

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

<b>Organisation Name</b>	New Zealand Lotteries Commission
<b>Chief Executive**</b>	Christoper Lyman
<b>Disclosure period start***</b>	1 July 2023
<b>Disclosure period end***</b>	15 September 2024
<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>	Jeff Hayward (Chief Financial Officer)

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

Throughout this workbook, input cells are shaded light green.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
<b>Travel expenses</b>	<b>\$200.84</b>	Figures exclude GST		<b>Number offered</b>	<b>0</b>
<b>Hospitality</b>	<b>\$0.00</b>	Figures exclude GST		<b>Number accepted</b>	<b>0</b>
<b>Other expenses</b>	<b>\$349.51</b>	Figures exclude GST		<b>Number declined</b>	<b>0</b>
<b>International Travel</b>	<b>\$72.52</b>	Figures exclude GST			
<b>Domestic Travel</b>	<b>\$0.00</b>	Figures exclude GST			
<b>Local Travel</b>	<b>\$128.32</b>	Figures exclude GST			

<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>	New Zealand Lotteries Commission
<b>Chief Executive</b>	Christoper Lyman
<b>Disclosure period start</b>	1 July 2023
<b>Disclosure period end</b>	15 September 2024
<b>GST on costs</b>	Figures exclude GST
<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)
10 July 2023	\$72.52	Meeting with CEO The Lottery Corporation (Australia)	Parking	Australia
<b>Subtotal - international travel</b>	<b>\$72.52</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</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)
No Domestic Travel to be disclosed				
<b>Subtotal - domestic travel</b>	<b>\$0.00</b>	<b>Check - there are no hidden rows with data</b>	<b>Check - each entry provides sufficient information</b>	

#### 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)
1 July 2023 - 15 September 2023	\$128.32	Meetings with staff/suppliers/NZLGB/government agencies/Ministers	Transport (taxi fares, train fare, car hire)	New Zealand

Subtotal - local travel	\$128.32	Check - there are no hidden rows with data	Check - each entry provides sufficient information
<b>Total travel expenses</b>	<b>\$200.84</b>		

**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)
No Hospitality to third parties to be disclosed				

Total hospitality expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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 - 30 June 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).			

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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 <small>(e.g. subscription part of employment agreement, development as agreed with SSC)</small>	Type of expense <small>(e.g. phone and data costs, membership fees)</small>	Location(s)
1 July 2023 - 15 September 2023	\$229.87	Phone and data costs	Phone and data costs	New Zealand
1 July 2023 - 15 September 2023	\$119.64	Meetings with Staff/Board	Food & beverage	New Zealand

<b>Total other expenses</b>	<b>\$349.51</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>	

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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).

