Service departments and statutory Crown entities.

All other expenses

All other expenses incurred by the CE that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, membership fees, conference fees, and professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the Official Information Act.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence).

How to present information

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, CE name and reporting period) will pre-populate once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as “no travel expenses to disclose for this period”; “no gifts received” or “no hospitality provided”. Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include separate disclosures for each CE, including Acting CEs.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: “(This agency) is disclosing the Chief Executive’s expenses, gifts and hospitality as part of its commitment to transparency and accountability”.

Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/sites/all/files/ce-expense-disclosures-guide-agency-staff-2017.docx>
Please read that in full first.

If you have any questions, contact the team at ceexpenses@ssc.govt.nz

For help with publishing on data.govt contact info@data.govt.nz.

Expenses should be posted on agency websites and linked to www.data.govt.nz. See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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

Organisation Name	Te Māngai Pāho
Chief Executive**	Larry Parr
Disclosure period start***	1 July 2018
Disclosure period end***	30 June 2019
Agency totals check	Data and totals checked on all sheets
Chief Executive approval****	
Other sign-off****	

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 blue.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
Travel expenses	\$18,013.32	Figures exclude GST		Number offered	2
Hospitality	\$2,637.89	Figures exclude GST		Number accepted	1
Other expenses	\$7,407.26	Figures exclude GST		Number declined	1
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$17,642.30	Figures exclude GST			
Local Travel	\$371.02	Figures exclude GST			
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	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on costs	Figures exclude GST
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)
		no international travel expenses to disclose for this period		
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)
15 August 2018	\$33.96	WHAKARURUHAU NETWORK MEETING	Taxis	Wellington Airport
15 August 2018	\$48.78	WHAKARURUHAU NETWORK MEETING	Taxis	Wellington Airport
15 August 2018	\$396.02	WHAKARURUHAU NETWORK MEETING	Airfares	WLG/AKL
15 August 2018	\$525.13	WHAKARURUHAU NETWORK MEETING	Airfares	WLG/AKL
15 August 2018	\$23.01	WHAKARURUHAU NETWORK MEETING	Travel fees	WLG/AKL
15 August 2018	\$78.70	WHAKARURUHAU NETWORK MEETING	Taxis	WLG/AKL
31 August 2018	\$38.45	MEETING WITH MĀORI TELEVISION	Taxis	Wellington Airport
31 August 2018	\$35.30	MEETING WITH MĀORI TELEVISION	Taxis	Wellington Airport
31 August 2018	\$521.68	MEETING WITH MĀORI TELEVISION	Airfares	WLG/AKL
31 August 2018	\$38.00	MEETING WITH MĀORI TELEVISION	Travel fees	WLG/AKL
31 August 2018	\$15.00	MEETING WITH MĀORI TELEVISION	Travel fees	WLG/AKL
31 August 2018	\$72.44	MEETING WITH MĀORI TELEVISION	Rental Car	WLG/AKL
10 September 2018	\$8.99	MEETING WITH MĀORI TELEVISION	Taxis	Wellington Airport
12 September 2018	\$31.47	MEETING WITH NGĀ AHO WHAKAARI	Taxis	Wellington Airport
12 September 2018	\$49.55	MEETING WITH NGĀ AHO WHAKAARI	Taxis	Wellington Airport
12 September 2018	\$371.90	MEETING WITH NGĀ AHO WHAKAARI	Airfares	WLG/AKL
12 September 2018	\$23.01	MEETING WITH NGĀ AHO WHAKAARI	Travel fees	WLG/AKL
12 September 2018	\$15.00	MEETING WITH NGĀ AHO WHAKAARI	Travel fees	WLG/AKL
12 September 2018	\$15.00	MEETING WITH NGĀ AHO WHAKAARI	Travel fees	WLG/AKL
12 September 2018	\$102.55	MEETING WITH NGĀ AHO WHAKAARI	Rental Car	WLG/AKL
19 September 2018	\$38.26	NZ RUGBY MEETING	Taxis	Wellington Airport
19 September 2018	\$50.89	NZ RUGBY MEETING	Taxis	Wellington Airport

