

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff". Please read that in full first.

Purpose

The purpose of regular public disclosure of Chief Executive's (CE) expenses is to provide transparency and accountability for discretionary expenditure by CEs of Public Service departments and statutory Crown entities. The disclosures help CEs to demonstrate the values and behaviours expected of all public servants. They make transparent the standards of probity expected of the CEs and ensure their expenses are open to public scrutiny. This assists public understanding of, and confidence in, the purpose and appropriateness of expenditure.

What is covered?

All expenses for items experienced or used by CEs in performing their role are required to be disclosed, whether paid by credit card or invoiced. This includes expenses for more personal undertakings, such as professional development expenditure, in addition to outgoings for the likes of travel and entertainment. CE expenses are not generally regarded as personal or commercially sensitive. Refer to the Ombudsman Guide to Chief Executive Expenses for guidance. Business or corporate expenses for the organisation that are met from the CE's budget or paid by his /her credit card are excluded. Expense disclosures cover the full period of the report, and are completed by each CE, including Acting CEs.

How does it work?

CEs disclose the expenses, gifts & hospitality they have expended or been offered using this SSC Excel workbook. The completed Excel workbooks are posted on agency websites and linked to www.data.govt.nz. See <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>. Questions can be directed to ceexpenses@ssc.govt.nz. For help with publishing contact info@data.govt.nz.

When and how often are disclosures made?

Disclosures cover the June 30 year and are expected to be published by July 31.

Disclosed Information

This workbook includes a tab for each of the following categories

Travel - All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each overseas trip is grouped, but the nature of the items of expenditure are disclosed separately, with in accommodation, meals, and taxis.

Hospitality - All work-related hospitality expenses provided by the CE to people external to Public Service departments and statutory Crown entities.

Gifts and benefits - All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with Declined gifts and benefits do not need to be disclosed.

Usually gifts and benefits that have more than a token value are also declared on an open register within agencies, as well as on the expenses disclosure. Please note that anything offered is official information and is covered by the OIA. In rare cases where the cost of a gift cannot be reasonably estimated or disclosing the estimated value might cause offence, its value can be described as "value unknown".

All other expenses incurred by the CE that are not captured under the definition of travel, hospitality or gifts and benefits are disclosed in this section. This includes items such as cell phone and data costs, subscriptions, me professional development fees.

If in doubt, the principles of transparency and accountability apply and therefore all items are disclosed, unless there is a very good reason not to. The Ombudsman's view is that "because this expenditure is incurred by very senior employees and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

How to present information

Provide information using this SSC Excel workbook.

Complete separate tables for each category using the tabs provided in this Excel workbook: Travel, Hospitality, Gifts and Benefits, All other expenses.

Complete all fields. The header (organisation name, CE name and reporting period) will pre-populate if you enter it on first tab.

Whether costs are GST exclusive or inclusive needs to be consistent. You have the option to use GST exclusive or inclusive as it may depend how you get your source information.

Mark clearly if no information to disclose - where there is no information to disclose, record this clearly on the spreadsheet with a suitable description such as "no travel expenses to disclose for this period"; "no gifts received" or "leave the page blank.

Ensure the disclosure is for the full reporting period. Include disclosures for Acting CEs.

Provide sufficient detail for each item in the spreadsheet. Agencies are encouraged to take a why, what, who, where and how approach to describing individual items. A good description that outlines the nature of the item and its purpose. Expenses have been incurred or why gifts and hospitality have been given or received.

The sub totals and totals should appear automatically, once you add information to the rows above. Insert more rows as you need.

Uploading the workbook - please ensure it is easy to find on your website.

The Disclosures webpage could be headed with a statement such as: "(This agency) is disclosing the Chief Executive's expenses, gifts and hospitality as part of its commitment to transparency and accountability".

If you have any questions, contact the team at ceexpenses@ssc.govt.nz

For help with publishing on data.govt.nz contact info@data.govt.nz.

Chief Executive Expense Disclosure

Organisation Name	Commission for Financial Capability
Chief Executive	Diane Maxwell
Disclosure period	1 July 2017 to 30 June 2018

International, domestic and local travel expenses

All expenses incurred by CE during international, domestic and local travel. For international travel, group expenses relating to each trip.

