

Chief Executive Expense Disclosures: A Guide for Agency Staff

The following is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>
Please read that in full first.

In the following worksheets, cells shaded light green require input. All other cells are locked to prevent change.

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. Publishing clear and detailed disclosures is integral to building and maintaining the public's trust and confidence in the State services.

What is covered?

All expenses for items experienced, used or declined 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. CEs formally approve completed Excel workbooks and an appropriate person reviews them. They are posted on agency websites and linked to [www.data.govt.nz](https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/). See: <https://www.data.govt.nz/toolkit/how-do-i-add-or-update-our-chief-executive-expenses/>

When and how often are disclosures made?

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

Disclosed Information - this workbook includes a tab for each of the following categories:

Summary and sign-off

This tab contains a summary of the information presented: it includes a single place to update entity information, running totals of the different types of expenses and gifts/benefits, and records the required checks and sign-offs before publication.

Travel

All expenses incurred by CEs during international, national and local travel are disclosed. Expenditure relating to each trip is grouped (particularly for overseas trips), but the nature of the items of expenditure are disclosed separately, with individual lines for the likes of airfares, 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.

All other expenses

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, membership fees, conference fees, and 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 acting in an official capacity and for a business purpose, the privacy interests of the chief executives who incurred the expenditure are low".

Gifts and benefits

All gifts, invitations to events and other hospitality, of \$50 or more in total value per year, accepted or declined by the CE from people external to the organisation are disclosed. A brief explanation of what the CE did with the gifts and benefits is supplied, which includes whether the offer was declined.

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 Official Information Act.

The value of each gift or benefit should be provided/estimated where possible. If an estimate is approximate, valuation 'ranges' can be submitted. It should be recorded where the cost of a gift cannot be reasonably estimated, or where an estimate is inappropriate (e.g. because of the nature of the item or because disclosing an estimated value might cause offence).

How to present information

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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 once you enter it on the 'Summary and sign-off' tab.

Whether costs are GST exclusive or inclusive needs to be consistent on each sheet, and ideally should be consistent across all sheets. 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 “no hospitality provided”. Please do not leave the page blank.

Ensure the disclosure is for the full reporting period. Include separate disclosures for each CE, including 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 improves understanding of why expenses have been incurred or why gifts and hospitality have been given or received.

Provide full information for every entry. The alert "Some records may be incomplete" will show in the 'Total' line if any expense has 'Cost' or 'Type of expense' missing, or, any gift has 'Accepted/Declined', 'Description' or 'Estimated value' missing.

The subtotals and totals should appear and update automatically, once you add information to the rows above. Insert more rows as you need - right click on the row number (at the left of screen) and select 'Insert' - new row will insert above.

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”.

Further assistance

The above is a summary from "Chief Executive Expense Disclosures: A Guide for Agency Staff": <http://www.ssc.govt.nz/assets/Legacy/resources/Chief-Executive-Expense-Disclosure-Guide.pdf>

Please read that in full first.

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

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

Expenses should be 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/>

Provide information using this SSC Excel workbook: <http://www.ssc.govt.nz/ce-expenses-disclosure>

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

Organisation Name	New Zealand Symphony Orchestra
Chief Executive**	Peter Biggs
Disclosure period start***	1 July 2020
Disclosure period end***	30 June 2021
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****	Type here who else has approved this disclosure

