

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

Organisation Name	New Zealand Blood Service
Chief Executive**	Sam Cliffe
Disclosure period start****	1 July 2018
Disclosure period end***	30 June 2019
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 blue.

Summary of expenses	Cost in NZ\$	GST inc / exc	Gifts and benefits	Count
Travel expenses	\$23,885.00	Figures include GST (where applicable)	Number offered	4
Hospitality	\$0.00	Figures include GST (where applicable)	Number accepted	1
Other expenses	\$13,202.18	Figures include GST (where applicable)	Number declined	3
International Travel	\$13,042.23	Figures include GST (where applicable)		
Domestic Travel	\$10,813.56	Figures include GST (where applicable)		
Local Travel	\$29.21	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 Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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)	
16 August 2018	\$868.20	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Flights to Melbourne	Melbourne, Australia	
16 August 2018	\$8.50	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Sector fees	Melbourne, Australia	
16 August 2018	\$8.50	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Sector fees	Melbourne, Australia	
16 August 2018	\$1.73	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Travel agent transaction fee	Melbourne, Australia	
19 September 2018	\$68.54	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Taxi airport to hotel	Melbourne, Australia	
21 September 2018	\$27.21	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Taxi hotel to ARCBS	Melbourne, Australia	
21 September 2018	\$414.27	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Hotel for two nights in Melbourne	Melbourne, Australia	
23 September 2018	\$72.82	CSL & ARCBS Meetings in Melbourne 19-21 September 2019	Taxi to airport	Melbourne, Australia	
17 September 2018	\$927.50	Learning Set Sydney - 8-9 November 2018 CANCELLED	Flights to Sydney	Sydney, Australia	
17 September 2018	\$8.50	Learning Set Sydney - 8-9 November 2018 CANCELLED	Sector fees	Sydney, Australia	
17 September 2018	\$8.50	Learning Set Sydney - 8-9 November 2018 CANCELLED	Sector fees	Sydney, Australia	
17 September 2018	\$1.73	Learning Set Sydney - 8-9 November 2018 CANCELLED	Travel agent transaction fee	Sydney, Australia	
17 September 2018	(\$927.50)	REFUND as event cancelled Learning Set Sydney 8-9 November 2018	Refund of flights to Sydney	Sydney, Australia	
21 January 2019	\$602.10	Learning Set Brisbane - 14-15 February 2019	Flights to Brisbane	Brisbane, Australia	
21 January 2019	\$25.00	Learning Set Brisbane - 14-15 February 2019	Sector fees	Brisbane, Australia	
21 January 2019	\$25.00	Learning Set Brisbane - 14-15 February 2019	Sector fees	Brisbane, Australia	
21 January 2019	\$1.73	Learning Set Brisbane - 14-15 February 2019	Travel agent transaction fee	Brisbane, Australia	
14 January 2019	\$47.92	Learning Set Brisbane - 14-15 February 2019	Taxi airport to hotel	Brisbane, Australia	
15 January 2019	\$271.62	Learning Set Brisbane - 14-15 February 2019	Hotel for one night in Brisbane	Brisbane, Australia	
6 March 2019	\$656.70	CSL meeting in Melbourne - 4-5 April 2019	Flights to Melbourne	Melbourne, Australia	
6 March 2019	\$8.50	CSL meeting in Melbourne - 4-5 April 2019	Sector fees	Melbourne, Australia	
6 March 2019	\$8.50	CSL meeting in Melbourne - 4-5 April 2019	Sector fees	Melbourne, Australia	
6 March 2019	\$1.73	CSL meeting in Melbourne - 4-5 April 2019	Travel agent transaction fee	Melbourne, Australia	
