

<b>Name of organisation : New Zealand Blood Service</b>			
<b>Name of CEO:</b>			
<b>Fiona Ritsma</b>	<b>Period : 01/07/2013 - 30/06/2014</b>	<b>(Note: Amounts are GST Inclusive)</b>	

### International Travel

Date	Amount (NZ\$)	Sub Total (NZ\$)	Purpose (eg, attending conference on...)	Nature (eg, hotel costs, travel, etc)	Location/s
14/08/2013	\$163.75		APBN Meeting and ISBT Conference	Conference Registration	Kuala Lumpur
	\$1,958.41			Accommodation Kuala Lumpur	
	\$3,685.28			Return Flights Akl/Kul/Akl	
	\$134.35	<b>\$5,941.79</b>		Transport	
3/02/2014	\$769.63		ARCBS and APBN Executive Meeting	Return Flights	Melbourne
	\$458.72			Accommodation	
	\$250.31	<b>\$1,478.66</b>		Transport & Meals	
27/05/2014	\$5,879.71		APBN Meeting and ISBT Conference	Return Flights Akl/Seoul/Akl	Seoul
	\$713.57			Congress Registration	
	\$245.67			Accommodation (Deposit only - Balance to be paid July 2014)	
	\$170.84	<b>\$7,009.79</b>		Transport & Meals	
<b>Sub Total</b>	<b>\$14,430.24</b>	<b>\$14,430.24</b>			

### Domestic Travel

Date	Amount (NZ\$)	Sub Total (NZ\$)	Purpose (eg, visiting district offices ...)	Nature (eg, hotel costs, travel, etc)	Location/s
4/07/2013	\$100.30	<b>\$100.30</b>	Meeting with NZBS Napier Staff to commence consultation re closure of site	Taxi Fares	Napier
22/07/2013	\$483.53		Visit to Christchurch Site for Annual Plan Roadshow Presentation and Long Service Presentation to Staff Member (35yrs)	Return Flights	Christchurch
	\$136.78	<b>\$620.31</b>		Transport	
23/07/2013	\$318.93		Visit to Wellington Site for Annual Plan Roadshow Presentation and Meeting re proposed blood drive promotion	Return Flights	Wellington
	\$71.18	<b>\$390.11</b>		Transport	
26/07/2013	\$25.00	<b>\$25.00</b>	National Haemophilia Management Group Meeting	Transport	Auckland
30/07/2013	\$28.49	<b>\$28.49</b>	Presentation of Annual Plan to staff at NZBS Manukau Site	Mileage	
5/08/2013	\$304.96		Visit to Napier for announcement to staff about closure of Donor Centre	Return Flights	Napier
	\$71.18	<b>\$376.14</b>		Transport	
14/08/2013	\$29.60	<b>\$29.60</b>	Meeting with Auckland District Health Board Management at Auckland City Hospital	Transport	Auckland

Date	Amount (NZ\$)	Sub Total (NZ\$)	Purpose (eg, visiting district offices ...)	Nature (eg, hotel costs, travel, etc)	Location/s
18/08/2013	\$636.49		Meeting with staff at NMDHB re ongoing provision of Therapeutic Venesection service after Nelson Donor Centre closes, plus visit with NZBS Nelson staff	Return Flights	Nelson
	\$125.50			Accommodation	
	\$84.40	<b>\$846.39</b>		Transport	
22/08/2013	\$314.82		Visit to Dunedin Site for Annual Plan Roadshow Presentation and staff long service presentation	Return Flights	Dunedin
	\$135.84	<b>\$450.66</b>		Transport	
26/08/2013	\$26.00	<b>\$26.00</b>	Meeting with Auckland District Health Board CEO at Auckland City Hospital	Transport	Auckland
28/08/2013	\$20.79	<b>\$20.79</b>	Presentation of Annual Plan to staff at NZBS North Shore Site	Mileage	Auckland
11/09/2013	\$402.52		Visit to Palmerston North for Annual Plan Roadshow Presentation	Return Flights	P/North
	\$60.00	<b>\$462.52</b>		Transport	
24/10/2013	\$20.20	<b>\$20.20</b>	Long Service Presentation to Auckland Blood Bank Staff	Transport	Auckland
19/11/2013	\$464.81		Crown Entity Planning Day	Return Flights	Wellington
	-\$296.45			FCM Credit due to cancellation by the MoE	
	-\$166.62	<b>\$1.74</b>		Reimbursement by MoE for balance of travel costs	
5/12/2013	\$13.80	<b>\$13.80</b>	Board Meeting	Transport	Auckland
6/12/2013	\$349.16		Inspection of NZBS Development at Lester Lane / Meeting with Canterbury Health Labs & CHL Manager / Meeting with NZBS Staff in Christchurch	Return Flights	Christchurch
	\$123.08	<b>\$472.24</b>		Transport	
9/12/2013	\$71.61	<b>\$71.61</b>	Meeting with Dr Paul Hutchinson	Mileage	Auckland
9/12/2013	\$46.80	<b>\$46.80</b>	Meeting with CSL	Transport	Auckland
31/01/2014	\$140.23		Meeting with Chair & CEO of Capital & Coast District Health Board	Flight Aki/Wlg	Wellington
	\$66.49	<b>\$206.72</b>		Transport	
5/03/2014	\$342.72		Presentation of recognition award for long term staff member at Dunedin Site	Return Flights	Dunedin
	\$149.73	<b>\$492.45</b>		Transport	
10/03/2014	\$487.79		Attend NHMG Meeting	Return Flights	Wellington
	\$21.20	<b>\$508.99</b>		Transport	
27/03/2014	\$511.59		Attend Board Meeting and Site visit to Christchurch Blood Centre	Return Flights	Christchurch
	\$123.38	<b>\$634.97</b>		Transport	