International Travel (including travel within NZ at beginning and end of overseas trip)**

Date(s)	Cost (NZ\$) (exc GST)	Purpose of trip (eg attending XYZ conference for 3 days)****	Nature (eg hotel, airfares, taxis, meals & for how many people, other costs)
		UK Pensions and Savings Symposium	
31 Aug 2017	19.69	US ESTA Visa for transit on route to UK conference	Visa
30 Sep 2017	1718.54	Attendance at 3 day conference + accommodation and meals	Conference, accommodation,
18 Oct 2017	282.37	Airfare (UK Domestic)	Airfare
		Mercer Global Pension Index Report Launch (speaking engagement) - Melbourne	
01 Sep 2017	36.50	Travel agent booking fee	Airfare
01 Sep 2017	1,269.63	Air fare	Airfare
13 Sep 2017	45.00	Travel agent amendment fee	Airfare
20 Sep 2017	75.00	Air fare amendment fee (earlier return to attend appointment)	Airfare
17 Nov 2017	298.49	Accommodation	Accommodation
17 Nov 2017	50.63	Meals	Meals
17 Nov 2017	40.28	Meals	Meals
24 Oct 2017	78.93	Taxi - airport to hotel	Taxi
24 Oct 2017	74.86	Taxi - hotel to airport	Taxi
24 Oct 2017	60.40	Taxi (airport to home)	Taxi
		OCED Global Symposium (speaking engagement) - India	
07 Nov 2017	98.41	Accommodation (transit hotel)	Accommodation
22 Dec 2017	131.22	Meals for five days	Meals
22 Dec 2017	19.48	Telecommunications	Phone Charge
09 Oct 2017	5,788.13	Airfare	Airfare
09 Oct 2017	133.70	Travel agent booking fee	Airfare
09 Oct 2017	40.00	Travel agent booking fee	Accommodation
19 Oct 2017	185.00	Visa fee	Visa
19 Oct 2017	200.00	Visa fee	Visa
09 Nov 2017	388.70	Flight amendment fee (Delhi smog issue/pollution emergency declared)	Airfare
09 Nov 2017	50.00	Travel agent amendment fee	Airfare

09 Nov 2017	25.00	Travel agent out of hours fee	Airfare
22 Dec 2017	153.07	Airport / Hotel & return Transfer	Taxi
06 Nov 2017	109.70	Multizone plug adaptor	Office equipment
10 Nov 2017	74.60	Taxi - airport to home	Taxi
19 Oct 2017	313.04	Department of Internal Affairs - NZ Passport application - urgent service (second passport required as Indian Embassy failed to return original passport in time for travel)	Passport
18 Oct 2017	(180.00)	Diane Maxwell -reimbursed of NZ passport charge back to CFFC of the \$313 leaving CFFC to pay the 'urgent' fee	Passport
		Aspen Institute - Retirement Forum (speaking engagement) - Washington	
06 Mar 2018	19.84	US ESTA visa	Visa
31 Mar 2018	11,875.23	Airfare	Airfare
04 Apr 2018	28.76	Airport Lunch - six hour transit	Meals
05 Apr 2018	109.25	Taxi - Airport to Hotel	Taxi
06 Apr 2018	1,092.93	Accommodation & Meals (Washington two nights)	Accommodation & Meals
09 Apr 2018	99.62	Meals at the Forum x 2	Meals
30 Jun 2018	18.71	Meals lunch in Washington	Meals
11 Apr 2018	72.40	Taxi - Airport to Home	Taxi
<i>Insert additional rows as needed</i>			
Sub total	\$24,897.11		
Domestic Travel (within NZ, including travel to and from local airport)			
Date(s)	Cost (\$) (exc GST)***	Purpose (eg visiting district office for two days...) ****	Nature (eg hotel, airfare, meals & for how many people, other costs)
05 Jul 2017	202.61	Accommodation - Rydges Wellington - IPANZ Awards & Wellington meetings	Accommodation
05 Jul 2017	206.96	Airfare Akl/Wlg/Akl - IPANZ Awards & Wellington meetings	Airfare
05 Jul 2017	52.56	Mileage (to Albany then to the airport & return) - Massey University Finance Festival	Mileage
05 Jul 2017	80.00	AKL Airport parking -- IPANZ Awards & Wellington meetings	Parking
05 Jul 2017	47.00	Taxi - Wellington airport to Hotel - IPANZ Awards & Wellington meetings	Taxi
05 Jul 2017	18.20	Taxi - Hotel to Event location (TSB Arena) - IPANZ Awards & Wellington meetings	Taxi
06 Jul 2017	3.91	Meals - Breakfast - IPANZ Awards & Wellington meetings	Meals
06 Jul 2017	51.00	Taxi - Parliament to Airport - IPANZ Awards & Wellington meetings	Taxi
10 Jul 2017	68.80	Taxi - Home to Airport - (speaking engagement)	Taxi
10 Jul 2017	77.80	Taxi - Airport to CFFC offices - Flight cancelled (weather) returning to the office	Taxi
01 Aug 2017	256.53	Airfare Akl/Wlg/Akl - Wellington meetings	Airfare
01 Aug 2017	69.40	Taxi - Home to Airport - Wellington meetings	Taxi
01 Aug 2017	39.80	Taxi - Airport to meeting location (Wellington) - Wellington meetings	Taxi
01 Aug 2017	46.00	Taxi - Parliament to Airport - Wellington meetings	Taxi
15 Aug 2017	186.96	Accommodation - Rydges Wellington - NZ Initiative Next Generation (speaking engagement)	Accommodation
15 Aug 2017	239.13	Airfare Akl/Wlg/Akl - NZ Initiative Next Generation (speaking engagement)	Airfare
15 Aug 2017	71.74	Meals - Dinner & Breakfast - NZ Initiative Next Generation (speaking engagement)	Meals
15 Aug 2017	43.48	AKL Airport parking -- NZ Initiative Next Generation (speaking engagement)	Parking
15 Aug 2017	48.00	Taxi - Airport to hotel (Wellington) - NZ Initiative Next Generation (speaking engagement)	Taxi