4 April 2019	\$77.89	CSL meeting in Melbourne - 4-5 April 2019	Taxi airport to hotel	Melbourne, Australia	
5 April 2019	\$62.79	CSL meeting in Melbourne - 4-5 April 2019	Taxi to airport	Melbourne, Australia	
5 April 2019	\$114.00	CSL meeting in Melbourne - 4-5 April 2019	Auckland airport parking	Auckland	
5 April 2019	\$238.00	CSL meeting in Melbourne - 4-5 April 2019	Hotel in Melbourne	Melbourne, Australia	
11 April 2019	\$8,689.59	Trip to Switzerland for ISBT Conference and UK for meetings with NHS - 24 June	Flights to Zurich	Basel, Switzerland	
11 April 2019	\$549.20	Trip to Switzerland for ISBT Conference and UK for meetings with NHS - 24 June	Flights to Manchester	Manchester, UK	
11 April 2019	\$170.00	Trip to Switzerland for ISBT Conference and UK for meetings with NHS - 24 June	Sector fees	Basel/Manchester	
11 April 2019	\$1.73	Trip to Switzerland for ISBT Conference and UK for meetings with NHS - 24 June	Travel agent transaction fee	Basel/Manchester	
11 April 2019	\$1.73	Trip to Switzerland for ISBT Conference and UK for meetings with NHS - 24 June	Travel agent transaction fee	Basel/Manchester	
Subtotal - international travel	\$13,042.23	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)	
10 July 2018	\$401.75	NZBS 20th Anniversary function at Parliament - 30 July 2018	Flights to Wgn	Wellington	
10 July 2018	\$9.78	NZBS 20th Anniversary function at Parliament - 30 July 2018	Sector fee	Wellington	
10 July 2018	\$9.78	NZBS 20th Anniversary function at Parliament - 30 July 2018	Sector fee	Wellington	
30 July 2018	\$34.10	NZBS 20th Anniversary function at Parliament - 30 July 2018	taxi from Wgn airport	Wellington	
31 July 2018	\$22.00	NZBS 20th Anniversary function at Parliament - 30 July 2018	Taxi	Wellington	
31 July 2018	\$17.10	NZBS 20th Anniversary function at Parliament - 30 July 2018	Taxi	Wellington	
1 August 2018	\$114.00	NZBS 20th Anniversary function at Parliament - 30 July 2018	Airport parking	Wellington	
24 July 2018	\$494.76	Long service Celebration Chch 13 August 2018	Flights to Christchurch	Christchurch	
24 July 2018	\$9.78	Long service Celebration Chch 13 August 2018	Sector fee	Christchurch	
24 July 2018	\$9.78	Long service Celebration Chch 13 August 2018	Sector fee	Christchurch	
13 August 2018	\$52.00	Long service Celebration Chch 13 August 2018	Taxi	Christchurch	
13 August 2018	\$59.00	Long service Celebration Chch 13 August 2018	Airport parking	Auckland	
13 August 2018	\$9.90	Long service Celebration Chch 13 August 2018	Taxi	Christchurch	
13 August 2018	\$15.00	Long service Celebration Chch 13 August 2018	Taxi	Christchurch	
13 August 2018	\$48.30	Long service Celebration Chch 13 August 2018	Taxi	Christchurch	
26 July 2018	\$477.10	Meeting with Heather Simpson, MoH in Wgn 17 August 2018	Flights to Wellington	Wellington	
26 July 2018	\$9.78	Meeting with Heather Simpson, MoH in Wgn 17 August 2019	Sector fee	Wellington	
26 July 2018	\$9.78	Meeting with Heather Simpson, MoH in Wgn 17 August 2020	Sector fee	Wellington	
26 July 2018	\$50.00	Meeting with Heather Simpson, MoH in Wgn 17 August 2021	Change fee	Wellington	
26 July 2018	\$17.25	Meeting with Heather Simpson, MoH in Wgn 17 August 2022	Change fee	Wellington	
17 August 2018	\$17.25	Meeting with Heather Simpson, MoH in Wgn 17 August 2023	Change fee - sector	Wellington	
17 August 2018	\$39.20	Meeting with Heather Simpson, MoH in Wgn 17 August 2024	Taxi from airport	Wellington	
