

## 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](mailto:ceexpenses@ssc.govt.nz)

For help with publishing on data.govt contact [info@data.govt.nz](mailto:info@data.govt.nz).

Expenses should be posted on agency websites and linked to [www.data.govt.nz](http://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\*

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive**</b>	Stephen England-Hall
<b>Disclosure period start***</b>	1 July 2020
<b>Disclosure period end***</b>	31 December 2020
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	Audit and Risk Committee Chair (John Thorburn) and Board Chair (Jamie Tuuta)

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
<b>Travel expenses</b>	<b>\$21,808.26</b>	Figures include GST (where applicable)	<b>Number offered</b>	<b>6</b>
<b>Hospitality</b>	<b>\$381.20</b>	Figures include GST (where applicable)	<b>Number accepted</b>	<b>4</b>
<b>Other expenses</b>	<b>\$2,761.39</b>	Figures include GST (where applicable)	<b>Number declined</b>	<b>2</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$16,002.40</b>	Figures include GST (where applicable)		
<b>Local Travel</b>	<b>\$5,805.86</b>	Figures include GST (where applicable)		
<b>Notes</b>				
* 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

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Stephen England-Hall
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	31 December 2020
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
<b>*** No international travel expenses to disclose for this period ***</b>				
<b>Subtotal - international travel</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>These checks (F53 to F61) are imperfect - they count the entries in each column and checks these</b>	

#### 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)
1 July 2020	769.00	Travel to Wellington to meet with the Minister, Stats NZ & EoY review 6 Jul	Return Flights Auckland to Wellington 6 July	Wellington
3 July 2020	523.00	Travel to Wellington to attend Tourism CEs meeting, EoY review, DoC & NZTE, 8-9 Jul	Flights Auckland to Wellington return 8-9 July	Wellington
9 July 2020	83.70	Travel to Wellington to attend Tourism CEs meeting, EoY review, DoC & NZTE, 8-9 Jul	Meals, two people, Meeting with Project Crimson CEO	Wellington
10 July 2020	25.17	Travel to Wellington to attend Tourism CEs meeting, EoY review, DoC & NZTE, 8-9 Jul	Taxi from Wellington airport to CBD	Wellington
10 July 2020	228.00	Travel to Wellington to attend Tourism CEs meeting, EoY review, DoC & NZTE, 8-9 Jul	Accommodation in Wellington 8-9 July	Wellington
16 July 2020	223.30	Met with Rotorua Economic Development Executive Team & Chair & tour of Rotorua's major development sites, 16 July	Accommodation in Rotorua 16 July	Rotorua
17 July 2020	14.00	Industry roadtrip, Auckland-Hamilton-Hobbiton-Rotorua-Taupo 16-17 July	Breakfast in Rotorua 17 July	Rotorua
17 July 2020	256.12	Industry roadtrip, Auckland-Hamilton-Hobbiton-Rotorua-Taupo 16-17 July	Mileage to engage with industry 16-17 July	Hamilton, Rotorua, Taupo
21 July 2020	1,179.12	Travel to Chatham Islands to attend Tourism Chatham Islands AGM and engage with industry 14-17 Sep	Flights Wellington to Chatham Islands & Chatham Islands to Auckland 14 & 17 September	Chatham Islands
23 July 2020	448.00	Exec & Tourism Recovery Ministers meetings 30 Jul	Flight Auckland to Wellington 30 July	Wellington
24 July 2020	388.00	Travel to attend Minister meeting, Tourism Futures Taskforce workshop & Tourism Recovery Minister meeting. 4-5 Aug	Flights Auckland to Wellington return 4-5 August	Wellington
24 July 2020	219.00	Exec & Tourism Recovery Ministers meetings 30 Jul	Flight Auckland to Wellington 30 July	Wellington
6 August 2020	220.32	Travel to attend Minister meeting, Tourism Futures Taskforce workshop & Tourism Recovery Minister meeting. 4-5 Aug	Accommodation 4 August	Wellington

