

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

Organisation Name*	Kāinga Ora - Homes and Communities
Secretary or Chief Executive**	Andrew McKenzie (until 1 November 2024) and Matt Crockett
Disclosure period start***	1 July 2024
Disclosure period end***	30 June 2025
Agency totals check	Data and totals checked on all sheets
Secretary or Chief Executive approval****	This disclosure has been approved by the Departmental Secretary or Chief Executive
Other sign-off****	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 green.

Summary of expenses	Cost in NZ\$	GST inc / exc		Gifts and benefits	Count
Travel expenses	\$30,848.99	Figures include GST (where applicable)		Number offered	29
Hospitality	\$0.00	Figures include GST (where applicable)		Number accepted	3
Other expenses	\$0.00	Figures include GST (where applicable)		Number declined	26
International Travel	\$585.45	Figures include GST (where applicable)			
Domestic Travel	\$30,000.53	Figures include GST (where applicable)			
Local Travel	\$263.01	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 or Acting Departmental secretary or Chief Executive					
*** Update if a shorter or different period is covered					
**** This disclosure must be approved by the Departmental secretary or Chief Executive and another appropriate party, e.g. Board Chair, Chief Financial Officer or Audit and Risk Officer					

Public Service Secretary or Chief Executive Expense Disclosure				
Organisation Name	Kāinga Ora - Homes and Communities			
Public Service secretary or Chief Executive	Andrew McKenzie (until 1 November 2024) and Matt Crockett			
Disclosure period start	1 July 2024			
Disclosure period end	30 June 2025			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<p><i>All other expenditure incurred by the Public Service secretary or chief executive that is not travel, hospitality or gifts.</i></p> <p><i>Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.</i></p>				
Date(s)*	Cost in NZ\$	Purpose of expense (e.g. subscription part of employment agreement, development as agreed with PSC)	Type of expense (e.g. phone and data costs, membership fees)	Location(s)
Total other expenses	\$0.00	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 - 30 June 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).				

Public Service Secretary or Chief Executive Expense Disclosure

Organisation Name	Kāinga Ora - Homes and Communities
Public Service Secretary or Chief Executive	Andrew McKenzie (until 1 November 2024) and Matt Crockett
Disclosure period start	1 July 2024
Disclosure period end	30 June 2025
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 Public Service secretary or 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 or expense (e.g. hotel, airfares, taxis, meals & for how many people)	Location(s)
30 August 2024	\$127.82	Melbourne business - to airport	Taxi	Melbourne
30 August 2024	\$53.79	Melbourne business - from airport to hotel	Taxi	Melbourne
30 August 2024	\$104.06	Melbourne business	Taxi	Melbourne
3 September 2024	\$102.72	Melbourne business	Meal	Melbourne
4 September 2024	\$14.72	Melbourne business	Meal	Melbourne
4 September 2024	\$105.29	Melbourne business	Meals/water	Melbourne
4 September 2024	\$6.79	Melbourne business	Meals/water	Melbourne
4 September 2024	\$70.26	Melbourne business	Taxi	Melbourne
Subtotal - international travel		\$585.45	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)
2 July 2024	\$77.83	Nelson Airport to Central Nelson	Taxi	Nelson
2 July 2024	\$91.80	Christchurch business	Meal	Christchurch
2 July 2024	\$35.20	Christchurch Airport - Central Christchurch	Taxi	Christchurch
2 July 2024	\$23.46	Christchurch business	Meal	Christchurch
2 July 2024	\$157.50	Christchurch business	Hotel	Christchurch
3 July 2024	\$33.90	Christchurch business	Meal	Christchurch