19 September 2018	\$487.26	NZ RUGBY MEETING	Airfares	WLG/AKL
19 September 2018	\$38.00	NZ RUGBY MEETING	Travel fees	WLG/AKL
19 September 2018	\$118.91	NZ RUGBY MEETING	Rental Car	WLG/AKL
19 November 2018	\$200.58	MĀORI RESEARCH COLLABORATION HUI	Airfares	WLG/AKL
19 November 2018	\$230.72	MĀORI RESEARCH COLLABORATION HUI	Airfares	WLG/AKL
19 November 2018	\$23.01	MĀORI RESEARCH COLLABORATION HUI	Travel fees	WLG/AKL
19 November 2018	\$77.00	MĀORI RESEARCH COLLABORATION HUI	Rental Car	WLG/AKL
7 December 2018	\$447.66	JOURNALISM HUI MASSEY UNIVERSITY	Airfares	WLG/AKL
7 December 2018	\$23.01	JOURNALISM HUI MASSEY UNIVERSITY	Travel fees	WLG/AKL
7 December 2018	\$62.76	JOURNALISM HUI MASSEY UNIVERSITY	Rental Car	WLG/AKL
7 February 2019	\$20.85	HUI WITH MĀORI TELEVISION	Taxis	Wellington Airport
7 February 2019	\$48.59	HUI WITH MĀORI TELEVISION	Taxis	Wellington Airport
7 February 2019	\$49.07	HUI WITH MĀORI TELEVISION	Taxis	Wellington Airport
7 February 2019	\$67.00	HUI WITH MĀORI TELEVISION	Rental Car	WLG/AKL
7 February 2019	\$23.01	HUI WITH MĀORI TELEVISION	Travel fees	WLG/AKL
7 February 2019	\$377.92	HUI WITH MĀORI TELEVISION	Airfares	WLG/AKL
6 March 2019	\$566.46	WHAKARURUHAU HUI AND AHIKĀROA	Airfares	WLG/AKL
6 March 2019	\$350.74	WHAKARURUHAU HUI AND AHIKĀROA	Accommodation/Meals	WLG/AKL
6 March 2019	\$23.01	WHAKARURUHAU HUI AND AHIKĀROA FUNCTION	Travel fees	WLG/AKL
12 March 2019	\$51.65	NZ ON AIR WORKSHOP	Taxis	Wellington Airport
12 March 2019	\$57.49	NZ ON AIR WORKSHOP	Taxis	Wellington Airport
12 March 2019	\$91.08	NZ ON AIR WORKSHOP	Rental Car	WLG/AKL
12 March 2019	\$280.65	NZ ON AIR WORKSHOP	Airfares	WLG/AKL
12 March 2019	\$23.01	NZ ON AIR WORKSHOP	Travel fees	WLG/AKL
13 March 2019	\$22.77	NZ ON AIR WORKSHOP	Taxis	Wellington Airport
16 March 2019	\$50.03	NGĀ AHO WHAKAARI AGM	Taxis	WLG/AKL
16 March 2019	\$58.06	NGĀ AHO WHAKAARI AGM	Taxis	WLG/AKL
16 March 2019	\$233.73	NGĀ AHO WHAKAARI AGM	Airfares	WLG/AKL
16 March 2019	\$143.33	NGĀ AHO WHAKAARI AGM	Airfares	WLG/AKL
16 March 2019	\$15.00	NGĀ AHO WHAKAARI AGM	Travel fees	WLG/AKL
16 March 2019	\$15.00	NGĀ AHO WHAKAARI AGM	Travel fees	WLG/AKL
16 March 2019	\$67.00	NGĀ AHO WHAKAARI AGM	Rental Car	WLG/AKL
17 March 2019	\$302.17	NGĀ AHO WHAKAARI AGM	Airfares	WLG/AKL
17 March 2019	\$23.01	NGĀ AHO WHAKAARI AGM	Travel fees	WLG/AKL
23 April 2019	\$368.45	MATARIKI AWARDS JUDGING SESSION	Airfares	Auckland
23 April 2019	\$23.01	MATARIKI AWARDS JUDGING SESSION	Fees	Auckland
23 April 2019	\$93.10	MATARIKI AWARDS JUDGING SESSION	Car rental	Auckland
17 May 2019	\$49.55	PRE SECTOR WĀNANGA TO DISCUSS TMP DRAFT SPE	Taxis	WLG/AKL
17 May 2019	\$38.36	PRE SECTOR WĀNANGA TO DISCUSS TMP DRAFT SPE	Taxis	WLG/AKL
17 May 2019	\$557.85	PRE SECTOR WĀNANGA TO DISCUSS TMP DRAFT SPE	Airfares	WLG/AKL
17 May 2019	\$23.01	PRE SECTOR WĀNANGA TO DISCUSS TMP DRAFT SPE	Travel fees	WLG/AKL
17 May 2019	\$77.00	PRE SECTOR WĀNANGA TO DISCUSS TMP DRAFT SPE	Rental Car	WLG/AKL
24 May 2019	\$497.59	MEETING WITH NGĀ AHO WHAKAARI	Airfares	WLG/AKL
24 May 2019	\$23.01	MEETING WITH NGĀ AHO WHAKAARI	Travel fees	WLG/AKL
24 May 2019	\$15.00	MEETING WITH NGĀ AHO WHAKAARI	Travel fees	WLG/AKL
24 May 2019	\$77.00	MEETING WITH NGĀ AHO WHAKAARI	Rental Car	WLG/AKL
4 June 2019	\$445.93	SECTOR WĀNANGA	Airfares	WLG/AKL
4 June 2019	\$23.01	SECTOR WĀNANGA	Travel fees	WLG/AKL
4 June 2019	\$98.28	SECTOR WĀNANGA	Rental Car	WLG/AKL
29 June 2019	\$230.71	MATARIKI AWARDS AND BOARD TO BOARD MEETING WITH MTS	Airfares	Auckland
29 June 2019	\$23.01	MATARIKI AWARDS AND BOARD TO BOARD MEETING WITH MTS	Travel fees	Auckland
13 -14 Dec 2018	\$62.84	NZ RUGBY AWARD	Airfares	WLG/AKL
13 -14 Dec 2018	\$149.79	NZ RUGBY AWARD	Airfares	WLG/AKL
13 -14 Dec 2018	\$190.25	NZ RUGBY AWARD	Airfares	WLG/AKL
13 -14 Dec 2018	\$23.01	NZ RUGBY AWARD	Travel fees	WLG/AKL
13 -14 Dec 2018	\$15.00	NZ RUGBY AWARDS	Travel fees	WLG/AKL
13 -14 Dec 2018	\$275.87	NZ RUGBY AWARDS	Accommodation/Meals	WLG/AKL