17 August 2018	\$39.80	Meeting with Heather Simpson, MoH in Wgn 17 August 2025	Taxi to airport	Wellington	
14 September 2018	\$397.12	NZBS Board meeting in Christchurch - 1 November 2018	Flights to Christchurch	Christchurch	
14 September 2018	\$9.78	NZBS Board meeting in Christchurch - 1 November 2019	Sector fee	Christchurch	
14 September 2018	\$9.78	NZBS Board meeting in Christchurch - 1 November 2020	Sector fee	Christchurch	
14 September 2018	\$1.73	NZBS Board meeting in Christchurch - 1 November 2021	Travel agent transaction fee	Christchurch	
17 September 2018	\$430.24	Site visit to Dunedin - 29 October 2018	Flights to Dunedin	Dunedin	
18 September 2018	\$9.78	Site visit to Dunedin - 29 October 2018	Sector fee	Dunedin	
19 September 2018	\$9.78	Site visit to Dunedin - 29 October 2018	Sector fee	Dunedin	
19 September 2018	\$1.73	Site visit to Dunedin - 29 October 2018	Travel agent transaction fee	Dunedin	
19 September 2018	\$91.78	Site visit to Dunedin - 29 October 2018	Car Rental (cheaper than taxi)	Dunedin	
29 October 2018	\$11.90	Site visit to Dunedin - 29 October 2018	taxi	Dunedin	
19 September 2018	\$546.10	Site visit to Tauranga - 18 October 2018 CANCELLED	Flights to Tauranga	Tauranga	
19 September 2018	\$9.78	Site visit to Tauranga - 18 October 2018 CANCELLED	Sector fee	Tauranga	
19 September 2018	\$9.78	Site visit to Tauranga - 18 October 2018 CANCELLED	Sector fee	Tauranga	
19 September 2018	\$1.73	Site visit to Tauranga - 18 October 2018 CANCELLED	Travel agent transaction fee	Tauranga	
21 September 2018	\$304.79	Site visit Palmerston North and Wellington - 22-23 November 2018	Flight change to Wgn/PNth	Wellington/PNorth	
21 September 2018	\$17.25	Site visit Palmerston North and Wellington - 22-23 November 2018	Change fee	Wellington/PNorth	
21 September 2018	\$1.73	Site visit Palmerston North and Wellington - 22-23 November 2018	Travel agent transaction fee	Wellington/PNorth	
21 September 2018	\$512.33	Site visit Palmerston North and Wellington - 22-23 November 2018	Flights to Wellington / Palmerston North	Wellington/PNorth	
21 September 2018	\$9.78	Site visit Palmerston North and Wellington - 22-23 November 2018	Sector fee	Wellington/PNorth	
21 September 2018	\$9.78	Site visit Palmerston North and Wellington - 22-23 November 2018	Sector fee	Wellington/PNorth	
21 September 2018	\$9.78	Site visit Palmerston North and Wellington - 22-23 November 2018	Sector fee	Wellington/PNorth	
21 September 2018	\$1.73	Site visit Palmerston North and Wellington - 22-23 November 2018	Travel agent transaction fee	Wellington/PNorth	
22 November 2018	\$18.20	Site visit Palmerston North and Wellington - 22-23 November 2018	Taxi to Wellington airport	Wellington	
24 November 2018	\$235.10	Site visit Palmerston North and Wellington - 22-23 November 2018	Parking at Auckland airport	Auckland	
22 November 2018	\$35.60	Site visit Palmerston North and Wellington - 22-23 November 2018	Taxi from airport	Wellington	
22 November 2018	\$23.30	Site visit Palmerston North and Wellington - 22-23 November 2018	Taxi to airport	Wellington	
26 November 2018	(\$121.10)	Reimbursed personal expense from parking 24 November 2018	Parking at Auckland airport	Auckland	
15 October 2018	(\$546.10)	REFUND as cancelled - Site visit to Tauranga - 18 Oct 2018	Refunded flights	Tauranga	
12 October 2018	\$434.32	Chch quarterly long service celebrations - 12 November 2018	Flights to Christchurch	Christchurch	
12 October 2018	\$9.78	Chch quarterly long service celebrations - 12 November 2018	Sector fee	Christchurch	

