

<b>Name of organisation :</b> <b>New Zealand Blood</b>				
<b>Name of CE : Fiona Ritsma</b>	<b>Period :01/07/2011 - 31/12/2011</b>			
<b>International Travel</b>				
<b>Date</b>	<b>Purpose (eg, attending conference on...)</b>	<b>Nature (eg, hotel costs, travel, etc)</b>	<b>Amount (NZ\$)</b>	<b>Location/s</b>
12-17/07/2011	Asia Pacific Blood Network Board Meeting & International Alliance for Biological Standardisation (IABS) Advances in Transfusion Safety Conference. Attending as International Moderator. NOTE: other expenses reported in previous return.	Taxi to Auckland International Airport Taxi from Auckland International Airport to home	\$45.53 \$61.22	Singapore
16-24/11/2011	Asia Pacific Blood Network Board Meeting and International Society of Blood Transfusion Regional Congress	Registration 22nd Regional Congress of the ISBT Return flights Taxi from International Airport Accommodation	\$714.69 \$7,230.72 \$61.03 \$2,872.53	Taipei - Taiwan
		<b>Sub Total</b>	<b>\$10,985.72</b>	
<b>Domestic Travel</b>				
<b>Date</b>	<b>Purpose (eg, visiting district offices ...)</b>	<b>Nature (eg, hotel costs, travel, etc)</b>	<b>Amount (NZ\$)</b>	<b>Location/s</b>
6/07/2011	Presentation of FY12 Annual Plan to Hamilton based staff	Petrol for rental car Rental Car (Avis Account)	\$43.75 \$53.55	Hamilton
7/07/2011	Presentation of FY12 Annual Plan to Auckland Blood Bank staff	Taxi to Blood Bank Taxi from Blood Bank	\$19.51 \$14.54	Auckland
21/07/2011	Presentation of FY12 Annual Plan to North Shore Donor Centre staff	Mileage to and from North Shore Donor centre	\$20.72	Auckland
21/07/2011	Presentation of FY12 Annual Plan to Manukau Donor Centre staff	Mileage to and from Manukau Donor centre	\$25.16	Auckland
27/07/2011	Presentation of FY12 Annual Plan to Nelson based staff	Return Air Fares Air New Zealand parking Taxi to NZBS Nelson Taxi to Nelson Airport Mileage to and from Airport	\$242.40 \$39.13 \$24.97 \$24.20 \$25.16	Nelson
5/08/2011	Meeting with Professional Rod Dunbar - University of Auckland	Taxi to meeting venue Taxi from meeting venue	\$19.13 \$18.75	Auckland
22/08/2011	Presentation of FY12 Annual Plan to Christchurch based staff and visit to potential site for new development	Return Air Fares Taxi to Christchurch Airport Taxi to NZBS Christchurch	\$459.13 \$47.25 \$37.40	Christchurch
23/08/2011	Handover meeting between Lead DHB CEOs Meeting with MoH Relationship Manager and clinical representative from IT Health Board in Wellington Followed by flight to Taupo to attend Australian College of Health Service Management /New Zealand Institute of Health Management Congress in Rotorua.	Airfares Taxi to Airport Taxi to MoH meeting venue Taxi to meeting venue with Lead DHB CEOs Rental Car (Avis Account) Petrol for rental car Dinner (23/11) Dinner (24/11) at ACHSM Congress with Director General Health, CEO St John, DHB CEOs and others Accommodation	\$527.83 \$48.02 \$29.37 \$26.02 \$98.55 \$15.54 \$9.57 \$51.30 \$520.00	Wellington Rotorua
15/09/2011	Presentation of FY12 Annual Plan to Palmerston North based staff	Return Air Fares Palmerston North Airport Development Levy Air New Zealand Car Parking Taxi to NZBS Pamerston North Mileage to and from Airport	\$332.17 \$5.00 \$39.13 \$15.30 \$25.16	Palmerston North
3/10/2011	Institute of Directors Strategy Essentials Course	Return Air Fares Taxi to course venue Air New Zealand parking Mileage to and from Airport	\$154.78 \$33.38 \$78.26 \$25.16	Christchurch
14/10/2011	National Haemophilia Management Group meeting Meeting with Ministry of Health Relationship Manager	Return Air Fares Taxi to meeting venue	\$337.39 \$34.91	Wellington