3 July 2024	\$37.73	South-West Christchurch to Central Christchurch	Taxi	Christchurch
3 July 2024	\$157.50	Christchurch business	Hotel	Christchurch
3 July 2024	\$88.00	Christchurch business	Meal	Christchurch
3 July 2024	\$23.60	Christchurch business	Taxi	Christchurch
4 July 2024	\$33.90	Christchurch business	Meal	Christchurch
4 July 2024	\$78.69	Central Christchurch - Christchurch Airport	Taxi	Christchurch
4 July 2024	\$118.35	Dunedin Airport - Central Dunedin	Taxi	Dunedin
5 July 2024	\$189.00	Christchurch/Dunedin business	Airport parking - 3 days	Christchurch
8 July 2024	\$485.64	North Island roadshows	Car hire - 4 days	Wellington/North Island
8 July 2024	\$63.75	North Island roadshows	Meal	Gisborne
8 July 2024	\$195.00	North Island roadshows	Hotel	Gisborne
9 July 2024	\$32.00	North Island roadshows	Meal	Gisborne
9 July 2024	\$3.00	North Island roadshows	Parking	Tauranga
9 July 2024	\$34.00	North Island roadshows	Meal	Napier
9 July 2024	\$122.15	Rental car fuel	Car hire	North Island
9 July 2024	\$46.61	North Island roadshows	Meal	Napier
9 July 2024	\$190.00	North Island roadshows	Hotel	Napier
11 July 2024	\$99.59	Rental car fuel	Car hire	Wellington
11 July 2024	\$228.41	North Island roadshows	Airfare	Wellington
12 July 2024	\$234.00	North Island roadshows	Airport parking - 4 days	Wellington
15 July 2024	\$4.60	P Card Account Fee	Card fees	
18 July 2024	\$331.81	Wellington business	Airfare	Wellington
18 July 2024	\$81.27	Wellington business - airport to office	Taxi	Wellington
18 July 2024	\$26.50	Wellington business - office to home/accom	Taxi	Wellington
19 July 2024	\$89.87	Wellington business - home to airport	Taxi	Wellington
19 July 2024	\$69.00	Wellington business - roadshows	Airport parking - 1 day	Wellington
26 July 2024	\$347.36	Whangarei business	Mileage	Whangarei
6 August 2024	\$499.13	Wellington business	Airfare	Wellington
6 August 2024	\$88.47	Wellington business - airport to office	Taxi	Wellington
6 August 2024	\$19.92	Wellington business - city to accom	Taxi	Wellington
7 August 2024	\$47.30	Wellington business - accom to office	Taxi	Wellington
7 August 2024	\$78.80	Wellington business - office to airport	Taxi	Wellington
7 August 2024	\$499.13	Wellington business	Airfare	Wellington

8 August 2024	\$134.00	Wellington business	Airport parking - 2 days	Wellington
15 August 2024	\$4.60	P Card Account Fee	Card fees	
5 September 2024	\$158.99	Wellington business - airport to home	Taxi	Wellington
5 September 2024	\$70.52	Wellington business - airport to office	Taxi	Wellington
5 September 2024	\$15.41	Wellington business - office to meeting venue	Taxi	Wellington
5 September 2024	\$29.00	Wellington business	Taxi	Wellington
5 September 2024	\$36.50	Wellington business	Taxi	Wellington
6 September 2024	\$80.30	Wellington business - accom to airport	Taxi	Wellington
7 September 2024	\$69.00	Wellington business	Airport parking - 1 day	Wellington
4 September 2024	\$456.83	Wellington business	Airfare	Wellington
4 September 2024	\$70.52	Wellington business - airport to accom	Taxi	Wellington
4 September 2024	\$230.00	Wellington business	Hotel	Wellington
4 September 2024	\$955.95	Wellington business	Airfare	Wellington
5 September 2024	\$539.52	Wellington business	Airfare	Wellington
5 September 2024	\$78.80	Wellington business - office to airport	Taxi	Wellington
5 September 2024	\$54.00	Wellington business	Airport parking - 1 day	Wellington
11 September 2024	\$456.83	Wellington business	Airfare	Wellington
11 September 2024	\$26.00	Wellington business	Meal	Wellington
11 September 2024	\$149.00	Wellington business	Hotel	Wellington
11 September 2024	\$78.05	Wellington business - airport to accom	Taxi	Wellington
12 September 2024	\$456.82	Wellington business	Airfare	Wellington
12 September 2024	\$78.80	Wellington business - office to airport	Taxi	Wellington
12 September 2024	\$70.00	Wellington business	Airport parking - 1 day	Wellington
16 September 2024	\$4.60	P Card Account Fee	Card fees	
21 September 2024	\$312.24	Wellington business	Airfare	Wellington
23 September 2024	\$33.15	Wellington business	Meal	Wellington
23 September 2024	\$68.34	Wellington business - airport to accom	Taxi	Wellington
23 September 2024	\$776.41	Wellington business	Airfare	Wellington
23 September 2024	\$230.00	Wellington business	Hotel	Wellington
24 September 2024	\$772.65	Wellington business	Airfare	Wellington
24 September 2024	\$230.00	Wellington business	Hotel	Wellington
25 September 2024	\$5.10	Wellington business	Meal	Wellington
25 September 2024	\$78.80	Wellington business - office to airport	Taxi	Wellington