15 Aug 2017	16.00	Taxi - Hotel to meeting venue - NZ Initiative Next Generation (speaking engagement)	Taxi
15 Aug 2017	18.80	Taxi - Meeting venue to Hotel - NZ Initiative Next Generation (speaking engagement)	Taxi
15 Aug 2017	46.60	Taxi - Hotel to Airport - NZ Initiative Next Generation (speaking engagement)	Taxi
30 Aug 2017	240.43	Airfare Wlg/Akl - Wellington Women's Network (speaking engagement)	Airfare
30 Aug 2017	171.74	Airfare Akl/Wlg - Wellington Women's Network (speaking engagement)	Airfare
30 Aug 2017	26.28	Mileage (Akl Airport & return) - Wellington Women's Network (speaking engagement)	Mileage
30 Aug 2017	43.48	AKL Airport carpark - Wellington Women's Leadership (speaking engagement)	Parking
30 Aug 2017	38.00	Taxi - Airport to Meeting venue (bolton hotel) - Wellington Women's Leadership Network (speaking engagement)	Taxi
30 Aug 2017	48.20	Taxi - Meeting venue (bolton hotel) to Airport - Wellington Women's Leadership Network (speaking engagement)	Taxi
01 Sep 2017	316.51	Airfare Akl/Npe/Npe/Akl - Heretaunga Womens Forum (speaking engagement)	Airfare
01 Sep 2017	26.28	Mileage (Akl Airport & return) - Heretaunga Womens Forum (speaking engagement)	Mileage
01 Sep 2017	77.00	Taxi - Airport to venue (Hastings) - Heretaunga Womens Centre Women's Forum (speaking engagement)	Taxi
01 Sep 2017	82.00	Taxi - Venue (Hastings) to Airport - Heretaunga Womens Centre Women's Forum (speaking engagement)	Taxi
04 Sep 2017	31.10	Taxi - Airport to Napier Conference Centre - NZSTA Conference (speaking engagement)	Taxi
04 Sep 2017	26.30	Taxi - Napier Conference Centre to Airport - NZSTA Conference (speaking engagement)	Taxi
06 Sep 2017	501.73	Airfare Akl/Wlg/Wlg/Akl - Wellington meetings	Airfare
06 Sep 2017	26.28	Mileage (Akl Airport & return) - Wellington meetings	Mileage
06 Sep 2017	43.48	AKL Airport carpark - Wellington meetings	Parking
06 Sep 2017	55.60	Taxi - Airport to hotel (Wellington) - Wellington meetings	Taxi
06 Sep 2017	40.00	Taxi - hotel (Wellington) to Airport - Wellington meetings	Taxi
04 Oct 2017	76.95	Airfare Npe/Akl - SOCCON (speaking engagement) amendment fee (speaking slot changed in programme)	Airfare
04 Oct 2017	102.16	Airfare Akl/Npe/Akl - SOCCON (speaking engagement) amendment fee	Airfare
04 Oct 2017	74.40	Taxi - Home to Airport - SOCCON (speaking engagement)	Taxi