		Taxi to Airport	\$29.56	
18/10/2011	Meeting with Sector Manager at OAG Presentation of 2011 Staff Survey results to Wellington based staff	Return Air Fares	\$502.61	Wellington
		Air New Zealand parking	\$39.13	
		Taxi to meeting venue	\$37.11	
		Taxi to NZBS Wellington	\$18.08	
		Taxi to Wellington Airport	\$27.07	
		Mileage to and from Airport	\$25.16	
20/10/2011	Presentation of FY12 Annual Plan and 2011 Staff Survey results to Dunedin based staff	Return Air Fares	\$241.74	Dunedin
		Rental Car	\$53.55	
		Air New Zealand parking	\$39.13	
		Carparking in Dunedin	\$9.57	
		Mileage to and from Airport	\$25.16	
28/10/2011	Presentation of 2011 Staff Survey results to Tauranga based staff	Mileage	\$17.00	Tauranga
1/11/2011	MoH run Statement of Intent Planning Forum for Health Crown Entities	Return Air Fares	\$450.43	Wellington
		Air New Zealand parking	\$39.13	
		Mileage to and from Airport	\$34.00	
7/11/2011	Presentation of 2011 Staff Survey results to Christchurch based staff	Return Air Fares	\$284.35	Christchurch
		Taxi to NZBS Christchurch	\$39.50	
		Taxi to Christchurch Airport	\$28.41	
		Taxi to Auckland Airport	\$56.63	
9/11/2011	Meeting with Lead DHB CEO Kevin Snee Presentation of 2011 Staff Survey results to Napier based staff	Return Air Fares	\$190.43	Napier
		Rental Car	\$107.10	
		Petrol for rental car	\$12.00	
		Taxi to Auckland Airport	\$45.91	
11/11/2011	Presentation of 2011 Staff Survey results to Hamilton based staff	Rental Car	\$113.33	Hamilton
30/11/2011	Seminar on leadership	Seminar fee	\$75.00	Auckland
		Carparking	\$11.30	
		<b>Sub Total</b>	<b>\$6,073.98</b>	
<b>Total travel expenses for the 6-monthly period</b>				<b>\$17,059.70</b>

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**Period :01/07/2011 - 31/12/2011**

***Hospitality provided***

***Credit Card expenses***

<b>Date</b>	<b>Amount (NZ\$)</b>	<b>Purpose (eg, hosting delegation from ...)</b>	<b>Nature</b>	<b>Location/s</b>
	Nil			

***Hospitality provided***

***non-Credit Card expenses***

<b>Date</b>	<b>Amount (NZ\$)</b>
	Nil

***Total hospitality expenses for the 6-monthly period***

**nil**

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**Period :01/07/2011 - 31/12/2011**

**Other Credit Card expenses**

Date	Amount (NZ\$)	Purpose (eg, farewell for long-serving staff members)	Location
8/07/2011	\$43.48	Refreshments for Executive & National Office staff to welcome new EA to CEO and to thank and farewell departing EA.	
9/08/2011	\$11.30	Thank you gift for TRACE meeting Organiser	
19/08/2011	\$75.21	Thank you gift for Lead DHB CEO with responsibility for the relationship between NZBS and the DHBs for the last 8 years.	
	\$24.35	Engraving on gift for Lead DHB CEO	
2/09/2011	\$18.26	Bereavement cards for staff	
25/10/2011	\$131.11	American Association of Blood Banks membership renewal	
14/11/2011	\$29.97	Greeting cards for staff (get well / bereavement / thank you)	
<b>Sub Total</b>	<b>\$333.67</b>		

**Other non-Credit Card expenses**

Date	Amount (NZ\$)		
1/07/2011	\$78.99	Mobile phone costs	
2/08/2011	\$46.20	Mobile phone costs	
3/09/2011	\$49.19	Mobile phone costs	
4/10/2011	\$49.47	Mobile phone costs	
2/11/2011	\$59.50	Working dinner for 3 preparing for Board & Executive Strategy Session	
5/11/2011	\$154.84	Mobile phone costs	
26/11/2011	\$6.00	Greeting card for staff member	
6/12/2011	\$304.76	Mobile phone costs	
6/12/2011	\$935.00	IPad for introduction to Electronic Board and Executive papers in 2012	
<b>Sub Total</b>	<b>\$1,683.95</b>		

**Total other expenses for the 6-monthly period**

**\$2,017.62**

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**Period :01/07/2011 - 31/07/2011**

***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***

<b>Date</b>	<b>Description</b>	<b>Offered by</b>	<b>Estimated value (NZ\$)</b>	
	Nil		nil	

***Hospitality***

<b>Date</b>	<b>Description</b>	<b>Offered by</b>	<b>Estimated value (NZ\$)</b>	
	Nil		nil	