

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

Organisation Name	Ministry of Defence
Chief Executive**	Andrew Bridgman
Disclosure period start***	1 July 2021
Disclosure period end***	30 June 2022
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****	Risk and Assurance Committee Chair, Chief Financial Officer

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	\$45,872.84	Figures include GST (where applicable)	Number offered	20
Hospitality	\$138.30	Figures include GST (where applicable)	Number accepted	12
Other expenses	\$5,096.33	Figures include GST (where applicable)	Number declined	8
International Travel	\$45,490.43	Figures include GST (where applicable)		
Domestic Travel	\$140.33	Figures include GST (where applicable)		
Local Travel	\$242.08	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	Ministry of Defence
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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)
21/03/2022 to 31/03/2022	\$29,487.32	US-NZ Strategic Dialogue + Visit NZDF Troops deployed to Korea	Airfares (WLG/AKL/SYD/LAX/DCA/ICN/SIN/AKL/WLG)	USA/Korea
21/03/2022 to 31/03/2022	\$1,976.00	US-NZ Strategic Dialogue + Visit NZDF Troops deployed to Korea	Accommodation (5 nights)	Korea
21/03/2022 to 31/03/2022	\$59.00	US-NZ Strategic Dialogue + Visit NZDF Troops deployed to Korea	Meals	Korea
21/03/2022 to 31/03/2022	\$388.81	US-NZ Strategic Dialogue + Visit NZDF Troops deployed to Korea	PCR Tests	USA/Korea
21/03/2022 to 31/03/2022	\$139.84	US-NZ Strategic Dialogue + Visit NZDF Troops deployed to Korea	Meals	USA/Korea
8/06/2022 to 14/06/2022	\$7,631.32	Shangri-La Dialogue 2022 and Bilateral Meetings	Airfares (WLG/CHC/SIN/AKL/WLG)	Singapore
8/06/2022 to 14/06/2022	\$3,775.00	Shangri-La Dialogue 2022 and Bilateral Meetings	Accommodation (4 nights)	Singapore
8/06/2022 to 14/06/2022	\$392.00	Shangri-La Dialogue 2022 and Bilateral Meetings	Meals	Singapore
8/06/2022 to 14/06/2022	\$31.88	Shangri-La Dialogue 2022 and Bilateral Meetings	Pre Departure Covid Test	Singapore
8/06/2022 to 14/06/2022	\$995.32	Shangri-La Dialogue 2022 and Bilateral Meetings	Accommodation (2 nights)	Singapore
26 June 2022	\$613.94	Fiji Bilateral meeting with Fiji Minister (subsequently postponed to 2022/23)	Airfares	Fiji
Subtotal - international travel		\$45,490.43	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)
26 January 2022	\$87.60	Visit Ohakea Airforce Base (infrastructure development)	Rental Car	Ohakea
26 January 2022	\$52.73	Visit Ohakea Airforce Base (infrastructure development)	Petrol for Rental car	Ohakea
Subtotal - domestic travel		\$140.33	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)
9 August 2021	\$63.80	Taxi Defence House to Japanese Ambassador Residence for Dinner	Taxi	Wellington
17 August 2021	\$15.40	Taxi Defence House to MFAT for meeting with MFAT CEO	Taxi	Wellington
21 September 2021	\$13.85	Taxi Defence House to US Embassy	Taxi	Wellington
22 November 2021	\$10.90	Taxi Defence House to Vietnam Embassy	Taxi	Wellington
28 September 2021	\$27.20	Taxi Defence house to Victoria University	Taxi	Wellington
11 November 2021	\$41.60	Taxi Defence House to Armistice day service (National War Memorial)	Taxi	Wellington
6 December 2021	\$11.20	Taxi Defence House to Risk & Assurance meeting	Taxi	Wellington
9 December 2021	\$12.40	Taxi Defence House to US Ambassador's Residence	Taxi	Wellington
14 April 2022	\$30.03	Taxi Defence House to Australian High Commission	Taxi	Wellington
30 June 2022	\$15.70	Taxi Defence House to Wharewaka Centre for Master Class on Treaty of Waitangi	Taxi	Wellington
Subtotal - local travel		\$242.08	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses **\$45,872.84**

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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)
7 December 2021	\$138.30	Risk and Assurance Board Meeting Introductory Lunch	Lunch for 4	Wellington

Total hospitality expenses	\$138.30	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 - 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).

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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)
30 June 2022	\$2,873.26	Annual Iphone & Ipad data subscriptions (Vodafone)	Cellphone charges	
21 September 2021	\$656.59	Subscription to Foreign Policy	Subscription	
30 June 2022	\$672.58	Online Subscriptions (New York Times, NZ Herald, Washington Post, The Australian)	Subscriptions	
14 December 2021	\$191.00	Passport renewal	Travel other	
18 March 2022	\$28.00	US Trip Plug adaptor	Travel other	
16 March 2022	\$275.00	US Trip Pre departure Covid test	Travel other	
21 March 2022	\$49.90	US Trip N95 face masks	Travel other	
25 April 2022	\$150.00	Wreath - ANZAC Day National Service	Gift for memorial	
31 May 2022	\$200.00	Wreath - Memorial Day Commemorative Service	Gift for memorial	
Total other expenses	\$5,096.33	Check - there are no hidden rows with data	Check - each entry provides sufficient information	

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