04 Oct 2017	75.60	Taxi - Airport to Home - SOCCON (speaking engagement)	Taxi
11 Oct 2017	415.65	Airfare AKL/WLG/AKL - IPANZ (speaking engagement)	Airfare
11 Oct 2017	26.28	Mileage (Akl Airport & return) - IPANZ (speaking engagement)	Mileage
11 Oct 2017	43.48	airport parking - IPANZ - speaking engagement	Parking
11 Oct 2017	45.00	Taxi - Airport to Venue (James Cook Hotel) - IPANZ (speaking engagement)	Taxi
11 Oct 2017	40.80	Taxi - Venue (James Cook Hotel) to airport - IPANZ (speaking engagement)	Taxi
12 Oct 2017	(345.22)	Airfare refund Akl/Dud/Akl (cancelled flight - weather) (speaking engagement)	Airfare
16 Nov 2017	519.12	Airfare Akl / Wlg / Akl - Wellington meetings	Airfare
16 Nov 2017	26.28	Mileage (to airport and return) - Wellington meetings	Mileage
16 Nov 2017	43.48	airport parking - Wellington meetings	Parking
16 Nov 2017	47.00	Taxi - Airport to Bowen House - Wellington meetings	Taxi
16 Nov 2017	50.60	Taxi - Bowen House to Airport - Wellington meetings	Taxi
30 Nov 2017	25.55	Mileage (to Greenbay & Return) - Filming Media	Mileage
06 Dec 2017	143.41	Airfare Wlg/Akl - flight subsequently cancelled	Airfare
06 Dec 2017	(143.41)	Airfare Wlg/Akl - flight cancelled and refunded	Airfare
13 Feb 2018	273.04	Accommodation - Rydges Wellington - Wellington meetings	Accommodation
13 Feb 2018	33.48	Meals - Dinner - Rydges Wellington - Wellington meetings	Meals
13 Feb 2018	75.80	Taxi - Northern Club to Airport - Wellington meetings	Taxi
13 Feb 2018	78.80	Taxi - Airport to National Library - Wellington meetings	Taxi
14 Feb 2018	16.78	Meals - Breakfast - Wellington meetings	Meals
14 Feb 2017	93.47	Airfare Wlg/Akl - Wellington meetings	Airfare
14 Feb 2018	45.00	Taxi - Hotel to Airport - Wellington meetings	Taxi
14 Feb 2018	94.40	Taxi - Airport to CFCC offices - Wellington meetings	Taxi
22 Feb 2018	449.56	Airfare Akl / Wlg / Akl - Wellington meetings	Airfare
22 Feb 2018	136.52	Airfare Akl / Wlg / AKL amendment fee - Wellington meetings	Airfare
22 Feb 2018	46.09	Airport carpark - Wellington meetings	Parking
22 Feb 2018	53.40	Taxi - Airport to 101 The Terrace - Wellington meetings	Taxi
22 Feb 2018	11.80	Taxi - 101 The Terrace to Bowen House - Wellington meetings	Taxi
22 Feb 2018	44.20	Taxi - Bowen House to Airport - Wellington meetings	Taxi
20 Mar 2018	202.61	Accommodation - Rydges Wellington - Wellington meetings	Accommodation