25 September 2024	\$140.29	Wellington business - airport to office	Taxi	Wellington
30 September 2024	\$127.60	Rotorua business - regional roadshows	Mileage	Rotorua
30 September 2024	\$265.88	Rotorua business - regional roadshows	Hotel	Rotorua
30 September 2024	\$64.00	Rotorua business - regional roadshows	Meal	Rotorua
30 September 2024	\$15.00	Rotorua business - regional roadshows	Parking	Rotorua
1 October 2024	\$166.32	Regional visit	Hotel	Napier
2 October 2024	\$106.09	Regional visit	Milage	Napier
2 October 2024	\$224.00	Regional visit	Hotel	Wellington
2 October 2024	\$6.00	Wellington business - regional visit	Beverage	Wellington
2 October 2024	\$76.00	Wellington business - regional visit	Meal	Wellington
3 October 2024	\$189.00	Regional visit	Hotel	New Plymouth
3 October 2024	\$239.00	Regional visit	Meal	New Plymouth
4 October 2024	\$142.07	Regional visit	Milage	New Plymouth
4 October 2024	\$18.60	New Plymouth business	Parking	New Plymouth
7 October 2024	\$375.05	Wellington business	Airfare	Wellington
7 October 2024	\$78.05	Wellington business - airport to office	Taxi	Wellington
7 October 2024	\$84.50	Wellington business - office to airport	Taxi	Wellington
7 October 2024	\$334.64	Nelson business	Airfare	Nelson
7 October 2024	\$35.60	Nelson business - airport to accom	Taxi	Nelson
7 October 2024	\$162.00	Nelson business	Hotel	Nelson
7 October 2024	\$513.23	Dunedin business - roadshows	Airfare	Dunedin
8 October 2024	\$324.94	Christchurch business	Airfare	Christchurch
8 October 2024	\$159.20	Christchurch business	Hotel	Christchurch
8 October 2024	\$80.00	Christchurch business	Meal	Christchurch
9 October 2024	\$441.78	Dunedin business	Airfare	Dunedin
9 October 2024	\$56.00	Dunedin business	Meal	Dunedin
9 October 2024	\$181.37	Dunedin business	Hotel	Dunedin
10 October 2024	\$234.00	Dunedin business	Airport parking - 4 days	Dunedin
10 October 2024	\$357.20	Dunedin business	Airfare	Dunedin
11 October 2024	\$202.80	Whangarei business	Mileage	Whangarei
14 October 2024	\$228.41	Wellington business	Airfare	Wellington
14 October 2024	\$230.00	Wellington business	Hotel	Wellington
14 October 2024	\$78.26	Wellington business - airport to accom	Taxi	Wellington

15 October 2024	\$4.60	P Card Account Fee	Card fees	
15 October 2024	\$11.22	Wellington business	Meal	Wellington
15 October 2024	\$31.49	Wellington business	Meal	Wellington
15 October 2024	\$230.00	Wellington business	Hotel	Wellington
16 October 2024	\$456.83	Wellington business	Airfare	Wellington
16 October 2024	\$84.28	Wellington business - office to airport	Taxi	Wellington
16 October 2024	\$134.00	Wellington business	Airport parking - 2 days	Wellington
30 October 2024	\$79.39	Wellington business - airport to office	Taxi	Wellington
30 October 2024	\$85.62	Wellington business - office to airport	Taxi	Wellington
30 October 2024	\$69.00	Wellington business	Airport parking - 1 day	Wellington
15 November 2024	\$4.60	P Card Account Fee	Card fees	
2 December 2024	\$297.04	Wellington business	Airfare	Wellington
2 December 2024	\$79.74	Wellington business - airport to office	Taxi	Wellington
2 December 2024	\$230.00	Wellington business	Hotel	Wellington
2 December 2024	\$69.00	Wellington business	Airport parking - 1 day	Wellington
2 December 2024	\$230.00	Wellington business	Hotel	Wellington
2 December 2024	\$6.00	Wellington business	Hotel	Wellington
2 December 2024	\$134.00	Wellington business	Hotel	Wellington
3 December 2024	\$297.03	Wellington business	Airfare	Wellington
3 December 2024	\$76.50	Wellington business - airport to accom	Taxi	Wellington
16 December 2024	\$4.60	P Card Account Fee	Card fees	
20 February 2025	\$802.75	Wellington business	Airfare	Wellington
20 February 2025	\$79.64	Wellington business - airport to office	Taxi	Wellington
20 February 2025	\$230.00	Wellington business	Hotel	Wellington
21 February 2025	\$72.97	Wellington business - office to airport	Taxi	Wellington
21 February 2025	\$134.00	Wellington business	Airport parking - 2 days	Wellington
26 February 2025	\$535.76	Wellington business	Airfare	Wellington
26 February 2025	\$49.83	Wellington business	Airfare	Wellington
26 February 2025	\$80.07	Wellington business - airport to accom	Taxi	Wellington
26 February 2025	\$230.00	Wellington business	Hotel	Wellington
27 February 2025	\$69.00	Wellington business	Airport parking - 1 day	Wellington
27 February 2025	\$72.97	Wellington business - office to airport	Taxi	Wellington
14 March 2025	\$4.60	P Card Account Fee	Card fees	