12 October 2018	\$9.78	Chch quarterly long service celebrations - 12 November 2018	Sector fee	Christchurch
12 October 2018	\$1.73	Chch quarterly long service celebrations - 12 November 2018	Travel agent transaction fee	Christchurch
12 November 2018	\$108.00	Chch quarterly long service celebrations - 12 November 2018	Auckland Airport parking	Auckland
14 November 2018	(\$49.00)	Reimbursed personal expense from parking 12 November 2018	Auckland Airport parking	Auckland
16 October 2018	\$560.79	State Services Commission workshop for CEOs - 28 November 2018	Flights to Wellington / Palmerston North	Christchurch
16 October 2018	\$9.78	State Services Commission workshop for CEOs - 28 November 2018	Sector fee	Wellington
16 October 2018	\$9.78	State Services Commission workshop for CEOs - 28 November 2018	Sector fee	Wellington
16 October 2018	\$1.73	State Services Commission workshop for CEOs - 28 November 2018	Travel agent transaction fee	Wellington
28 November 2018	\$59.00	State Services Commission workshop for CEOs - 28 November 2018	Parking at Auckland airport	Auckland
28 November 2018	\$42.90	State Services Commission workshop for CEOs - 28 November 2018	Taxi to airport	Wellington
28 November 2018	\$36.20	State Services Commission workshop for CEOs - 28 November 2018	Taxi from airport	Wellington
15 October 2018	\$399.64	Site visit to Tauranga - 16 November 2018	Flights to Tauranga	Tauranga
15 October 2018	\$9.78	Site visit to Tauranga - 16 November 2018	Sector fee	Tauranga
15 October 2018	\$9.78	Site visit to Tauranga - 16 November 2018	Sector fee	Tauranga
15 October 2018	\$1.73	Site visit to Tauranga - 16 November 2018	Travel agent transaction fee	Tauranga
16 November 2018	\$25.06	Site visit to Tauranga - 16 November 2018	Taxi to Auckland airport	Auckland
16 November 2018	\$21.60	Site visit to Tauranga - 16 November 2018	Taxi from Tga Airport	Tauranga
16 November 2018	\$31.00	Site visit to Tauranga - 16 November 2018	Taxi to Tga Airport	Tauranga
16 November 2018	\$54.02	Site visit to Tauranga - 16 November 2018	Taxi home from Auckland Airport	Auckland
23 October 2018	\$415.35	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Flights to Wgn	Wellington
23 October 2018	\$9.78	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Sector fee	Wellington
23 October 2018	\$9.78	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Sector fee	Wellington
23 October 2018	\$1.73	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Travel agent transaction fee	Wellington
23 October 2018	\$68.20	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Change fee	Wellington
23 October 2018	\$17.25	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Change fee	Wellington
23 October 2018	\$1.73	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Travel agent transaction fee	Wellington
11 December 2018	\$10.00	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Taxi cancellation fee	Wellington
11 December 2018	\$6.75	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Taxi to accommodation	Wellington
12 December 2018	\$49.00	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Taxi to Wgn airport	Wellington
12 December 2018	\$114.00	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Auckland Airport parking	Wellington
11 December 2018	\$49.80	Speaking slot at Women in Leadership Summit 11-12 December in Wgn	Taxi from Airport	Wellington
13 March 2019	\$272.47	Meeting with Lead DHB CEO - 8 April 2019	Flights to New Plymouth	New Plymouth
13 March 2019	\$9.78	Meeting with Lead DHB CEO - 8 April 2019	Sector fees	New Plymouth
13 March 2019	\$9.78	Meeting with Lead DHB CEO - 8 April 2019	Sector fees	New Plymouth
13 March 2019	\$1.73	Meeting with Lead DHB CEO - 8 April 2019	Travel agent transaction fee	New Plymouth
8 April 2019	\$59.00	Meeting with Lead DHB CEO - 8 April 2019	Auckland airport parking	Auckland
8 April 2019	\$59.60	Meeting with Lead DHB CEO - 8 April 2019	Taxi to Hospital	New Plymouth
8 April 2019	\$53.30	Meeting with Lead DHB CEO - 8 April 2019	Taxi to airport	New Plymouth
18 March 2019	\$360.85	Staff support in Christchurch after shooting incident - 19 March 2019	Flights to Christchurch	Christchurch
18 March 2019	\$9.78	Staff support in Christchurch after shooting incident - 19 March 2019	Sector fees	Christchurch
18 March 2019	\$9.78	Staff support in Christchurch after shooting incident - 19 March 2019	Sector fees	Christchurch
18 March 2019	\$1.73	Staff support in Christchurch after shooting incident - 19 March 2019	Travel agent transaction fee	Christchurch
19 March 2019	\$36.20	Staff support in Christchurch after shooting incident - 19 March 2019	Taxi	Christchurch
19 March 2019	\$14.00	Staff support in Christchurch after shooting incident - 19 March 2019	Taxi	Christchurch
16 April 2019	\$342.78	Chch quarterly long service celebrations - 11 November 2019	Flights to Christchurch	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 11 November 2019	Sector fee	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 11 November 2019	Sector fee	Christchurch
16 April 2019	\$1.73	Chch quarterly long service celebrations - 11 November 2019	Travel agent transaction fee	Christchurch
16 April 2019	\$313.09	Chch quarterly long service celebrations - 12 August 2019	Flights to Christchurch	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 12 August 2019	Sector fee	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 12 August 2019	Sector fee	Christchurch
16 April 2019	\$1.73	Chch quarterly long service celebrations - 12 August 2019	Travel agent transaction fee	Christchurch
16 April 2019	\$370.68	Chch quarterly long service celebrations - 27 May 2019	Flights to Christchurch	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 27 May 2019	Sector fee	Christchurch
16 April 2019	\$9.78	Chch quarterly long service celebrations - 27 May 2019	Sector fee	Christchurch
16 April 2019	\$1.73	Chch quarterly long service celebrations - 27 May 2019	Travel agent transaction fee	Christchurch
27 May 2019	\$12.70	Chch quarterly long service celebrations - 27 May 2019	Taxi	Christchurch