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	\$28,464.65	Figures include GST (where applicable)		Number offered	21
Hospitality	\$15,341.89	Figures include GST (where applicable)		Number accepted	10
Other expenses	\$2,778.32	Figures include GST (where applicable)		Number declined	11
International Travel	\$0.00	Figures include GST (where applicable)			
Domestic Travel	\$22,549.97	Figures include GST (where applicable)			
Local Travel	\$5,914.68	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	New Zealand Symphony Orchestra
Chief Executive	Peter Biggs
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
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 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)
NO INFORMATION TO DISCLOSE				
Subtotal - international travel	\$0.00	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)
8 July 2020	\$135.00	Return Flights: Wellington to Auckland (8-10 July) - to attend NZSO Foundation Board Meeting on 9 July and APO <i>Welcome Back with Houstoun</i> concert	Airfares x1	Auckland
8 July 2020	\$466.00	Accommodation: Auckland (8-10 July) - to attend NZSO Foundation Board Meeting on 9 July and APO <i>Welcome Back with Houstoun</i> concert	Accommodation x1, x2 nights	Auckland
9 July 2020	\$41.15	Uber: to meeting with NZSO Foundation Board member	Taxi x1	Auckland
10 July 2020	\$97.80	Taxicharge: Hotel to Auckland Airport - attending NZSO Foundation meeting and APO <i>Welcome Back with Houstoun</i> concert	Taxi x1	Auckland
10 July 2020	\$39.00	Parking at Wellington Airport - following trip to Auckland for NZSO Foundation meeting	Parking x1	Wellington
14 July 2020	\$275.40	Return Flights: Wellington to Auckland (14-15 July) - to attend to attend MCH Innovation Fund collaboration meeting	Airfares x1	Auckland
14 July 2020	\$268.00	Return Flights: Auckland to Whakatane (14-15 July) - to attend to attend MCH Innovation Fund collaboration meeting	Airfares x1	Whakatane
14 July 2020	\$175.00	Accommodation: Whakatane (14 July) - to attend the Ministry for Culture and Heritage Innovation Fund collaboration meeting	Accommodation x1, x1 night	Whakatane
15 July 2020	\$78.00	Parking at Wellington Airport - following trip to Auckland/Whakatane attend MCH Innovation Fund collaboration meeting	Parking x1	Wellington
7 August 2020	\$34.17	Taxicharge: Home to Wellington Airport - for trip to Auckland (7-8 July) to attend NZSO Board meeting, NZSO Foundation Board meeting and NZSO <i>Spirit</i> concert	Taxi x1	Wellington
7 August 2020	\$147.80	Flight: Wellington to Auckland - for trip to Auckland to attend NZSO Board meeting, NZSO Foundation Board meeting and NZSO <i>Spirit</i> concert	Airfares x1	Auckland
7 August 2020	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland

7 August 2020	\$199.00	Accommodation: Auckland (7 August) - for trip to Auckland to attend NZSO Board meeting, NZSO Foundation Board meeting and NZSO Spirit concert	Accommodation x1, x1 night	Auckland
8 August 2020	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
8 August 2020	\$164.21	Flight: Auckland to Wellington - for trip to Auckland to attend NZSO Board meeting, NZSO Foundation Board meeting and NZSO Spirit concert	Airfares x1	Auckland
8 August 2020	\$50.80	Taxicharge: Wellington Airport to Home - from trip to Auckland to attend NZSO Board meeting, NZSO Foundation Board meeting and NZSO Spirit concert	Taxi x1	Wellington
10 October 2020	\$168.28	Flight: Wellington to Auckland - to attend NZSO Monumental concert	Airfares x1	Auckland
10 October 2020	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
10 October 2020	\$219.00	Accommodation: Auckland (10 October) - to attend NZSO Monumental concert	Accommodation x1, x1 night	Auckland
11 October 2020	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
