

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

Organisation Name	New Zealand Qualifications Authority
Chief Executive**	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)
Disclosure period start***	1 July 2019
Disclosure period end***	30 June 2020
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	\$1,341.99	Figures exclude GST	Number offered	0
Hospitality	\$0.00	Figures exclude GST	Number accepted	0
Other expenses	\$1,857.67	Figures exclude GST	Number declined	0
International Travel	\$0.00	Figures exclude GST		
Domestic Travel	\$1,341.99	Figures exclude GST		
Local Travel	\$0.00	Figures exclude GST		

Chief Executive Expense Disclosure

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Chief Executive	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)
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Disclosure period end	30 June 2020
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 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)
		None		
Subtotal - international travel		\$0.00		

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)
December 19	\$538.15	Costs associated with attending Maori Language Commission awards where NZQA won Government Award - K Poutasi	Car hire, parking, hotel and flights	Auckland
July 19 - April 20	\$219.11	Visiting various educational and government agencies around Wellington and NZ - K Poutasi	Taxis and car hire	Various
July 19 - April 20	\$95.70	Other travel booking fees and account charges during the year - K Poutasi	Booking fees and charges	Various
June 20	\$479.16	Flight costs to attend powhiri in July 20 for new Chief Executive of newly created New Zealand Institute of Technology - G Klinkum	Flights	Hamilton
April 20 - June 20	\$9.87	Other travel booking fees and account charges during the year - G Klinkum	Booking fees and charges	Various
Subtotal - domestic travel		\$1,341.99		

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	\$1,341.99
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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)
August 19	\$535.01	Catering and engraving costs for NZQA Chief Executive Awards ceremony - K Poutasi	Catering and awards	Wellington
September 19	\$683.59	Medical Council of New Zealand - K Poutasi	Subscription fees	n/a
January 20	\$91.30	Flowers to Deputy Chief Executive following death in family - K Poutasi	Flowers	Wellington
July 19 - April 20	\$445.22	Mobile and other telephone charges for the year - K Poutasi	Telephone	n/a
April 20 - June 20	\$102.55	Mobile and other telephone charges for the year - G Klinkum	Telephone	n/a
Total other expenses	\$1,857.67			

Chief Executive Gifts and Benefits Disclosure

Organisation Name	New Zealand Qualifications Authority
Chief Executive	Dr Karen Poutasi (until 13 April 2020) & Dr Grant Klinkum (from 14 April 2020)
Disclosure period start	1 July 2019
Disclosure period end	30 June 2020
GST on values	Figures exclude GST
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?)
	None during the year				
Total count of gift/benefit entries:		Offered	0		
		Accepted	0		
		Declined	0		