17 August 2020	219.00	Travel to Chatham Islands to attend Tourism Chatham Islands AGM and engage with industry 14-17 Sep	Flight Auckland to Wellington 14 September to connect to Air Chathams flight	Chatham Islands
18 August 2020	578.00	Travel to Christchurch to attend TIA AGM and Board meetings and meet CE CIAL, RTO/Industry/media engagement, 1-2 Sep	Flights Christchurch to Auckland return 1-2 September	Christchurch
2 September 2020	190.00	Travel to Christchurch to attend TIA AGM and Board meetings and meet CE CIAL, RTO/Industry/media engagement, 1-2 Sep	Accommodation in Christchurch 1 September	Christchurch
8 September 2020	587.00	Travel to Christchurch and Queenstown for industry roadshows & Board meeting 20-23 Oct	Flights Auckland-Christchurch-Queenstown-Auckland 20 to 23 October	Christchurch & Queenstown
8 September 2020	487.00	Travel to Speak at NZ Airports Conference & industry roadshow in Wellington 27-28th Oct / industry dinner, industry roadshow and famil in Rotorua 29-30 Oct	Flights Auckland-Wellington-Rotorua-Auckland 27-30 Oct	Wellington & Rotorua
10 September 2020	583.00	Travel to meet TECNZ, MBIE, Tourism Futures Taskforce, Stuff, Air NZ, Treasury, Exec WiP, Trees that Count 24-25 Sep	Flights Auckland to Wellington return 24-25 Sep	Wellington
10 September 2020	278.00	Pou Ārahi – Māori Mihi Whakatau & induction Meeting with MBIE & attend Predator Free Te Waipounamu workshop 6-7 Oct	Flights Auckland to Wellington return 6-7 Oct	Wellington
25 September 2020	137.00	Travel to meet TECNZ, MBIE, Tourism Futures Taskforce, Stuff, Air NZ, Treasury, Exec WiP, Trees that Count 24-25 Sep	Accommodation Wellington 24 September	Wellington
5 October 2020	81.50	Pou Ārahi – Māori Mihi Whakatau & induction Meeting with MBIE & attend Predator Free Te Waipounamu workshop 6-7 Oct	Auckland airport parking fee 6-7 Oct	Wellington
7 October 2020	192.00	Pou Ārahi – Māori Mihi Whakatau & induction Meeting with MBIE & attend Predator Free Te Waipounamu workshop 6-7 Oct	Accommodation Wellington 6 October	Wellington
12 October 2020	538.00	Travel to attend Tourism Futures Taskforce Workshop, Minister meeting & Audit & Risk Committee meeting in Wellington 23-24 Nov and TIA Board dinner & meeting in Queenstown 24-25 Nov	Flights Auckland- Wellington -Queesntown 23- 25 Nov	Wellington & Queenstown
12 October 2020	53.00	Travel to Wellington to speak at Top 10 Holiday Parks Conference 15 Oct	Auckland airport parking 15 October	Wellington
12 October 2020	906.00	Travel to Wellington to speak at Top 10 Holiday Parks Conference 15 Oct	Flights Auckland to Wellington return 15 Oct	Wellington
22 October 2020	700.00	Travel to Christchurch and Queenstown for industry roadshows & Board meeting 20-23 Oct	Dinner with x6 Directors in Queenstown 21 October to connect prior to Board meeting 22 October.	Queenstown
22 October 2020	77.00	Travel to Christchurch and Queenstown for industry roadshows & Board meeting 20-23 Oct	Taxi in Queenstown 21 Oct	Queenstown
28 October 2020	101.50	Travel to Speak at NZ Airports Conference & industry roadshow in Wellington 27-28th Oct / industry dinner, industry roadshow and famil in Rotorua 29-30 Oct	Dinner Wellington 27 October	Wellington & Rotorua
29 October 2020	120.00	Flights - Board meeting 25-27 Aug	Air NZ refund error - refunded \$120 twice when flights were cancelled due to Auckland going into level 3 lock-down and unable to travel to Rotorua for Board meeting (moved to Zoom meeting)	Rotorua
30 October 2020	38.00	Travel to Speak at NZ Airports Conference & industry roadshow in Wellington 27-28th Oct / industry dinner, industry roadshow and famil in Rotorua 29-30 Oct	Taxi Fee in Rotorua 29 October	Wellington & Rotorua
30 October 2020	613.00	Travel to attend TIA Board Summit & dinner 17 Nov	Flights Auckland to Wellington return 17 Nov	Wellington
31 October 2020	436.00	Travel to attend Tourism Futures Taskforce workshop and Audit & Risk Committee meeting 23-24 Nov	Flights Auckland to Wellington return 23-24 Nov	Wellington
9 November 2020	438.00	Travel to attend Board meeting, famil and industry dinner in Kaikoura 14-16 Dec	Flights Auckland to Christchurch return 14-16 Dec	Kaikoura
13 November 2020	293.00	Travel to attend TIA Board Summit & dinner 17 Nov	Amended flight to travel to Wellington on the 16 Nov as Minister confirmed to speak early at the TIA Summit on the 17th.	Wellington
19 November 2020	573.75	Travel to attend TIA Board Summit & dinner 17 Nov	Accommodation 16 & 17 November	Wellington

