

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

Organisation Name	New Zealand Blood & Organ Service
Chief Executive**	Sam Cliffe
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****	This disclosure has been approved by the Board Chair

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	\$6,477.38	Figures include GST (where applicable)	Number offered	2
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	1
Other expenses	\$1,703.65	Figures include GST (where applicable)	Number declined	1
International Travel	\$0.00	Figures include GST (where applicable)		
Domestic Travel	\$6,433.81	Figures include GST (where applicable)		
Local Travel	\$43.57	Figures include GST (where applicable)		

Notes	
* Headings on following tabs will pre populate with what you enter on this tab	
** Create a new workbook for a new Chief Executive	
*** Update if a shorter or different period is covered	
**** This disclosure must be approved by the Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Committee member	

Chief Executive Expense Disclosure

Organisation Name	New Zealand Blood & Organ Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
GST on costs	Figures include GST (where applicable)
Agency totals check	Data and totals on this worksheet checked and confirmed

International, domestic and local travel expenses

All expenses incurred by chief executive during international, domestic and local travel. Group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)

Date(s)*	Cost in NZ\$**	Purpose of travel (e.g. attending XYZ conference for 3 days)***	Type of expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
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 July 2020	\$30.40	Wellington & Palmerston North Long Service Celebrations & MoH mtg. Note: flights paid for in previous financial year	Taxi airport to donor centre	Wellington/Palmerston North
15 July 2020	\$21.00	Wellington & Palmerston North Long Service Celebrations & MoH mtg. Note: flights paid for in previous financial year	Taxi donor centre to city	Wellington/Palmerston North
15 July 2020	\$110.00	Wellington & Palmerston North Long Service Celebrations & MoH mtg. Note: flights paid for in previous financial year	Hotel in Wellington	Wellington/Palmerston North
12 August 2020	\$95.00	Long service celebration in Dunedin. Note: trip cancelled due to Covid lockdown, ticket credited and eventually used for another staff member's travel	Jetstar flight	Dunedin
12 August 2020	\$5.75	Long service celebration in Dunedin. Note: trip cancelled due to Covid lockdown, ticket credited and eventually used for another staff member's travel	Booking fee for Jetstar flight above	Dunedin
30 September 2020	(\$408.42)	Long service celebration in Christchurch. Note: trip cancelled due to illness	credit for Air NZ flight	Christchurch
30 September 2020	\$5.75	Long service celebration in Christchurch	Booking fee for Air NZ flight	Christchurch
30 October 2020	\$491.04	National Haemophilia Management Group and MoH meetings in Wellington	Air NZ flight	Wellington
30 October 2020	\$35.20	National Haemophilia Management Group and MoH meetings in Wellington	Taxi airport to city	Wellington
30 October 2020	\$45.90	National Haemophilia Management Group and MoH meetings in Wellington	Taxi city to airport	Wellington
30 October 2020	\$9.10	National Haemophilia Management Group and MoH meetings in Wellington	Uber NHMG to MoH	Wellington