13 -14 Dec 2018	\$130.38	NZ RUGBY AWARD	Rental Car	WLG/AKL
13-15 July 2018	\$20.47	MEETINGS AND MATARIKI AWARDS	Taxis	Wellington Airport
13-15 July 2018	\$37.40	MEETINGS AND MATARIKI AWARDS	Taxis	Wellington Airport
13-15 July 2018	\$51.37	MEETINGS AND MATARIKI AWARDS	Taxis	Wellington Airport
13-15 July 2018	\$6.89	MEETINGS AND MATARIKI AWARDS	Taxis	WLG/AKL
13-15 July 2018	\$23.01	MEETINGS AND MATARIKI AWARDS	Travel fees	WLG/AKL
13-15 July 2018	\$0.00	MEETINGS AND MATARIKI AWARDS	Travel fees	WLG/AKL
13-15 July 2018	\$15.00	MEETINGS AND MATARIKI AWARDS	Travel fees	WLG/AKL
13-15 July 2018	\$413.26	MEETINGS AND MATAARIKI AWARDS	Accommodation/Meals	WLG/AKL
13-15 July 2018	\$133.80	MEETINGS AND MATARIKI AWARDS	Rental Car	WLG/AKL
14-15 Sep 2018	\$50.41	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Taxis	Wellington Airport
14-15 Sep 2018	\$23.01	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Travel fees	Napier
14-15 Sep 2018	\$39.79	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Taxis	Wellington Airport
14-15 Sep 2018	\$470.03	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Airfares	WLG/NPE NPE/WLG
14-15 Sept 2018	\$141.09	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Accommodation/Meals	Napier
14-15 Sept 2018	\$133.60	SEPTEMBER BOARD MEETING AND MĀORI MUSIC AWARDS	Rental Car	Napier
14-16 Nov 2018	\$28.89	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	Wellington Airport
14-16 Nov 2018	\$31.76	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	Wellington Airport
14-16 Nov 2018	\$36.92	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	Wellington Airport
14-16 Nov 2018	\$41.13	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	Wellington Airport
14-16 Nov 2018	\$47.16	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	Wellington Airport
14-16 Nov 2018	\$76.33	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Taxis	WLG/AKL
14-16 Nov 2018	\$180.78	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Airfares	WLG/AKL
14-16 Nov 2018	\$612.09	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Airfares	WLG/AKL
14-16 Nov 2018	\$15.00	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Travel fees	WLG/AKL
14-16 Nov 2018	\$15.00	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Travel fees	WLG/AKL
14-16 Nov 2018	\$23.01	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Travel fees	WLG/AKL
14-16 Nov 2018	\$15.00	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Travel fees	WLG/AKL
14-16 Nov 2018	\$228.04	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Accommodation/Meals	WLG/AKL
14-16 Nov 2018	\$213.40	MEETINGS AND VODAFONE NZ MUSIC AWARDS	Rental Car	WLG/AKL
24-25 Oct 2018	\$39.70	TVNZ SHOWCASE AND MEETING WITH MĀORI TELEVISION	Taxis	Wellington Airport
24-25 Oct 2018	\$47.35	TVNZ SHOWCASE AND MEETING WITH MĀORI TELEVISION	Taxis	Wellington Airport
24-25 Oct 2018	\$525.14	TVNZ SHOWCASE AND MEETING WITH MĀORI TELEVISION	Airfares	WLG/AKL
24-25 Oct 2018	\$23.01	TVNZ SHOWCASE AND MEETING WITH MĀORI TELEVISION	Travel fees	WLG/AKL
24-25 Oct 2018	\$235.09	TVNZ SHOWCASE AND MEETING WITH MĀORI TELEVISION	Accommodation/Meals	WLG/AKL
27-28 Oct 2018	\$54.71	MĀORI RADIO AWARDS	Taxis	Wellington Airport
27-28 Oct 2018	\$77.00	MĀORI RADIO AWARDS	Rental Car	WLG/AKL
27-28 Oct 2018	\$479.51	MĀORI RADIO AWARDS	Airfares	WLG/ROT ROT/WLG
27-28 Oct 2018	\$23.01	MĀORI RADIO AWARDS	Travel fees	WLG/ROT ROT/WLG
27-28 Oct 2018	\$155.87	MĀORI RADIO AWARDS	Accommodation/Meals	WLG/ROT ROT/WLG
27-28 Oct 2018	\$112.40	MĀORI RADIO AWARDS	Rental Car	WLG/ROT ROT/WLG
30 Jan to 1 Feb 2019	\$37.78	WAITANGI CELEBRATIONS AND IWI CHAIRS	Taxis	Wellington Airport
30 Jan to 1 Feb 2019	\$48.21	WAITANGI CELEBRATIONS AND IWI CHAIRS	Taxis	Wellington Airport
30 Jan to 1 Feb 2019	\$498.45	WAITANGI CELEBRATIONS AND IWI CHAIRS	Airfares	WLG/AKL
30 Jan to 1 Feb 2019	\$23.01	WAITANGI CELEBRATIONS AND IWI CHAIRS	Travel fees	WLG/AKL
30 Jan to 1 Feb 2019	\$231.00	WAITANGI CELEBRATIONS AND IWI CHAIRS	Rental Car	WLG/AKL
9-10 Nov 2018	\$40.27	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Taxis	Wellington Airport
9-10 Nov 2018	\$50.89	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Taxis	Wellington Airport
9-10 Nov 2018	\$365.01	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Airfares	WLG/AKL
9-10 Nov 2018	\$294.42	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Airfares	WLG/AKL
9-10 Nov 2018	\$23.01	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Travel fees	WLG/AKL
9-10 Nov 2018	\$235.87	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Accommodation/Meals	WLG/AKL
9-10 Nov 2018	\$184.31	MEETING WITH RADIO WAATEA AND MĀORI TELEVISION	Rental Car	WLG/AKL
Subtotal - domestic travel		\$17,642.30	Check - there are no hidden rows with data	
			Check - each entry provides sufficient information	

