

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

Organisation Name	Te Taura Whiri i Te Reo Māori
Chief Executive**	Ngahiwi Apanui
Disclosure period start***	1 July 2020
Disclosure period end****	30 June 2021
Agency totals check	Data and totals checked on all sheets
Chief Executive approval*****	This disclosure has been approved by the Chief Executive
Other sign-off*****	Acting Director of Corporate Services

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

Throughout this workbook, input cells are shaded light green.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
Travel expenses	\$3,429.24	Figures exclude GST		Number offered	0
Hospitality	\$0.00	Figures exclude GST		Number accepted	0
Other expenses	\$342.80	Figures exclude GST		Number declined	0
International Travel	\$0.00	Figures exclude GST			
Domestic Travel	\$3,157.19	Figures exclude GST			
Local Travel	\$272.05	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 Taura Whiri i Te Reo Māori
Chief Executive	Ngahiwi Apanui
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
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)
		N/A		
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)
22 September 2020	\$256.54	Attend hui with external stakeholders	Rental Car	Hamilton
22 September 2020	\$9.74	Attend hui with external stakeholders	Kai	Hamilton
23 September 2020	\$51.46	Attend hui with external stakeholders	Taxi	Hamilton
14 November 2020	\$25.00	Cancelled flights for Best Design Awards	Booking Fee	Auckland
22 January 2021	\$633.04	Attend hui with Auckland Art Gallery	Flights	Auckland
22 January 2021	\$50.89	Attend hui with Auckland Art Gallery	Taxi	Auckland
22 January 2021	\$52.61	Attend hui with Auckland Art Gallery	Taxi	Auckland
22 January 2021	\$6.35	Attend hui with Auckland Art Gallery	Kai	Wellington
27 March 2021	\$726.58	Attend Tangihanga in Gisborne	Flights	Gisborne
27 March 2021	\$31.00	Attend Tangihanga in Gisborne	Booking Fee	Gisborne
27 March 2021	\$295.10	Attend Tangihanga in Gisborne	Rental Car	Gisborne
20 May 2021	\$968.31	Attend hui Kotahi Mano Kaika	Flights	Queenstown
20 May 2021	\$31.00	Attend hui Kotahi Mano Kaika	Booking Fee	Queenstown
21 May 2021	\$19.57	Attend hui Kotahi Mano Kaika	Kai	Queenstown
Subtotal - domestic travel	\$3,157.19	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	Type of expense	Location(s)
13 August 2020	\$6.30	Hui with stakeholder	Parking	Wellington
15 August 2020	\$3.70	Hui with stakeholder	Parking	Wellington
18 August 2020	\$3.70	Hui with stakeholder	Parking	Wellington
18 August 2020	\$8.26	Hui with stakeholder	Parking	Wellington
19 August 2020	\$4.35	Hui with stakeholder	Parking	Wellington
20 August 2020	\$3.70	Hui with stakeholder	Parking	Wellington

Chief Executive Expense Disclosure

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GST on costs	Figures exclude GST
Agency totals check	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)
1 July 2020	\$22.68	Phone and Data Costs	Phone	Wellington
31 July 2020	\$22.95	Phone and Data Costs	Phone	Wellington
1 September 2020	\$22.95	Phone and Data Costs	Phone	Wellington
1 October 2020	\$22.44	Phone and Data Costs	Phone	Wellington
1 November 2020	\$22.88	Phone and Data Costs	Phone	Wellington
1 December 2020	\$22.17	Phone and Data Costs	Phone	Wellington
1 January 2021	\$22.78	Phone and Data Costs	Phone	Wellington
18 January 2021	\$12.49	Phone charge	Phone	Wellington
1 February 2021	\$26.44	Phone and Data Costs	Phone	Wellington
1 March 2021	\$22.17	Phone and Data Costs	Phone	Wellington
1 April 2021	\$23.29	Phone and Data Costs	Phone	Wellington
21 April 2021	\$34.77	Docking Station	Computer accessories	Wellington
21 April 2021	\$19.57	Cellphone screen protector	Mobile accessories	Wellington
1 May 2021	\$22.17	Phone and Data Costs - May 2021	Phone	Wellington
1 June 2021	\$23.05	Phone and Data Costs - June 2021	Phone	Wellington

Total other expenses	\$342.80	Check - there are no hidden rows with data	Not all lines have an entry for "Cost in NZ\$" and "Type of expense"
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Notes			
* Any non-standard date format or date outside 1 July - 30 June will raise an alert. Check entry and select 'Yes' to accept/continue.			
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).			