5 November 2020	\$726.54	Long service celebration in Palmerston North. Note: trip cancelled due to illness - see credit below	Air NZ flight	Palmerston North
5 November 2020	(\$726.54)	Long service celebration in Palmerston North. Note: trip cancelled due to illness - this is the credit	Air NZ flight credit	Palmerston North
5 November 2020	\$5.75	Long service celebration in Palmerston North. Note: trip cancelled due to illness - this is the credit	Booking fee for Air NZ flight	Palmerston North
5 November 2020	\$23.00	Long service celebration in Palmerston North. Note: trip cancelled due to illness - this is the credit	Cancellation fee	Palmerston North
5 November 2020	\$11.50	Long service celebration in Palmerston North. Note: trip cancelled due to illness - this is the credit	Refund fee	Palmerston North
25 November 2020	\$611.94	Christchurch Vital staff awards	Air NZ flight	Christchurch
25 November 2020	\$5.75	Christchurch Vital staff awards	Booking fee for Air NZ flight	Christchurch
22 February 2021	\$377.20	Visit to Rotorua mobile. Note: trip cancelled due to Air NZ cancelling flights	Air NZ flights	Rotorua
22 February 2021	(\$377.32)	Visit to Rotorua mobile. Note: trip cancelled due to Air NZ cancelling flights	Air NZ flights credit	Rotorua
22 February 2021	\$23.00	Visit to Rotorua mobile. Note: trip cancelled due to Air NZ cancelling flights	Cancellation fee	Rotorua
22 February 2021	\$11.50	Visit to Rotorua mobile. Note: trip cancelled due to Air NZ cancelling flights	Refund fee	Rotorua
11 March 2021	\$230.71	Site visit to Wellington and Palmerston North donor centres / blood banks	Air NZ flights	Wellington/Palmerston North
11 March 2021	\$179.54	Site visit to Wellington and Palmerston North donor centres / blood banks	Rental car for Wgn and to drive to Pnth	Wellington/Palmerston North
11 March 2021	\$135.00	Site visit to Wellington and Palmerston North donor centres / blood banks	Motel in Palmerston North	Palmerston North
12 March 2021	\$124.00	Site visit to Wellington and Palmerston North donor centres / blood banks	Auckland airport parking	Wellington/Palmerston North
17 March 2021	\$407.34	Meeting with Minister Henare	Air NZ flights	Wellington
17 March 2021	\$41.90	Meeting with Minister Henare	Taxi airport to Parliament	Wellington
17 March 2021	\$44.90	Meeting with Minister Henare	Taxi Parliament to airport	Wellington
17 March 2021	\$65.00	Meeting with Minister Henare	Auckland airport parking	Wellington
24 March 2021	\$488.80	Site visits to Christchurch and Dunedin donor centres / blood banks	Air NZ flights	Christchurch/Dunedin
25 March 2021	\$160.00	Site visits to Christchurch and Dunedin donor centres / blood banks	Motel in Christchurch	Christchurch
25 March 2021	\$77.65	Site visits to Christchurch and Dunedin donor centres / blood banks	Rental car for Dunedin airport transfers	Dunedin
24 March 2021	\$45.20	Site visits to Christchurch and Dunedin donor centres / blood banks	Taxi from airport	Christchurch
25 March 2021	\$50.10	Site visits to Christchurch and Dunedin donor centres / blood banks	Taxi to airport	Christchurch
25 March 2021	\$124.00	Site visits to Christchurch and Dunedin donor centres / blood banks	Auckland airport parking	Christchurch/Dunedin
16 April 2021	\$553.86	Meeting with Christchurch DHB re Blood Bank Relocation	Air NZ flights	Christchurch
16 April 2021	\$45.20	Meeting with Christchurch DHB re Blood Bank Relocation	Taxi Airport to Hospital	Christchurch
16 April 2021	\$65.00	Meeting with Christchurch DHB re Blood Bank Relocation	Auckland airport parking	Christchurch
28 April 2021	\$245.53	Tauranga site visit	Air NZ flights	Tauranga
28 April 2021	\$23.00	Tauranga site visit	Change fee	Tauranga
28 April 2021	\$26.40	Tauranga site visit	Taxi airport to Donor Centre	Tauranga
28 April 2021	\$32.00	Tauranga site visit	Taxi Donor Centre to airport	Tauranga
28 April 2021	\$65.00	Tauranga site visit	Auckland airport parking	Tauranga
5 May 2021	\$49.00	Christchurch long service celebration	Taxi from Blood Bank to Donor Centre	Christchurch
5 May 2021	\$14.60	Christchurch long service celebration	Taxi from airport to Blood Bank	Christchurch
5 May 2021	\$615.95	Christchurch long service celebration	Air NZ flights	Christchurch
5 May 2021	\$65.00	Christchurch long service celebration	Auckland airport parking	Christchurch
17 May 2021	\$335.62	Wellington long service celebration & MoH meeting	Air NZ flights	Wellington
17 May 2021	\$30.00	Wellington long service celebration & MoH meeting	Taxi from airport to Donor Centre	Wellington