11 October 2020	\$220.60	Flight: Auckland to Wellington - to attend NZSO Monumental concert	Airfares x1	Auckland
11 October 2020	\$59.00	Parking at Wellington Airport - following trip to Auckland to attend NZSO Metamorphosis concert	Parking x1	Wellington
13 October 2020	\$95.20	Taxicharge: Dunedin Airport to City Centre - to attend/host donors at NZSO Metamorphosis concert	Taxi x1	Dunedin
13 October 2020	\$819.20	Return Flights: Dunedin to Christchurch to Wellington (13-16 October) - to attend various donor/business meetings, and to attend the NZSO Metamorphosis concert	Airfares x1	Christchurch
13 October 2020	\$189.75	Accommodation: Dunedin (13 October) - to attend the NZSO Metamorphosis concert	Accommodation x1, x1 night	Dunedin
14 October 2020	\$470.00	Accommodation: Christchurch (14-15 October) - to attend various donor/business meetings, and to attend the NZSO Metamorphosis concert	Accommodation x1, x2 nights	Christchurch
14 October 2020	\$18.00	Parking at Christchurch Town hall for NZSO Metamorphosis concert	Parking x1	Christchurch
16 October 2020	\$47.90	Taxicharge: Central city to Christchurch Airport - to attend/host donors at NZSO Metamorphosis concert	Taxi x1	Christchurch
18 October 2020	\$600.00	Accommodation: Nelson (18-21 October) - to attend donor/business meetings and NZSO Timeless concert	Accommodation x1, x3 nights	Nelson
21 October 2020	\$46.73	Petrol for Car Hire - to attend NZSO Timeless concert in Napier	Petrol	Napier
21 October 2020	\$99.21	Petrol for Car Hire - to attend NZSO Timeless concert in Napier	Petrol	Napier
23 October 2020	\$360.40	Flight: Wellington to Auckland - to attend NZSO Timeless concert	Airfares x1	Auckland
23 October 2020	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
23 October 2020	\$219.00	Accommodation: Auckland (23 October) - to attend NZSO Timeless concert	Accommodation x1, x1 night	Auckland
24 October 2020	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
24 October 2020	\$267.03	Flight: Auckland to Wellington - to attend NZSO Timeless concert	Airfares x1	Auckland
24 October 2020	\$59.00	Parking at Wellington Airport - following trip to Auckland to attend NZSO Timeless concert	Parking x1	Wellington
6 November 2020	\$503.80	Return Flights: Wellington to Nelson (6-9 November) - to attend NZSO Bach Extended concert and donor meetings	Airfares x1	Nelson
6 November 2020	\$667.50	Accommodation: Nelson (7-9 November) - to attend NZSO Bach Extended concert and donor meetings *disclosing cost to the NZSO	Accommodation x2 nights	Nelson
9 November 2020	\$160.00	Parking at Wellington Airport - following trip to Nelson to attend NZSO Bach Extended concert and donor meetings	Parking x1	Wellington
15 November 2020	\$400.00	Accommodation: (15-17 November) - to attend donor meetings in Napier	Accommodation x2 nights	Napier
17 November 2020	\$85.17	Petrol for Car Hire - to attend donor meetings in Napier	Petrol	Dannevirke
29 November 2020	\$38.55	Petrol for car hire - to attend NZSO Christmas function	Petrol	Wellington
3 December 2020	\$708.80	Return Flights: Wellington to Auckland (3-4 December) - to attend NZSO Foundation Board meeting	Airfares x1	Auckland
3 December 2020	\$356.96	Accommodation: Auckland (3 December) - to attend NZSO Foundation Board meeting	Accommodation x1, x1 night	Auckland
3 December 2020	\$6.50	Uber: to meeting with NZSO Auckland Representative to thank him for 15 years service	Taxi x1	Auckland
3 December 2020	\$42.20	Taxicharge: Office to Wellington Airport - for Auckland trip to attend NZSO Foundation Board Meeting	Taxi x1	Wellington
3 December 2020	\$9.40	Taxicharge: Hotel to Langham Hotel - meeting with Chair of NZSO Board	Taxi x1	Auckland
3 December 2020	\$16.80	Taxicharge: Langham Hotel to Restaurant - meeting with Metro Magazine	Taxi x1	Auckland