23 Nov 2017	31.80	Taxi - Home to Venue (spark Arena) - Deloitte Top 200 Awards	Taxi
08 Dec 2017	11.83	Car Parking - Seminar attendance	Parking
20 Dec 2017	17.20	Taxi - CFFC Offices to ASB North Wharf - ASB Upstart (speaking engagement)	Taxi
20 Dec 2017	16.60	Taxi - ASB North Wharf to CFFC Offices - ASB Upstart (speaking engagement)	Taxi
13 Feb 2018	12.00	Taxi - CFFC Offices to Venue (Northern Club) World Economic Forum (report launch)	Taxi
19 Feb 2018	43.48	Carparking for RBNZ Presentation	Parking
01 Mar 2018	46.40	Taxi - Home to Venue (Sky City) - #MyIdentity launch	Taxi
08 Mar 2018	38.00	Taxi - Event drop off (Hobson Street) to Home - NZ Initiative	Taxi
08 Mar 2018	13.80	Taxi - CFFC offices to Event drop off (Hobson Street) - NZ Initiative	Taxi
09 Mar 2018	16.20	Taxi - CFFC Offices to Parnell - Trans Tasman Business Circle	Taxi
09 Mar 2018	18.80	Taxi - Parnell to CFFC Offices - Trans Tasman Business Circle	Taxi
20 Apr 2018	34.60	Taxi - Home to Venue (ANZ Centre) - ANZ Financial WellBeing Report Launch (speaking engagement)	Taxi
17 May 2018	41.60	Taxi - Home to Venue (Cordis) - INFINZ	Taxi
17 May 2018	36.20	Taxi - Venue (Cordis) to Home - INFINZ	Taxi
18 May 2018	21.40	Taxi - Home to Venue (Cordis) - Prime Minister address	Taxi
18 May 2018	18.40	Taxi - Venue (Cordis) to CFFC offices - Prime Minister address	Taxi
07 Jun 2018	35.60	Taxi - Home to Venue (Northern Club) - Minister speech	Taxi
07 Jun 2018	29.20	Taxi - Venue (Northern Club) to home - Minister speech	Taxi
11 Jun 2018	11.83	Car Parking - CFFC Summit	Parking
12 Jun 2018	37.40	Taxi - Venue (Cordis) to home - CFFC Summit	Taxi
12 Jun 2018	48.20	Taxi - Home to Venue (Cordis) - CFFC Summit	Taxi
19 Jun 2018	31.04	Car parking - Financial Services Federation - speaking engagement	Parking
21 Jun 2018	21.00	Taxi - CFFC Offices to Venue (Generator) - Public Trust (speaking engagement)	Taxi
21 Jun 2018	17.40	Taxi - Venue (Generator) to CFFC offices - Public Trust (speaking engagement)	Taxi
26 Jun 2018	15.00	Taxi - CFFC Offices to Venue (City Works Depot) - Media interview	Taxi
26 Jun 2018	20.00	Taxi - Venue (City Works Depot) to CFFC offices - Media interview	Taxi
Sub total	\$972.19		
Total travel expenses	\$35,625.53		
Notes			
* Headings on following tabs will pre populate with what you enter on this tab			
** Group expenditure relating to each overseas trip			
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive			
**** Please include sufficient information to explain the trip and its costs including destination and duration.			
Sub totals and totals will appear automatically once you put information in rows above.			
Mark clearly if there is no information to disclose.			