23 November 2020	195.00	Travel to attend Tourism Futures Taskforce workshop and Audit & Risk Committee meeting 23-24 Nov	Accommodation in Wellington 23 Nov	Wellington
25 November 2020	802.00	Travel to meet the Minister and dial into intersessional Board meeting via Zoom 2-3 Dec	Flights Auckland to Wellington return 2-3 Dec	Wellington
25 November 2020	189.00	Travel to Queenstown to attend TIA member & stakeholder function and Board meeting 24-25 Nov	Accommodation Queenstown 24 November	Queenstown
27 November 2020	120.00	Travel to Wellington to meet with the Parliamentary Commissioner for Environment and attend NZ Story Board meeting 11 Dec	Flights Auckland to Wellington return 11 December	Wellington
29 November 2020	692.00	Travel to attend Tourism CEs meeting, filming video for Tourism News, departure meeting with Minister Nash, meeting with Lou Sanson (Doc) and farewell afternoon tea with the Wellington office 8-9 December	Flights Auckland to Wellington return 8-9 Dec	Wellington
30 November 2020	52.00	Travel to meet the Minister and dial into intersessional Board meeting via Zoom 2-3 Dec	Auckland airport parking 2-3 December	Wellington
4 December 2020	6.50	Travel to meet the Minister and dial into intersessional Board meeting via Zoom 2-3 Dec	Uber Beehive to QT Hotel 2 December	Wellington
4 December 2020	495.72	Travel to meet the Minister and dial into intersessional Board meeting via Zoom 2-3 Dec	Accommodation, food and beverages 2 December	Wellington
9 December 2020	45.50	Travel to attend Tourism CEs meeting, filming video for Tourism News, departure meeting with Minister Nash, meeting with Lou Sanson (Doc) and farewell afternoon tea with the Wellington office 8-9 December	Lunch 8 December	Wellington
10 December 2020	7.12	Travel to attend Tourism CEs meeting, filming video for Tourism News, departure meeting with Minister Nash, meeting with Lou Sanson (Doc) and farewell afternoon tea with the Wellington office 8-9 December	Uber from Beehive to QT Hotel 8 December	Wellington
10 December 2020	284.58	Travel to attend Tourism CEs meeting, filming video for Tourism News, departure meeting with Minister Nash, meeting with Lou Sanson (Doc) and farewell afternoon tea with the Wellington office 8-9 December	Accommodation 8 December	Wellington
15 December 2020	246.00	Travel from Christchurch to Wellington after the Board meeting in Kaikoura to meet the Minister on 16 December	Flight change Christchurch to Wellington 16 Dec	Kaikoura & Wellington
16 December 2020	70.50	Travel from Christchurch to Wellington after the Board meeting in Kaikoura to meet the Minister on 16 December	Morning tea 7pax in Cheviot 16 Dec	Kaikoura
<b>Subtotal - domestic travel</b>		<b>\$16,002.40</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>

<b>Local Travel (within City, excluding travel to airport)</b>				
<b>Date(s)*</b>	<b>Cost in NZ\$</b>	<b>Purpose of travel (e.g. meeting with Minister)***</b>	<b>Type of expense (e.g. taxi, parking, bus)</b>	<b>Location(s)</b>
1 July 2020	28.95	Taxi - Board dinner 29 June	Taxi fee 29 June following dinner with Board members	Auckland
30 July 2020	13.60	Car parking to attend meetings 29 July & 10 Aug	Car park 29 July to speak at Tourism Connect Summit at the Cordis Hotel.	Auckland
31 July 2020	1,411.29	Corporate Cabs invoice for the month of July 2020	Taxi charges for the month	Auckland
11 August 2020	9.60	Car parking to attend meetings 29 July & 10 Aug	Car park 10 August to meet TVNZ.	Auckland
31 August 2020	418.18	Corporate Cabs invoice for the month of August 2020	Taxi charges for the month	Auckland
10 September 2020	130.50	Airport parking to travel to Chatham Islands to attend Tourism Chatham Islands AGM and meet industry 14-17 Sep	Auckland airport parking 14-17 September	Auckland
10 September 2020	75.00	Airport parking - Wellington 24-25 September	Auckland airport parking 4-25 September	Auckland
14 September 2020	60.00	Mileage - Tourism Chatham Islands AGM & meetings 14-17 Sep	Mileage 80km 14-17 Sep	Auckland
24 September 2020	60.00	Mileage - MBIE, TFT, Treasury, Air NZ, WiPs 24-25 Sep	Mileage 80km 24-25 September	Auckland
30 September 2020	536.00	Corporate Cabs invoice for the month of September 2020	Taxi charges for the month	Auckland
6 October 2020	60.00	Mileage - Pou Ārahi, MBIE, Predator free workshop 6-7 Oct	Mileage 80km 6-7 October	Auckland
15 October 2020	60.00	Mileage - Top 10 Holiday Park Conference 15 Oct	Mileage 80km 15 October	Auckland