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)
28 February 2019	\$21.90	Meeting with PWC	Taxis	Wellington
13 May 2019	\$10.52	Stakeholder meeting with NZ On Air	Taxis	Wellington
13 May 2019	\$10.43	Stakeholder meeting with NZ On Air	Taxis	Wellington
11 July 2018	\$21.23	Board strategy meeting	Taxis	Wellington
20 July 2018	\$12.15	To/from garage to service vehicle	Taxis	Wellington
20 July 2018	\$12.91	To/from garage to service vehicle	Taxis	Wellington
10 August 2018	\$10.33	Ngā Kaihoutū hui	Taxis	Wellington
16 August 2018	\$21.90	Stakeholder meeting	Taxis	Wellington
23 August 2018	\$20.47	Meeting with board chairs	Taxis	Wellington
20 September 2018	\$24.20	Te Pae Tawhiti meeting	Taxis	Wellington
4 October 2018	\$10.33	Board meeting	Taxis	Wellington
5 October 2018	\$8.80	Sector hui	Taxis	Wellington
5 October 2018	\$13.30	Sector hui	Taxis	Wellington
15 October 2018	\$21.04	PM Literary Awards	Taxis	Wellington
17 October 2018	\$9.57	Meeting with the Minister	Taxis	Wellington
6 November 2018	\$14.35	ANZOG meeting	Taxis	Wellington
25 January 2019	\$22.67	Stakeholder meeting	Taxis	Wellington
6 December 2018	\$9.47	Sector hui	Taxis	Wellington
19 December 2018	\$19.80	Staff Christmas function	Taxis	Wellington
14 February 2019	\$25.44	Aheiha launch	Taxis	Wellington
21 February 2019	\$24.77	Te Matatini	Taxis	Wellington
23 February 2019	\$25.44	Te Matatini	Taxis	Wellington
Subtotal - local travel	\$371.02	Check - there are no hidden rows with data		Check - each entry provides sufficient information
Total travel expenses	\$18,013.32			