27 May 2019	\$36.20	Chch quarterly long service celebrations - 27 May 2019	Taxi	Christchurch
11 April 2019	\$644.61	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Flights to Wellington / Palmerston North	Wellington/PNorth
11 April 2019	\$9.78	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Sector fee	Wellington/PNorth
11 April 2019	\$9.78	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Sector fee	Wellington/PNorth
11 April 2019	\$9.78	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Sector fee	Wellington/PNorth
16 April 2019	\$1.73	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Travel agent transaction fee	Wellington/PNorth
15 May 2019	\$17.20	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Taxi to Hospital	Wellington/PNorth
15 May 2019	\$14.20	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	Taxi to airport	Wellington/PNorth
15 May 2019	\$30.10	Palmerston North Site visit / Wellington Learning Set 15-17 May 2019	taxi from Wgn airport	Wellington
17 May 2019	\$677.05	Health Select Committee Hearing for Organ Donation Bill - 22 May	Flights	Wellington
17 May 2019	\$9.78	Health Select Committee Hearing for Organ Donation Bill - 22 May	Sector fee	Wellington
17 May 2019	\$9.78	Health Select Committee Hearing for Organ Donation Bill - 22 May	Sector fee	Wellington
17 May 2019	\$1.73	Health Select Committee Hearing for Organ Donation Bill - 22 May	Travel agent transaction fee	Wellington
22 May 2019	\$59.00	Health Select Committee Hearing for Organ Donation Bill - 22 May	Parking at Auckland airport	Auckland
22 May 2019	\$51.00	Health Select Committee Hearing for Organ Donation Bill - 22 May	Taxi	Wellington
22 May 2019	\$32.00	Health Select Committee Hearing for Organ Donation Bill - 22 May	Taxi	Wellington
27 May 2019	\$17.25	Long service Celebration in Chch - 27 May 2019	Change fee	Christchurch
27 May 2019	\$52.20	Long service Celebration in Chch - 27 May 2019	Taxi from airport	Auckland
20 June 2019	\$546.84	Site visit for staff recognition celebration - 9 July 2019	Flights	Christchurch
20 June 2019	\$9.78	Site visit for staff recognition celebration - 9 July 2019	Sector fee	Christchurch
20 June 2019	\$9.78	Site visit for staff recognition celebration - 9 July 2019	Sector fee	Christchurch
20 June 2019	\$1.73	Site visit for staff recognition celebration - 9 July 2019	Travel agent transaction fee	Christchurch