31 October 2020	1,022.27	Corporate Cabs invoice for the month of October 2020	Taxi charges for the month	Auckland
13 November 2020	22.10	Taxis Whānau Welcome Dinner 12 Nov	Taxi fee 12 November.	Auckland
16 November 2020	25.39	Taxis for meeting the Chair of the Board 12 Nov	Taxi fee 12 November	Auckland
30 November 2020	1,137.39	Corporate Cabs invoice for the month of November 2020	Taxi charges for the month	Auckland
2 December 2020	26.60	Taxi for meeting with Exec & Extended Leadership Team 30 Nov	Taxi fee 30 November	Auckland
31 December 2020	708.99	Corporate Cabs invoice for the month of December 2020	Taxi charges for the month	Auckland
<b>Subtotal - local travel</b>		<b>\$5,805.86</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
<b>Total travel expenses</b>		<b>\$21,808.26</b>		

**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

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Stephen England-Hall
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	31 December 2020
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### 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)
23 June 2020	\$27.09	Mobile & Data fees for the period 24 Jun- 23 Jul 2020	Phone and Data Cost	Auckland
23 July 2020	\$26.00	Mobile & Data fees for the period 24 Jul- 23 Aug 2020	Phone and Data Cost	Auckland
23 August 2020	\$25.89	Mobile & Data fees for the period 24 Aug- 23 Sep 2020	Phone and Data Cost	Auckland
1 September 2020	\$2,587.50	Young presidents organisation membership	Young President Organisation membership	Auckland
23 September 2020	\$26.31	Mobile & Data fees for the period 24 Sep- 23 Oct 2020	Phone and Data Cost	Auckland
23 October 2020	\$25.30	Mobile & Data fees for the period 24 Oct - 23 Nov 2020	Phone and Data Cost	Auckland
23 November 2020	\$26.70	Mobile & Data fees for the period 24 Nov - 23 Dec 2020	Phone and Data Cost	Auckland
23 December 2020	\$26.70	Mobile & Data fees for the period 24 Dec 2020- 23 Jan 2021	Phone and Data Cost	Auckland
23 January 2021	(\$10.11)	Mobile & Data fees for the period 11 Jan- 23 Jan 2021	Phone and Data Cost	Auckland

<b>Total other expenses</b>	<b>\$2,761.39</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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<b>Notes</b>	<p>* 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).</p>
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## Chief Executive Expense Disclosure

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Stephen England-Hall
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	31 December 2020
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
5 August 2020	\$119.50	Meeting with Rob Fisher - PriceWaterHouseCoopers to discuss digital proposal on 5 Aug	Dinner (for 2 people)	Wellington
8 October 2020	\$122.90	Meeting with Kevin Malloy (Digital media consultant) on 8 October	Dinner (for 2 people)	Auckland
14 October 2020	\$36.50	Meeting with Justin Hall (CE Smartfoods) fellow member of Young President's Organization (leadership community of Chief Executives)	Lunch (for 2 people)	Auckland
19 November 2020	18.30	Meeting with Shane Vuletich (MD Fresh Info) 19 Nov	Coffee, snacks (2 people)	Wellington
10 December 2020	\$84.00	Meeting with Rod Snodgrass (Director The Exponential Agency) on 10 December	Lunch (for 2 people)	Auckland

<b>Total hospitality expenses</b>	<b>\$381.20</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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<b>Notes</b>				
* 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 Gifts and Benefits Disclosure

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Stephen England-Hall
<b>Disclosure period start</b>	1 July 2020
<b>Disclosure period end</b>	31 December 2020
<b>GST on values</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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?)
18 October 2020	2 x tickets + hospitality- All Blacks v Australia rugby test match + hospitality	YES	NZ Rugby	\$543.00	
26 October 2020	4 x tickets- Ziplining & Forest Walk	YES	Ecozip Adventures Waiheke	\$337.00	
1 December 2020	1 x ticket -All Blacks Experience	NO	NZ Rugby	\$45.00	
14 December 2020	1 x ticket- Weta Workshop Unleashed	NO	Weta Workshop	\$45.00	
18 December 2021	1 x framed Tiaki Poster-Farewell gift	YES	Tourism New Zealand	\$283.00	
11 January 2021	4 x tickets- Hobbiton movie set experience	YES	Hobbiton movie set	\$225.00	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>6</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	<b>Accepted</b>	<b>4</b>		
	<b>Declined</b>	<b>2</b>		

<b>Notes</b>				
* 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).				