Chief Executive Expense Disclosure

Organisation Name	Commission for Financial Capability
Chief Executive	Diane Maxwell
Disclosure period	1 July 2017 to 30 June 2018

Hospitality

All hospitality expenses provided by the CE in the context of his/her job to anyone external to the Public Service or statutory Crown entities.

Hospitality Offered to Third Parties

Date	Cost (\$) (exc GST)	Purpose (eg, hosting delegation from China)	Nature (what and for how many eg dinner for 5)	Reason (eg building relationships, team building)	Location/s
03 Jul 2017	18.09	Young Enterprise Trust	Coffee Meeting		
16 Feb 2018	9.39	AMANO AUCKLAND NZL - Coffee Meeting - summit speaker	Meals		

Total expenses	\$27
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Notes	
Third parties include people and organisations external to the public service or statutory Crown entities.	
* Headings on this tab will be pre populated with what you enter on the Travel tab	
** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive	
Total cost will appear automatically once you put information in rows above.	
Mark clearly if there is no information to disclose.	

Chief Executive Expense Disclosure

Organisation Name	Commission for Financial Capability
Chief Executive	Diane Maxwell
Disclosure period	1 July 2017 to 30 June 2018

Gifts and Benefits over \$50 annual value**

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation

Gifts and hospitality				
Date	Description ** (e.g. event tickets, etc)	Offered by (who made the offer?)	Estimated value (NZ\$) (inc GST)	Comments
21 Jul 2017	Bottle of Wine	ASB	53	Thank you gift - speaking engagement
26 Oct 2017	Bottle of Wine	Shortland Chambers	160	Thank you gift - speaking engagement
12 Oct 2017	AMP Scholarship Awards Dinner	AMP	unknown	
23 Nov 2017	Deloitte Top 200 Awards	MinterEllisonRuddWatts	unknown	
08 Mar 2018	NZ Initiative Dinner	NZ Initiative	unknown	
22 Mar 2018	An evening with US President Obama	NZ US Council	unknown	
22 Mar 2018	Blunt Umbrella	Generous Living	100	Thank you gift - speaking engagement - left at the office for general use
07 Jun 2018	Minister of Finance Speech & Dinner	Westpac	unknown	
Total gifts & benefits	No. of items =		\$313.00	
Notes				
* Headings on this tab will be pre populated with what you enter on the Travel tab				
** All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the CE by people external to the organisation				
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).				
*** Mark clearly if cost include GST or not. Be consistent - all GST exclusive or all GST inclusive				
Estimated total value will appear automatically once you put information in rows above.				
Mark clearly if there is no information to disclose.				

Chief Executive Expense Disclosure

Organisation Name	Commission for Financial Capability
Chief Executive	Diane Maxwell
Disclosure period	1 July 2017 to 30 June 2018

All Other Expenses**

All other expenditure incurred by the chief executive that is not travel, hospitality or gifts

All Other Expenses

Date	Cost (\$)**** (exc GST / inc GST)	Nature ***	Comment / explanation ***	Location
01 Jul 2017	92.24	Mobile plan / calls	Telecommunications	
31 Jul 2017	13.04	Relay AKI - the Economist magazine	Subscription	
31 Jul 2017	35.10	News Digital Subscription	Subscription	
01 Aug 2017	91.20	Mobile plan / calls	Telecommunications	
31 Aug 2017	35.58	News Digital Subscription	Subscription	
01 Sep 2017	161.53	Mobile plan / calls	Telecommunications	
30 Sep 2017	36.64	News Digital Subscription	Subscription	
01 Oct 2017	73.23	Mobile data for iPad	Telecommunications	
01 Oct 2017	101.02	Mobile plan / calls	Telecommunications	
09 Oct 2017	773.53	FINANCIAL TIMES LT LONDON - Subscription - online content	Subscription	
09 Oct 2017	35.97	News Digital Subscription	Subscription	
01 Nov 2017	44.28	Mobile data for iPad	Telecommunications	
01 Nov 2017	122.65	Mobile plan / calls	Telecommunications	
09 Nov 2017	(2.24)	News Digital Subscription	Subscription	
01 Dec 2017	517.39	The Growth Faculty - Seminar - Malcolm Gladwell Live	Subscription	
01 Dec 2017	44.28	Mobile data for iPad	Telecommunications	
01 Dec 2017	95.59	Mobile plan / calls	Telecommunications	
01 Jan 2018	44.28	Mobile data for iPad	Telecommunications	
01 Jan 2018	91.97	Mobile plan / calls	Telecommunications	
03 Jan 2018	400.00	Economist - Economist subscription 1 year	Subscription	
01 Feb 2018	44.28	Mobile data for iPad	Telecommunications	
01 Feb 2018	105.27	Mobile plan / calls	Telecommunications	
14 Feb 2018	13.04	Relay - Economist	Subscription	
16 Feb 2018	12.26	Ripe Coffee Co - CFFC Team Meeting Wgtn Staff	Meals	Wellington
01 Mar 2018	44.28	Mobile data for iPad	Telecommunications	
01 Mar 2018	106.59	Mobile plan / calls	Telecommunications	
15 Mar 2018	68.00	Leadership team dinner (\$68 per head)	Meals	Auckland
01 Apr 2018	44.28	Mobile data for iPad	Telecommunications	
01 Apr 2018	131.46	Mobile plan / calls	Telecommunications	
03 Apr 2018	13.04	Relay - Economist paper	Subscription	
01 May 2018	44.28	Mobile data for iPad	Telecommunications	
01 May 2018	111.53	Mobile plan / calls	Telecommunications	
01 Jun 2018	44.28	Mobile data for iPad	Telecommunications	
01 Jun 2018	112.31	Mobile plan / calls	Telecommunications	
30 Jun 2018	14.03	Economist and Financial Times	Subscription	

Total other expenses	\$3,716.21
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Notes	
* Headings on this tab will be pre populated with what you enter on the Travel tab	
** Include eg phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else	
*** Delete what's inapplicable. Be consistent - all GST exclusive or all GST inclusive	
*** e.g. subscription part of employment agreement, development as agreed with SSC	
Total cost will appear automatically once you put information in rows above.	
Mark clearly if there is no information to disclose.	