Subtotal - domestic travel \$10,813.56 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 July 2018	\$7.43	Business Improvement workshop	Taxi to Parnell	Auckland
10 December 2018	\$18.05	Personal trip charged in error	Taxi	Auckland
10 December 2018	(\$18.05)	Reimbursement of Personal trip charged in error	Taxi	Auckland
12 June 2019	\$21.78	World Blood Donor Day media at IDFNZ event	Taxi	Auckland

Subtotal - local travel \$29.21 Check - there are no hidden rows with data Check - each entry provides sufficient information

Total travel expenses \$23,885.00

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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 Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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 data to disclose				

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 2018 - 30 June 2019 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 Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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)
2 July 2018	\$495.00	Insitute of Directors subscription	Associate subscription	
22 July 2018	\$155.30	Rental & calls \$91.57 / iPad data \$43.47 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 August 2018	\$131.25	Rental & calls \$127.75 / iPad data -\$13.62 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 September 2018	\$120.13	Rental & calls \$89.46 / iPad data \$15.00 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
26 October 2018	(\$30.38)	reimbursed for personal calls from 22 September bill	Spark Calls	
22 October 2018	\$146.94	Rental & calls \$122.77 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
30 October 2018	(\$24.36)	reimbursed for personal calls from 22 August bill	Spark Calls	
30 October 2018	(\$52.94)	reimbursed for personal calls from 22 October bill	Spark Calls	
22 November 2018	\$54.37	Rental & calls \$45.28 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 December 2018	\$85.72	Rental & calls \$69.54 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
8 January 2019	\$259.00	Harvard Business review - all access subscription	Annual subscription	
10 January 2019	(\$28.05)	reimbursed for personal calls from 22 December bill	Spark Calls	
22 January 2019	\$98.72	Rental & calls \$78.23 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 February 2019	\$164.66	Rental & calls \$118.18/ iPad data \$25 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 March 2019	\$63.25	Rental & calls \$55 / iPad data \$0 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
26 March 2019	\$1,195.31	Conference fees - ISBT	Conference fees and deposit on accommodation	
4 April 2019	\$76.31	Conference fee - ISBT	Change of accommodation fee	
22 April 2019	\$134.93	Rental & calls \$92.33 / iPad data \$25 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 May 2019	\$86.15	Rental & calls \$69.91 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
22 June 2019	\$131.03	Rental & calls \$108.94 / iPad data \$5 + GST	Spark Cellphone Rental & Calls / iPad Data Charges	
28 June 2019	\$9,939.84	Development as agreed with NZBS Board (AUS \$9,500)	Membership to Cross Tasman Executive Learning Set	
Total other expenses	\$13,202.18	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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 Service
Chief Executive	Sam Cliffe
Disclosure period start	1 July 2018
Disclosure period end	30 June 2019
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?)
31 August 2018	Fashion Week VIP lunch	Declined	Datacom	\$100 - \$500	
1 October 2018	GHD birthday party	Declined	GHD	Under \$100	
1 November 2018	Taste of Auckland Grand Opening Gala	Declined	Datacom	\$100 - \$500	
24 June 2019	Leadership Exchange Dinner Meeting	Accepted	Grifols	Under \$100	

Total count of gift/benefit entries:	Offered	4	Check - there are no hidden rows with data	Check - each entry provides sufficient information
	Accepted	1		
	Declined	3		

Notes

* Any non-standard date format or date outside 1 July 2018 - 30 June 2019 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.
 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).