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

Organisation Name New Zealand Qualifications Authority

Chief Executive** Dr Karen Poutasi

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**** The disclosure has been approved by the CFO

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	\$12,268.06	Figures exclude GST	Number offered	4
Hospitality	\$0.00	Figures exclude GST	Number accepted	4
Other expenses	\$5,676.39	Figures exclude GST	Number declined	0
International Travel	\$9,485.38	Figures exclude GST		
Domestic Travel	\$2,782.68	Figures exclude GST		
Local Travel	\$0.00	Figures exclude GST		

	Chief Executive Expense Disclosure				
Organisation Name	New Zealand Qualifications Authority				
Chief Executive	Dr Karen Poutasi				
Disclosure period start	1 July 2018				
Disclosure period end	30 June 2019				
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 e	nd 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)
March 19	¢4 902 24	Attendance at CELP (Clabel Education Leaders Portnership) 2040 level conference	Pagintration force	loroel
March 19		Attendance at GELP (Global Education Leaders Partnership) 2019 Israel conference Attendance at GELP (Global Education Leaders Partnership) 2019 Israel conference	Registration fees Flights	Israel NZ - Israel
March 19	\$1,254.63	Attendance at GELP (Global Education Leaders Partnership) 2019 Israel conference	Accommodation	Israel
March 19	\$1,078.71	Attendance at GELP (Global Education Leaders Partnership) 2019 Israel conference	Taxis & other travel/subsistence costs during trip	Israel
Subtotal - international travel	\$9.485.38			

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)	
Aug 18	\$544.82	Meeting with various Tauranga school principals	Flights and car hire	Wellington/Tauranga	
July 18 - June 19		Flights during the year visiting various educational and government agencies around NZ	Flights and subsistence	Various	
July 18 - June 19	\$995.11	Taxis during the year visiting various educational and government agencies around Wellington and NZ	Taxis	Various	
July 18 - June 19	\$245.00	Other travel booking fees and account charges during the year	Booking fees and charges	Various	
Subtotal - domestic travel	\$2.782.68				

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)		
Included within domestic travel above						
Subtotal - local travel	\$0.00					

Total travel expenses \$12,268.06

CE Expense Disclosure Workbook 2018

Worksheet - Travel

		Chief Executive Expense Disclo	sure	
Organisation Name	New Zealand	Qualifications Authority		
Chief Executive	Dr Karen Pou	tasi		
Disclosure period start	1 July 2018			
Disclosure period end	30 June 2019			
SST on costs	Figures exclu	de GST		
Agency totals check	Data and tota	ls on this worksheet checked and confirmed		
		Hospitality Offered to Third Parties*		
	All bassitality		male the Dublic Coming and the transfer	
	All nospitality ex	penses provided by the chief executive in the context of his/her job to anyone exter		
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)
		None		
otal hospitality expenses	\$0.00			

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Worksheet - Hospitality

ew Zealand Qualifications Authority Karen Poutasi July 2018 June 2019 gures exclude GST ata and totals on this worksheet checked and confirmed All Other Expenses All other expenditure incurred by the chief executive that is not travel, hours include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional desertion 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) Subscription fees	Location(s)
July 2018 June 2019 gures exclude GST ata and totals on this worksheet checked and confirmed All Other Expenses All other expenditure incurred by the chief executive that is not travel, how include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional desertion 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) Subscription fees	
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(e.g. subscription part of employment agreement, development as agreed with SSC)	(e.g. phone and data costs, membership fees) Subscription fees	
		n/a
\$673.22 Medical Council of New Zealand		
\$1,921.74 NZ College of Public Health Medicine	Subscription fees	n/a
\$177.80 Harvard Business Review	Subscription fees	n/a
\$500.00 NZ Global Women	Subscription fees	n/a
\$1,290.44 Replacement mobile phone	Telephone	n/a
\$1,021.02 Mobile and other telephone charges for the year	Telephone	n/a
\$92.17 Gift for consultant being a panel member in senior recruitment process	Gift voucher and card	n/a
	\$92.17 Gift for consultant being a panel member in senior recruitment process	\$92.17 Gift for consultant being a panel member in senior recruitment process Gift voucher and card 55,676.39

CE Expense Disclosure Workbook 2018

Worksheet - All other expenses

	Cł	nief Executive Gifts and	d Benefits Disclos	sure	
Organisation Name	New Zealand Qualifications Authority				
Chief Executive	Dr Karen Poutasi				
Disclosure period start	1 July 2018				
Disclosure period end	30 June 2019				
GST on values	Figures exclude GST				
Agency totals check	Data and totals on this worksheet che	cked and confirmed			
		Gifts and Benefits over	\$50 annual value		
	Include all gifts, invitations to events and other	r hospitality . of \$50 or more in total va	alue per vear, offered to the c	hief executive by people external to the organisa	ation.
		ide all gifts, invitations or other hospital			
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?)
Oct 18	Scarf and toy	Accepted	Commission on Higher Education - Philippines	Under \$100	Distributed to staff
lan 19	Small clock	Accepted	DXC Oxygen	Under \$100	
Feb 19	Tie Pin and decorative ornaments	Accepted	IPU New Zealand	Under \$100	Distributed to staff
May 19	Chocolates and cosmetics	Accepted	SPANZ for speaking at conference	Under \$100	Distributed to staff
Total count of gift/benefit entries:	Offered	4			
	Accepted	4			
	Declined				

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Worksheet - Gifts and benefits