## 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](mailto:ceexpenses@ssc.govt.nz)

For help with publishing on data.govt contact [info@data.govt.nz](mailto:info@data.govt.nz).

Expenses should be posted on agency websites and linked to [www.data.govt.nz](http://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\*

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive**</b>	Rene de Monchy
<b>Disclosure period start***</b>	1 January 2021
<b>Disclosure period end***</b>	30 June 2021
<b>Agency totals check</b>	Data and totals checked on all sheets
<b>Chief Executive approval****</b>	This disclosure has been approved by the Chief Executive
<b>Other sign-off****</b>	Audit and Risk Committee Chair (John Thorburn) and Board Chair (Jamie Tuuta)

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
<b>Travel expenses</b>	<b>\$13,997.52</b>	Figures include GST (where applicable)	<b>Number offered</b>	<b>7</b>
<b>Hospitality</b>	<b>\$130.30</b>	Figures include GST (where applicable)	<b>Number accepted</b>	<b>3</b>
<b>Other expenses</b>	<b>\$641.33</b>	Figures include GST (where applicable)	<b>Number declined</b>	<b>4</b>
<b>International Travel</b>	<b>\$0.00</b>	Figures include GST (where applicable)		
<b>Domestic Travel</b>	<b>\$11,452.91</b>	Figures include GST (where applicable)		
<b>Local Travel</b>	<b>\$2,544.61</b>	Figures include GST (where applicable)		
<b>Notes</b>				
* 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

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Rene de Monchy
<b>Disclosure period start</b>	1 January 2021
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
<b>*** No international travel expenses to disclose for this period ***</b>				
<b>Subtotal - international travel</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>These checks (F53 to F61) are imperfect - they count the entries in each column and checks these</b>	

#### 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)
19 January 2021	438.00	Travel to Wellington to attend meetings - Tourism Futures Taskforce, ENZ, TIA, TNZ Director and 1 News interview. 28-29 Jan	Return Flight Auckland to Wellington 28 January	Wellington
25 January 2021	175.00	Travel to Wellington to attend meetings - Tourism Futures Taskforce, ENZ, TIA, TNZ Director and 1 News interview. 28-29 Jan	Change fee to move flight from Wellington to Auckland from 30th to 29th.	Wellington
25 January 2021	488.00	Travel to Christchurch to meet with operators and the Mayor, speak at Regional Tourism Organisation NZ AGM, meet Christchurch Airport and the Vice Chancellor of the University for Business Events, 11-12 Feb	Return Flights Auckland-Christchurch 11-12 Feb	Christchurch
29 January 2021	279.00	Travel to Wellington to attend meetings - Tourism Futures Taskforce, ENZ, TIA, TNZ Director and 1 News interview. 28-29 Jan	Accommodation 28 January - Wellington	Wellington
1 February 2021	66.00	Travel to Wellington to attend meetings - Tourism Futures Taskforce, ENZ, TIA, TNZ Director and 1 News interview. 28-29 Jan	Dinner 28 January - Wellington (1 pack)	Wellington
1 February 2021	18.40	Uber in Wellington to attend meeting 28 January	Taxi Fee	Wellington
9 February 2021	100.00	Amended flight to stay on in Christchurch to atten more meetings on 12 Feb	Amended flight fee Christchurch to Auckland 12 Feb	Christchurch
12 February 2021	24.00	Industry, Mayor, RTNZ, UC & CIAL 11-12 Feb	Pre-dinner drink in Christchurch 11 February, 2 people	Christchurch
12 February 2021	202.98	Industry, Mayor, RTNZ, UC & CIAL 11-12 Feb	Accommodation Christchurch 11 February	Christchurch
15 February 2021	4.59	Industry, Mayor, RTNZ, UC & CIAL 11-12 Feb	Coffee Christchurch 12 February	Christchurch