Date	Amount (NZ\$)	Sub Total (NZ\$)	Purpose (eg, visiting district offices ...)	Nature (eg, hotel costs, travel, etc)	Location/s
8/04/2014	\$15.40	\$15.40	Meeting with ADHB Management	Transport	Auckland
9/04/2014	\$8.00	\$8.00	Attend launch of ADHB Bone Marrow Transplant Unit Fundraising Campaign	Parking	Auckland
23/05/2014	\$74.18	\$74.18	Attend NHMG Meeting at Auckland Airport	Transport	Auckland
23/06/2014	\$180.00	\$180.00	Visit to Hokitika to collect gift for new Chch Blood Centre and Exec Site tour on 24/6 of Chch Blood Centre	Accommodation (Flights to be paid for in July 2014)	Hokitika/Chch
Travel Date 14/07/2014	\$277.50	\$277.50	Annual Plan 2014 Roadshow Presentation to NZBS Christchurch Staff	Return Flights paid for in June 2014	Christchurch
Travel Date 17/07/2014	\$320.19	\$320.19	Annual Plan 2014 Roadshow Presentation to Palmerston North Staff	Return Flights paid for in June 2014	Palmerston North
Travel Date 29/07/2014	\$324.84	\$324.84	Annual Plan 2014 Roadshow Presentation to Wellington Staff	Return Flights paid for in June 2014	Wellington
Travel Date 31/07/2014	\$303.52	\$303.52	Annual Plan 2014 Roadshow Presentation to Dunedin Staff	Return Flights paid for in June 2014	Dunedin
<b>Sub Total</b>	<b>\$7,349.46</b>	<b>\$7,349.46</b>			
<b>Total travel expenses for the 12 month period</b>					
	<b>\$21,779.70</b>	<b>\$21,779.70</b>			



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**Other Credit Card expenses**

Date	Amount (NZ\$)	Purpose (eg, farewell for long-serving staff members)	Location
1/10/2013	\$145.44	American Association of Blood Banks (AABB) Membership Renewal Jan - 31 December 2014	
9/02/2014	\$177.20	International Society of Blood Transfusion (ISBT) Membership Renewal 1 Mar 2014 - 31 Mar 2015	
5/03/2014	\$316.35	Australasian College of Health Service Management (ACHSM) Membership Renewal to 31/3/2015	
<b>Sub Total</b>	<b>\$638.99</b>		

**Other non-Credit Card expenses**

Date	Amount (NZ\$)	Purpose (eg, farewell for long-serving staff members)	Location
01/07 to 31/07/2013	\$132.83	Telecom Data Charge / Cellphone Rental / Calls	
01/08 to 31/08/2013	\$143.65	Telecom Data Charge / Cellphone Rental / Calls	
01/09 to 30/09/2013	-\$53.85	Telecom Data Charge / Cellphone Rental / Calls	Credit due to change of Telecom Plan Charge
01/10 to 31/10/2013	\$27.69	Telecom Data Charge / Cellphone Rental / Calls	
2/10/2013	\$435.00	Institute of Directors in NZ (Inc) membership subscription 1/11/13-31/10/14	
01/11 to 30/11/2013	\$60.40	Telecom Data Charge / Cellphone Rental / Calls	
01/12 to 31/12/2013	\$56.91	Telecom Data Charge / Cellphone Rental / Calls	
01/01 to 31/01/14	\$44.12	Telecom Data Charge / Cellphone Rental / Calls	
01/02 to 28/02/14	\$113.69	Telecom Data Charge / Cellphone Rental / Calls	
01/03 to 31/03/14	\$223.88	Telecom Data Charge / Cellphone Rental / Calls	
01/04 to 30/04/14	\$94.94	Telecom Data Charge / Cellphone Rental / Calls	
01/05 to 31/05/14	\$48.63	Telecom Data Charge / Cellphone Rental / Calls	
<b>Sub Total</b>	<b>\$1,327.89</b>		

**Total other expenses for the 12 month period \$1,966.88**

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**Gifts & Hospitality accepted (over \$100 in estimated value)**

*To include such items as meals, tickets to events, gifts from overseas counterparts, travel or accommodation (including that accepted by immediate family members).*

**Gifts**

Date	Description	Offered by	Estimated value (NZ\$)	
		NO GIFTS RECEIVED		

**Hospitality**

Date	Description	Offered by	Estimated value (NZ\$)	
		NO HOSPITALITY RECEIVED		

**Total gift expenses for  
the 12 month period**

**\$0.00**