3 December 2020	\$15.20	Taxicharge: Restaurant to Hotel - following meeting with Metro Magazine	Taxi x1	Auckland
4 December 2020	\$15.60	Taxicharge: Hotel to NZSO Foundation Meeting	Taxi x1	Auckland
2 March 2021	\$286.58	Return Flights: Wellington to Auckland (2 March) - to attend NZSO Foundation Board meeting	Airfares x1	Auckland
10 March 2021	\$515.79	Return Flights: Wellington to Christchurch to Nelson (10-14 March) - to attend/host donors at NZSO <i>Town and Country</i> , <i>The Soldier's Tale</i> & <i>Relaxed</i> concerts in Christchurch and Nelson	Airfares x1	Christchurch, Nelson
10 March 2021	\$10.00	Taxicharge: to NZSO Town & Country <i>Setting up Camp</i> concert in Christchurch	Taxi x1	Christchurch
10 March 2021	\$284.49	Return Flights: Wellington to Auckland (1-4 July) to attend NZSO Board meeting, NZSO Foundation meeting, NZSO Matariki concert, NZSO Rite of Spring concert, NZSO NYO Leningrad concert and donor hosting	Taxi x1	Auckland
12 March 2021	\$110.00	Parking at Wellington Airport for Christchurch trip to attend NZSO <i>The Soldier's Tale</i> and <i>Setting up Camp</i> concerts	Parking x1	Wellington
14 March 2021	\$59.00	Parking at Wellington Airport for Nelson trip to attend NZSO <i>The Soldier's Tale</i> and <i>Setting up Camp</i> concerts	Parking x1	Wellington
18 March 2021	\$190.00	Return Flights: Wellington to Auckland (18-19 March) - to attend donor meetings and NZSO Foundation Board meeting	Airfares x1	Auckland
18 March 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
18 March 2021	\$190.00	Accommodation: Auckland (18 March) - to attend donor meetings and NZSO Foundation Board meeting	Accommodation x1, x1 nights	Auckland
18 March 2021	\$40.00	Taxi: to donor meeting with NZSO Head of Development	Taxi x1	Auckland
19 March 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
19 March 2021	\$59.00	Parking at Wellington Airport for Auckland trip to attend NZSO Foundation Board meeting	Parking x1	Wellington
27 March 2021	\$728.65	Return Flights: Wellington to Auckland (27-28 March) - to attend NZSO <i>Petrushka</i> concert	Airfares x1	Auckland
27 March 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
27 March 2021	\$190.00	Accommodation: (27-28 March) - to attend NZSO <i>Petrushka</i> concert	Accommodation x1, x1 nights	Auckland
28 March 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
28 March 2021	\$59.00	Parking for Auckland trip to attend RNZB <i>Petrushka</i> concert	Parking x1	Wellington
9 April 2021	\$515.79	Return Flights: Wellington to Tauranga (9-11 April) - to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts	Airfares x1	Tauranga
9 April 2021	\$614.80	Accommodation: Tauranga (9-11 April) - to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts	Accommodation x1, x2 nights	Tauranga
11 April 2021	\$160.00	Parking at Wellington Airport for Tauranga trip to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts and donor hostings	Parking x1	Wellington
16 April 2021	\$835.50	Accommodation: Wellington to Napier (16-19 April) - to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts	Accommodation x1, x3 nights	Napier
18 April 2021	\$66.87	Petrol for car hire Wellington to Napier (16-19 April) - to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts	Petrol	Napier
23 April 2021	\$660.50	Return Flights: Wellington to Auckland (23-25 April) - to attend donor meetings and NZSO <i>Firebird</i> concert	Airfares x1	Auckland
23 April 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
23 April 2021	\$645.00	Accommodation: (23-25 April) - to attend donor meetings and NZSO <i>Firebird</i> concert	Accommodation x1, x2 nights	Auckland
25 April 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
25 April 2021	\$110.00	Parking at Wellington Airport for trip to Auckland to attend donor meetings and NZSO <i>Firebird</i> concert	Parking x1	Wellington
6 May 2021	\$150.96	Flight: Whakatane to Auckland - to attend NZSO Foundation Board meeting	Airfares x1	Auckland
6 May 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
6 May 2021	\$190.00	Accommodation: (6-7 May) - to attend NZSO Foundation Board meeting	Accommodation x1, x1 night	Auckland
6 May 2021	\$370.44	Flight: Wellington to Rotorua - to attend MCH Innovation Fund collaboration meeting	Airfares x1	Rotorua
7 May 2021	\$12.00	Taxicharge: Hotel to NZSO Foundation Board meeting	Taxi x1	Auckland
7 May 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
7 May 2021	\$635.54	Return Flights: Auckland to Wellington - following NZSO Foundation Board meeting	Airfares x1	Auckland
7 May 2021	\$190.00	Accommodation: Auckland to Wellington - following NZSO Foundation Board meeting	Accommodation x1, x1 night	Auckland
7 May 2021	\$110.00	Parking at Wellington Airport for trip to Auckland to attend NZSO Foundation Board meeting and donor meeting	Parking x1	Wellington