3 March 2021	618.00	Travel to Hokitika to meet with Audit & Risk Committee & attend Board & Destination famil & stakeholder function 13-14 Apr	Flight Auckland to Hokitika return 13-14 April	Hokitika & Christchurch
6 March 2021	876.00	Travel to Wellington for introductory meetings, attend Tourism CEs meeting and TECNZ Board networking function 16-18 Mar	Flight Auckland to Wellington return 16-18 March	Wellington
18 March 2021	18.00	Travel to Wellington for introductory meetings, attend Tourism CEs meeting and TECNZ Board networking function 16-18 Mar	Dinner Wellington 16 March	Wellington
26 March 2021	683.91	Travel to Wellington for introductory meetings, attend Tourism CEs meeting and TECNZ Board networking function 16-18 Mar	Accommodation 16-17 April	Wellington
26 March 2021	281.00	Travel to Wellington for Exec monthly meeting & New Zealand China Council Board meeting, trans-Tasman bubble celebration & media interviews, and meetings with TIA& MBIE, 19-21 Apr	Flight Auckland to Wellington return 19-21 April	Wellington
13 April 2021	56.20	Taxi CHCH airport to hotel - TNZ Board meeting 13 April	Taxi Fee	Christchurch
20 April 2021	35.10	Taxi from Wellington airport to hotel following trans-Tasman bubble celebration 19 April	Taxi Fee	Wellington
21 April 2021	542.00	Travel to Christchurch to attend TRENZ, 4-6 May	Return Flights Auckland to Christchurch 4 -6 May	Christchurch
23 April 2021	601.54	NZCC, QFT AU, Chair, TIA, Exec WiPs, Exec mtg 19-21 Apr	Accommodation and dinner 19 & 20 April	Wellington
6 May 2021	7.50	Travel to Christchurch to attend TRENZ, 4-6 May	Lunch, 1pack, 6 May	Christchurch
10 May 2021	712.00	Travel to Wellington for Meeting Minister, MBIE, DIA, TIA, DoC, TNZ Chair and Exec WiPs. 17-19 May	Return Flights Auckland to Wellington 17-19 May	Wellington
10 May 2021	23.50	Travel to Christchurch to attend TRENZ, 4-6 May	Beverages 4-5 May	Christchurch
10 May 2021	248.00	Travel to New Plymouth to attend Venture Taranaki's launch of 'The Taranaki Story' and engage with industry 25 May	Return Flights Auckland to New Plymouth 25 May	New Plymouth
12 May 2021	559.00	Travel to Queenstown & Christchurch for TNZ Engagement Huis 28-29 June	Flights to Queenstown & Christchurch 28-29 June.	Queenstown & Christchurch
12 May 2021	591.00	Travel to Wellington to attend Tourism CEs meeting and TNZ Engagement Hui 23 June and to Rotorua to attend TNZ Engagement Hui 24 June.	Flights to Wellington and Rotorua 23 & 24 June	Wellington & Rotorua
19 May 2021	611.81	Travel to Wellington for Meeting Minister, MBIE, DIA, TIA, DoC, TNZ Chair and Exec WiPs. 17-19 May	Accommodation and dinner 17-18 May	Wellington
21 May 2021	559.00	Travel to Queenstown to welcome PM Morrison & meeting Destination Queenstown 30-31 May	Return Flights Auckland to Queenstown 31 May.	Queenstown
25 May 2021	220.00	Travel to New Plymouth to attend Venture Taranaki's launch of 'The Taranaki Story' and engage with industry 25 May	Accommodation in New Plymouth 25 May	New Plymouth
26 May 2021	170.00	Travel to New Plymouth to attend Venture Taranaki's launch of 'The Taranaki Story' and engage with industry 25 May	Dinner in New Plymouth, 3 packs, 25 May	New Plymouth
27 May 2021	53.30	Launch Taranaki story & industry engagement 25 May	Taxi from hotel to New Plymouth Airport 26 May	New Plymouth
27 May 2021	598.00	Travel to Wellington to attend Challenger lighthouse workshop 14 Jun	Flight Auckland to Wellington return 14 Jun	Wellington
27 May 2021	598.00	Travel to Wellington to attend Challenger lighthouse workshop & Estimates Hearing 8-11 Jun	Flight Auckland to Wellington return 8-11 Jun	Wellington
27 May 2021	233.00	Travel to New Plymouth to speak and attend Tourism Export Council conference 4-5 August	Return Flights Auckland to New Plymouth 4-5 August.	New Plymouth
27 May 2021	572.00	Travel to Wellington for Noho Marae (overnight stay) with the Exec & Board - Treaty of Waitangi workshop 17-18 Jun	Flight Auckland to Wellington return 17-18 Jun	Wellington
30 May 2021	139.30	Travel to Queenstown to welcome PM Morrison & meeting Destination Queenstown 30-31 May	Accommodation in Queenstown 30-31 May.	Queenstown
9 June 2021	17.30	Travel to Wellington to attend meetings with Minister, Estimates Hearing, TPK & Maori Tourism 8-10 Jun	Dinner in Wellington on 8 June	Wellington