	2 April 2025	\$570.24	Wellington business	Airfare	Wellington
	2 April 2025	\$191.04	Wellington business	Airfare	Wellington
	2 April 2025	\$145.91	Wellington business	Airfare	Wellington
	2 April 2025	\$69.00	Wellington business	Airport parking - 1 day	Wellington
	2 April 2025	\$54.88	Wellington business - airport to office	Taxi	Wellington
	2 April 2025	\$81.14	Wellington business - The Terrace to airport	Taxi	Wellington
	9 April 2025	\$808.32	Christchurch business	Airfare	Christchurch
	9 April 2025	\$631.65	Wellington business	Airfare	Wellington
	9 April 2025	\$59.88	Christchurch business - airport to office	Taxi	Christchurch
	9 April 2025	\$79.50	Wellington business	Meal	Wellington
	9 April 2025	\$235.00	Wellington business	Hotel	Wellington
	10 April 2025	\$134.00	Christchurch/Wellington business	Airport parking - 2 days	Christchurch/Wellington
	10 April 2025	\$72.97	Wellington business - office to airport	Taxi	Wellington
	15 April 2025	\$4.60	P Card Account Fee	Card fees	
	15 May 2025	\$166.07	Maori Housing CE Event	Airfare	Wellington
	15 May 2025	\$564.47	Maori Housing CE Event	Airfare	Wellington
	15 May 2025	\$278.00	Maori Housing CE Event	Hotel	Wellington
	15 May 2025	\$79.53	Wellington business - airport to office	Taxi	Wellington
	27 May 2025	\$415.67	Wellington business	Airfare	Wellington
	27 May 2025	\$260.00	Wellington business	Hotel	Wellington
	27 May 2025	\$213.00	Wellington business	Meal with 3 ELT Members	Wellington
	27 May 2025	\$28.00	Wellington business	Beverage	Wellington
	28 May 2025	\$73.19	Wellington business - office to airport	Taxi	Wellington
	3 June 2025	\$507.82	Ministerial meeting	Airfare	Wellington
	3 June 2025	\$260.00	Ministerial meeting	Hotel	Wellington
	16 June 2025	\$295.67	Wellington business	Airfare	Wellington
		\$933.08	Orbit Travel Fees		
Subtotal - domestic travel		\$30,000.53	Check - there are no hidden rows with data		
Not all lines have an entry for "Cost in NZ\$" and "Type of expense"					

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)	
23 August 2024	\$40.23	Auckland business	Taxi	Auckland	
28 August 2024	\$14.92	Building Nations Awards Dinner	Taxi	Auckland	
28 August 2024	\$13.99	Building Nations Awards Dinner	Taxi	Auckland	

29 August 2024	\$15.92	Auckland business	Taxi	Auckland
29 August 2024	\$14.87	Auckland business	Taxi	Auckland
16 September 2024	\$12.84	Auckland business	Taxi	Auckland
17 September 2024	\$14.23	Auckland business	Taxi	Auckland
19 September 2024	\$18.60	KPMG Client Experience Review meeting	Parking	Auckland
20 September 2024	\$54.29	Auckland business - office to meeting venue	Taxi	Auckland
25 November 2024	\$30.65	Auckland business	Parking	Auckland
27 March 2025	\$32.47	Residential Development Summit	Taxi	Auckland

Subtotal - local travel	\$263.01	Check - there are no hidden rows with data	Check - each entry provides sufficient information
-------------------------	----------	--	--