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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).

Chief Executive Expense Disclosure				
Organisation Name	Te Māngai Pāho			
Chief Executive	Larry Parr			
Disclosure period start	1 July 2018			
Disclosure period end	30 June 2019			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
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)
1 October 2018	\$165.65	Larry Parr - Dinner with board after strategy session	Dinner	Wellington
22 February 2019	\$761.74	Shepherd's Arms Wellington - Te Matatini	Dinner	Wellington
30 October 2018	\$1,710.50	Chair's functions for investiture of Briar Grace-Smith, Ainsley Gardiner and CE	Catering	Wellington
Total hospitality expenses		\$2,637.89	Check - there are no hidden rows with data	
Notes		Check - each entry provides sufficient information		
* Third parties include people and organisations external to the public service or statutory Crown entities.				
** Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.				
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 Expense Disclosure				
Organisation Name	Te Māngai Pāho			
Chief Executive	Larry Parr			
Disclosure period start	1 July 2018			
Disclosure period end	30 June 2019			
GST on costs	Figures exclude GST			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.</i> <i>Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.</i>				
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)
20 July 2018	\$580.00	Company Vehicle Maintenance	R&M	Wellington
17 September 2019	\$1,112.60	Company Vehicle Maintenance	R&M	Wellington
16 July 2018	\$406.10	Company vehicle fuel	Fuel	Wellington
14 August 2019	\$364.03	Company vehicle fuel	Fuel	Wellington
1 September 2018	\$216.84	Company vehicle fuel	Fuel	Wellington
1 October 2018	\$449.73	Company vehicle fuel	Fuel	Wellington
1 November 2018	\$392.85	Company vehicle fuel	Fuel	Wellington
3 December 2018	\$308.89	Company vehicle fuel	Fuel	Wellington
14 January 2019	\$281.45	Company vehicle fuel	Fuel	Wellington
1 February 2019	\$511.67	Company vehicle fuel	Fuel	Wellington
1 March 2019	\$460.32	Company vehicle fuel	Fuel	Wellington
1 April 2019	\$687.00	Company vehicle fuel	Fuel	Wellington
1 May 2019	\$534.89	Company vehicle fuel	Fuel	Wellington
20 May 2019	\$508.80	Company vehicle fuel	Fuel	Wellington
1 June 2019	\$500.00	Company vehicle fuel	Fuel	Wellington
6 March 2019	\$12.52	Company vehicle toll charges	Toll Charges	Not applicable
8 November 2018	\$1.10	Company vehicle toll charges	Toll Charges	Not applicable
8 November 2018	\$69.57	Company vehicle registration	Company vehicle registration	Wellington
3 December 2018	\$8.90	Company vehicle toll charges	Toll Charges	Not applicable
Total other expenses		\$7,407.26	Check - there are no hidden rows with data Check - each entry provides sufficient information	
Notes				
* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.				
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	Te Māngai Pāho
Chief Executive	Larry Parr
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
GST on values	Figures exclude GST
Agency totals check	Data and totals on this worksheet checked and confirmed

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?)
	Corporate box tickets for a rugby game	Declined	Deloitte	Estimate not possible	not applicable
13 December 2018	Ticket to NZ Rugby Awards	Accepted	NZ Rugby	Estimate not possible	not applicable
Total count of gift/benefit entries:		Offered	2	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	1			
	Declined	1			
Notes					
* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 will raise an alert. Check entry and select 'Yes' to accept/continue.					
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).					