17 May 2021	\$21.00	Wellington long service celebration & MoH meeting	Taxi to Ministry	Wellington
17 May 2021	\$40.50	Wellington long service celebration & MoH meeting	Taxi to Airport	Wellington
17 May 2021	\$65.00	Wellington long service celebration & MoH meeting	Auckland airport parking	Wellington
11 June 2021	\$556.78	National Haemophilia Management Group mtg in Wellington - CANCELLED	Air NZ flights	Wellington
11 June 2021	(\$556.78)	National Haemophilia Management Group mtg in Wellington - CANCELLED	Air NZ flights credit	Wellington
11 June 2021	\$23.00	National Haemophilia Management Group mtg in Wellington - CANCELLED	Cancellation fee	Wellington
11 June 2021	\$11.50	National Haemophilia Management Group mtg in Wellington - CANCELLED	Refund fee	Wellington
14 June 2021	\$667.37	World Blood Donor Day event in Wellington with Minister Henare	Air NZ flights	Wellington
14 June 2021	\$37.10	World Blood Donor Day event in Wellington with Minister Henare	Taxi airport to donor centre	Wellington
14 June 2021	\$30.00	World Blood Donor Day event in Wellington with Minister Henare	Taxi donor centre to airport	Wellington
14 June 2021	\$65.00	World Blood Donor Day event in Wellington with Minister Henare	Auckland airport parking	Wellington

Subtotal - domestic travel \$6,433.81 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)
4 May 2021	\$13.37	Covid vaccination - 1	Uber to vaccination center	Auckland
4 May 2021	\$11.93	Covid vaccination - 1	Uber from vaccination centre	Auckland
10 June 2021	\$18.27	Covid vaccination - 2	Uber from vaccination centre	Auckland

Subtotal - local travel \$43.57 Check - there are no hidden rows with data Check - each entry provides sufficient information

Total travel expenses **\$6,477.38**

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).

Chief Executive Expense Disclosure

Organisation Name	New Zealand Blood & Organ Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
GST on costs	Figures include GST (where applicable)
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)
No hospitality provided				

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

Chief Executive Expense Disclosure

Organisation Name	New Zealand Blood & Organ Service
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Disclosure period start	1 July 2020
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GST on costs	Figures include GST (where applicable)
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)
3 July 2020	\$535.00	Institute of Directors annual subs	Membership fees	
22 July 2020	\$89.34	Spark mobile rental and international calls \$926 / iPad \$166.75	Mobile phone / iPad rental, calls and data costs	
22 August 2020	\$53.80	Spark mobile rental and international calls \$48.05 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 September 2020	\$76.15	Spark mobile rental and international calls \$70.40 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 October 2020	\$117.35	Spark mobile rental and international calls \$111.60 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 November 2020	\$191.34	Spark mobile rental and international calls \$185.59 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 December 2020	\$99.96	Spark mobile rental and international calls \$94.21 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 January 2021	\$151.00	Spark mobile rental and international calls \$145.25 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 February 2021	\$98.61	Spark mobile rental and international calls \$92.86 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 March 2021	\$64.25	Spark mobile rental and international calls \$58.50 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 April 2021	\$88.75	Spark mobile rental and international calls \$83.00 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 May 2021	\$95.55	Spark mobile rental and international calls \$89.80 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	
22 June 2021	\$42.55	Spark mobile rental and international calls \$36.80 / iPad \$5.75	Mobile phone / iPad rental, calls and data costs	

Total other expenses	\$1,703.65	Check - there are no hidden rows with data	Check - each entry provides sufficient information
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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).

Chief Executive Gifts and Benefits Disclosure

Organisation Name	New Zealand Blood & Organ Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
GST on values	Figures include GST (where applicable)
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?)
10 March 2021	36th Americas's Cup livestream event	Declined	Buddle Findlay	Under \$100	
30 June 2021	Client function to celebrate Mere King admission to the partnership.	Accepted	Buddle Findlay	Under \$100	

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

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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.

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).