Total travel expenses	\$30,848.99
-----------------------	-------------

Notes

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

Public Service Secretary or Chief Executive Gifts and Benefits Disclosure					
Organisation Name	Kāinga Ora - Homes and Communities				
Public Service Secretary or Chief Executive	Andrew McKenzie (until 1 November 2024) and Matt Crockett				
Disclosure period start	1 July 2024				
Disclosure period end	30 June 2025				
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					
<i>Include all gifts, invitations to events and other hospitality, of \$50 or more in total value per year, offered to the Public Service secretary or chief executive by people external to the Public Service. Include all gifts, invitations or other hospitality whether accepted or declined.</i>					
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?)
	ANDREW MCKENZIE				
7/09/2024	Farewell gathering for Ross Copland	Declined	NZ Infrastructure Commission		
18/07/2024	Collaborating on a National Carbon Data Repository	Declined	Te Kāhui Whaihanga NZ Institute of Architects		
21 & 22 July 2024	NZ-QLD Rapid Mass Transit Summit	Declined	Meta Moto Pty Ltd		
8/08/2024	Luncheon at Sky City Precinct - Diligent One Platform World Tour	Declined	Diligent Marketing		
15/08/2024	MinterEllisonRuddWatts annual infrastructure dinner	Declined	MinterEllisonRuddWatts		
22/08/2024	Announcement of the 2024 Harkness Fellowship recipient	Declined	Harkness Fellowships Trust		
27/08/2024	Trade on Toast: Learn from Industry Leaders	Declined	Auckland Business Chamber		
23/08/2024	LGNZ SuperLocal 2024 Awards Dinner	Declined	LGNZ		
27/08/2024	PSLT Leaving Drinks for Caralee McLeish	Declined	Te Tumu Whatahaere		
19/09/2024	Evening of Celebration	Declined	Events at Westpac		
25/09/2024	World of WearableArt 2024	Declined	KPMG		
28/08/2024	Building Nations Gala Dinner	Accepted	Infrastructure NZ		
2-4 September 2024	Building 4.0 CRC Annual Conference - Melbourne - Guest speaker	Accepted		Over \$1,000	
	MATT CROCKETT				
13/11/2024	MATES 5 Year Anniversary	Declined			
19/11/2024	Air New Zealand Parliamentary Reception Invite	Declined	Air New Zealand Events		
25/11/2024	Kerridge & Partners Pre-Christmas Event 2024	Declined	Kerridge & Partners		
27/11/2024	WSP event with Hon Simeon Brown	Declined	WSP		
5/12/2024	Coalition to End Women's Homelessness (CEWH)	Declined	CEWH		
17/02/2025	CEO Event invitation with Ben Farrell MBE	Declined	State of Flux		
21/02/2025	Property Council Advisory Group meeting with New Zealand Caucus	Declined	Property Council NZ		
6/03/2025	BRANZ Building with Science 2025-2035 - Invitation to briefing	Declined	BRANZ		
25/03/2025	Government Women's Network 10-Year Anniversary Celebration	Declined	Government Women's Network		
8/05/2025	Tonkin + Taylor x Inogen Client Event	Declined	Tonkin + Taylor		
8/05/2025	Pre-Budget Lunch with Rt Hon Christopher Luxon	Accepted	Aurecon Group		
9/05/2025	Invitation to dinner with David Seymour	Declined	Shanahan Partners (Richard Llewellyn)		
26/05/2025	Jason Paris, CEO, One NZ event	Declined	Trans-Tasman Business Circle		

13/06/2025	Constructive Post-Budget Breakfast	Declined	Master Builders		
17/06/2025	How to Lead AI Rather Than Letting It Lead You	Declined	Kerridge&Partners		
27/06/2025	ArchEngBuild 2025 Prizegiving invite	Declined	ArchEngBuild		
Total count of gift/benefit entries:		Offered	29	Check - there are no hidden rows with data	Not all lines have an entry for "Description", "Was the gift accepted?"
		Accepted	3		
		Declined	26		
Notes					
* Any non-standard date format or date outside 1 July - 30 June 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).					

Public Service Secretary or Chief Executive Expense Disclosure				
Organisation Name	Kāinga Ora - Homes and Communities			
Public Service Secretary or Chief Executive	Andrew McKenzie (until 1 November 2024) and Matt Crockett			
Disclosure period start	1 July 2024			
Disclosure period end	30 June 2025			
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 Public Service secretary or chief executive in the context of their 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)
Total hospitality expenses	\$0.00	Check - there are no hidden rows with data	Check - each entry provides sufficient information	
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 - 30 June 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).				