28 June 2021	32.48	TNZ Engagement Hui 24 Jun	Breakfast Rotorua 24 June	Rotorua
<b>Subtotal - domestic travel</b>	<b>\$11,452.91</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Local Travel (within City, excluding travel to airport)</b>				
<b>Date(s)*</b>	<b>Cost in NZ\$</b>	<b>Purpose of travel (e.g. meeting with Minister)***</b>	<b>Type of expense (e.g. taxi, parking, bus)</b>	<b>Location(s)</b>
27 January 2021	6.60	Parking fee to meet TNZ Director 27 January	Parking Fee 27 January	Auckland
25 January 2021	97.00	Travel to Wellington to attend meetings - Tourism Futures Taskforce, ENZ, TIA, TNZ Director and 1 News interview. 28-29 Jan	Auckland airport parking fee	Auckland
28 January 2021	25.84	Mileage - TFT, ENZ, TIA, 1 News, Board 28-29 Jan	Mileage; Driving to Auckland airport return 28-29 January	Auckland
31 January 2021	100.84	Corporate Cabs invoice for the month of January 2021	Taxi charges for the month	Auckland
5 February 2021	97.00	Industry, Mayor, RTNZ, UC & CIAL 11-12 Feb	Auckland airport parking 11-12 February to travel to Christchurch	Auckland
11 February 2021	25.84	Mileage - Industry, Mayor, RTNZ & CIAL 11-12 Feb	Mileage; Driving to Auckland airport return 11-12 Feb	Auckland
28 February 2021	145.13	Corporate Cabs invoice for the month of February 2021	Taxi charges for the month	Auckland
31 March 2021	340.26	Corporate Cabs invoice for the month of March 2021	Taxi charges for the month	Auckland
30 April 2021	540.73	Corporate Cabs invoice for the month of April 2021	Taxi charges for the month	Auckland
4 May 2021	129.00	Travel to Christchurch to attend TRENZ, 4-6 May	Auckland airport parking fee	Auckland
6 May 2021	27.88	Mileage - TRENZ 4-6 May	Mileage; Driving to Auckland airport return 4-6 May	Auckland
12 May 2021	121.50	Travel to Wellington for meeting Minister, MBIE, DIA, TIA, DoC, TNZ Chair and Exec WiPs, 17-19 May	Auckland airport parking fee	Auckland
19 May 2021	27.88	Mileage - meetings 17-19 May	Mileage; Driving to Auckland airport return 17-19 May	Auckland
21 May 2021	97.00	Travel to New Plymouth to attend Venture Taranaki's launch of 'The Taranaki Story' and engage with industry 25 May	Auckland airport parking fee 25 May	Auckland
24 May 2021	84.00	Travel to Queenstown to welcome PM Morrison & meeting Destination Queenstown 30-31 May	Auckland airport parking fee 30-31 May	Auckland
26 May 2021	27.88	Mileage - Launch Taranaki story 25-26 May	Mileage; Driving to Auckland airport return 25-26 May	Auckland
31 May 2021	263.37	Corporate Cabs invoice for the month of May 2021	Taxi charges for the month	Auckland
31 May 2021	26.86	Mileage - PM Morrison welcome 30-31 May	Mileage; Driving to Auckland airport return 30-31 May	Auckland
3 June 2021	121.50	Travel to Wellington to attend meetings with Minister, Estimates Hearing, TPK & Maori Tourism 8-10 Jun	Auckland airport parking fee 8-10 June.	Auckland
8 June 2021	17.64	Taxi from the Kea World Class Awards 3 June	Taxi fee 3 June	Auckland
10 June 2021	26.86	Mileage - meetings 8-10 Jun	Mileage; Driving to Auckland airport return 8-10 Jun	Auckland
10 June 2021	97.00	Travel to Wellington to attend Tourism CEs meeting & TNZ's Engagement Hui 23 June and Rotorua to attend TNZ's Engagement Hui 23-24 Jun	Auckland airport parking fee	Auckland
15 June 2021	80.00	Travel to Queenstown & Christchurch to attend TNZ's Engagement Huis on 28-29 June	Auckland airport parking fee	Auckland
25 June 2021	17.00	TNZ Engagement Huis 28-29 Jun	Amend Auckland airport parking ticket, 28 Jun	Auckland
<b>Subtotal - local travel</b>	<b>\$2,544.61</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

<b>Total travel expenses</b>	<b>\$13,997.52</b>			
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**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

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Rene de Monchy
<b>Disclosure period start</b>	1 January 2021
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	Data and totals on this worksheet checked and confirmed

### 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)
23 December 2020	\$59.35	Mobile & Data fees for the period 24 Dec 2020 - 23 Jan 2021	Phone and Data Cost	Auckland
7 January 2021	\$20.00	NZ Herald subscription Jan 2021	NZ Herald premium content subscription January 2021	Auckland
23 January 2021	\$47.53	Mobile & Data fees for the period 24 Jan - 23 Feb 2021	Phone and Data Cost	Auckland
26 January 2021	\$285.00	Renewal Air NZ Koru membership	Membership	Auckland
3 February 2021	\$13.26	Tourism Futures Taskforce, ENZ, TIA, 1 News, Board 28-29 Jan	Courier fee - book left at hotel.	Wellington
4 February 2021	\$20.00	Miscellaneous expenses	NZ Herald online subscription February	Auckland
23 February 2021	\$25.30	Mobile & Data fees for the period 24 Feb - 23 Mar 2021	Phone and Data Cost	Auckland
4 March 2021	\$20.00	NZ Herald subscription Mar 2021	The NZ Herald premium content online subscription March 2021	Auckland
23 March 2021	\$25.50	Mobile & Data fees for the period 24 Mar - 23 Apr 2021	Phone and Data Cost	Auckland
1 April 2021	\$20.00	NZ Herald membership Apr   NZ Story & Air NZ mtgs	NZ Herald online subscription April	Auckland
23 April 2021	\$38.42	Mobile & Data fees for the period 24 Apr - 23 May 2021	Phone and Data Cost	Auckland
29 April 2021	\$20.00	NZ Herald online subscription May	NZ Herald online subscription May	Auckland
23 May 2021	\$25.81	Mobile & Data fees for the period 24 May- 23 Jun 2021	Phone and Data Cost	Auckland
23 June 2021	\$21.16	Thank you gift NZTE	Thank you gift NZTE	Auckland

<b>Total other expenses</b>	<b>\$641.33</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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<b>Notes</b>	
* 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

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Rene de Monchy
<b>Disclosure period start</b>	1 January 2021
<b>Disclosure period end</b>	30 June 2021
<b>GST on costs</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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)
23 December 2020	\$29.50	CE handover & meeting with Grant Webster 22-23 Dec	Breakfast meeting with Grant Webster (CE THL) on 23 December	Auckland
21 January 2021	\$11.00	Miscellaneous expenses	Coffee - meeting with Rebecca Smith, NZ Story Board, on 21 January	Auckland
18 March 2021	\$9.00	Introductory meetings, ERSC, Tourism CEs & TECNZ 16-18 Mar	Coffee meeting with Sinead Boucher (Stuff.co.nz) 18 March	Wellington
6 April 2021	\$9.00	NZ Herald membership Apr   NZ Story & Air NZ mtgs	Meeting with Leanne Geraghty (Chief Customer and Sales Officer, Air NZ) on 1 April	Auckland
27 April 2021	\$44.80	NZ Herald membership Apr   NZ Story & Air NZ mtgs	Meeting with Jodi Redden of NZ Story Board on 25 Mar 2021	Auckland
13 May 2021	\$9.00	Meetings with Brodie McLeish & Leann Geraghty 11-12 May	Coffee meeting with Leanne Geraghty (Air NZ) on 12 May.	Auckland
31 May 2021	\$9.00	Taxi and external meetings	Coffee with Matthew Clews (Bachcare) in Auckland on 27 May	Auckland
31 May 2021	\$9.00	Taxi and external meetings	Coffee with Andrew Baker (3 Degrees) in Auckland on 4 June	Auckland

<b>Total hospitality expenses</b>	<b>\$130.30</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
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**Notes**

\* 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 Gifts and Benefits Disclosure

<b>Organisation Name</b>	Tourism New Zealand
<b>Chief Executive</b>	Rene de Monchy
<b>Disclosure period start</b>	1 January 2021
<b>Disclosure period end</b>	30 June 2021
<b>GST on values</b>	Figures include GST (where applicable)
<b>Agency totals check</b>	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?)
10 March 2021	2 x tickets + hospitality- America's Cup race- hosted on RNZYS vessel ALI	YES	Royal New Zealand Yacht Squadron & Accor Hotel	\$1,000.00	
14 March 2021	2 x tickets + hospitality- America's Cup race - hosted on Sky City vessel Horizon II	YES	Sky City	\$990.00	
9 April 2021	1x voucher- Gift voucher Ahi Restaurant to congratulate being appointed as Chief Executive	NO	Special Group	\$300.00	
13 April 2021	1x ticket-Auckland Food and Wine Classic (F.A.W.C) Degustation	NO	Hawkes Bay Tourism	\$200.00	
25 April 2021	5 x tickets- Shotover Jet + Skyline + luge	YES	Destination Queenstown	\$627.00	
31 May 2021	1x ticket - Wellington on a Plate (WOAP) Launch Event	NO	Wellington on a Plate	\$150.00	
12 June 2021	2x tickets + hospitality-Auckland Blues vs Western Force - SuperRugby match + hospitality	NO	Accor Group	\$150.00	

<b>Total count of gift/benefit entries:</b>	<b>Offered</b>	<b>7</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>
	<b>Accepted</b>	<b>3</b>		
	<b>Declined</b>	<b>4</b>		

**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).