12 May 2021	\$569.28	Return Flights: Wellington to Auckland (12-13 May) to attend business meeting with Auckland Live	Airfares x1	Auckland
12 May 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
12 May 2021	\$220.00	Accommodation: (12-13 May) to attend business meeting with Auckland Live	Accommodation x1, x1 night	Auckland
13 May 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
13 May 2021	\$59.00	Parking at Wellington Airport for trip to Auckland to attend business meeting with Auckland Live	Parking x1	Wellington
20 May 2021	\$522.24	Return Flights: Wellington to Auckland (20-21 May) - to attend business meetings and NZSO <i>Fantastique</i> concert	Airfares x1	Auckland
20 May 2021	\$78.00	Taxi: Auckland Airport to Accommodation transfer	Taxi x1	Auckland
20 May 2021	\$190.00	Accommodation: Auckland (20 May) - to attend business meetings and NZSO <i>Fantastique</i> concert	Accommodation x1, x1 night	Auckland
20 May 2021	\$9.20	Taxicharge: Hotel to Business meeting	Taxi x1	Auckland
21 May 2021	\$78.00	Taxi: Accommodation to Auckland Airport transfer	Taxi x1	Auckland
21 May 2021	\$59.00	Parking at Wellington Airport for Auckland trip to attend NZSO <i>Fantastique</i> concert	Parking x1	Wellington
28 May 2021	\$387.85	Return Flights: Wellington to Christchurch (28-30 May) - to attend donor meetings, NZSO <i>Fantastique</i> concert and Alien Weaponry collaboration	Airfares x1	Christchurch
28 May 2021	\$488.00	Accommodation: (28-30 May) - to attend to attend donor meetings, NZSO <i>Fantastique</i> concert and Alien Weaponry collaboration	Accommodation x1, x2 nights	Christchurch
28 May 2021	\$48.30	Taxicharge: Hotel to meeting with Christchurch NZSO Representative	Taxi x1	Christchurch
29 May 2021	\$42.60	Taxicharge: Hotel to donor meeting	Taxi x1	Christchurch
29 May 2021	\$15.00	Taxicharge: Hote to NZSO & Alien Weaponry collaboration concert	Taxi x1	Christchurch
30 May 2021	\$110.00	Parking at Wellington Airport to attend NZSO <i>Fantastique</i> and <i>Alien Weaponry</i> concerts	Taxi x1	Wellington
11 June 2021	\$100.00	Flight change cost to attend APOA meeting in Auckland on 16 July	Airfares cost	Auckland
21 June 2021	\$36.20	Taxicharge: Office to Wellington Airport for trip to Nelson to attend Richard Nunn's funeral	Taxi x1	Wellington
21 June 2021	\$421.38	Return Flights: Wellington to Nelson (21 June) - to attend Richard Nunn's funeral	Airfares x1	Nelson
21 June 2021	\$34.60	Taxicharge: Nelson Airport to funeral venue for Richard Nunn	Taxi x1	Nelson
21 June 2021	\$38.20	Taxicharge: Funeral venue to Nelson Airport following Richard Nunn's funeral	Taxi x1	Nelson
21 June 2021	\$38.10	Taxicharge: Wellington Airport to Office following trip to Nelson for Richard Nunn's funeral	Taxi x1	Wellington
28 June 2021	\$303.80	Return Flights: Wellington to Nelson (28-29 June) - to attend donor meeting	Airfares x1	Nelson
28 June 2021	\$190.00	Accommodation: Nelson (28 June) - to attend donor meeting	Accommodation x1, x1 night	Nelson
28 June 2021	\$28.20	Taxicharge: Nelson Airport to hotel - trip to Nelson for donor meeting	Taxi x1	Nelson
29 June 2021	\$30.00	Taxicharge: Hotel to Nelson Airport following trip to Nelson for donor meeting	Taxi x1	Nelson
29 June 2021	\$59.00	Parking at Wellington Airport for trip to Nelson for donor meeting	Parking x1	Wellington
Subtotal - domestic travel		\$22,549.97	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)
1 July 2020	\$33.30	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
13 July 2020	\$10.70	Taxicharge: to attend meeting with Wellington City Council	Taxi x1	Wellington
13 July 2020	\$16.50	Taxi: following meeting with Wellington City Council	Taxi x1	Wellington
21 July 2020	\$15.00	Taxi: to Artist Hosting for NZSO soloist S.De Pledge	Taxi x1	Wellington
21 July 2020	\$18.80	Taxicharge: following Artist Hosting for NZSO soloist S.De Pledge	Taxi x1	Wellington
22 July 2020	\$7.61	Uber: to meeting with Te Papa CE	Taxi x1	Wellington
22 July 2020	\$17.80	Taxicharge: to dinner with NZSO Foundation Board member	Taxi x1	Wellington
22 July 2020	\$20.00	Taxi: Following NZSO <i>Goldberg</i> concert	Taxi x1	Wellington
24 July 2020	\$8.40	Uber: to meet with MartinJenkins	Taxi x1	Wellington

24 July 2020	\$5.20	Uber: to meet with NZSO soloist	Taxi x1	Wellington
28 July 2020	\$31.00	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
4 August 2020	\$37.70	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
5 August 2020	\$9.80	Taxicharge: following meeting with National Library	Taxi x1	Wellington
5 August 2020	\$31.40	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
10 August 2020	\$30.00	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
17 August 2020	\$29.30	Taxicharge: following meeting with Wellington City Council	Taxi x1	Wellington
19 August 2020	\$9.40	Taxicharge: to meeting with NZSO Head of Development	Taxi x1	Wellington
26 August 2020	\$7.89	Uber: to dinner with NZSO Conductor	Taxi x1	Wellington
31 August 2020	\$6.50	Uber: to Wellington Arts Sector Dinner event	Taxi x1	Wellington
31 August 2020	\$6.50	Uber: following Wellington Arts Sector Dinner event	Taxi x1	Wellington
3 September 2020	\$28.30	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
8 September 2020	\$15.00	Taxi: to Parliamentary function	Taxi x1	Wellington
10 September 2020	\$32.40	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
11 September 2020	\$12.80	Taxicharge: to meeting with Logan Brown	Taxi x1	Wellington
14 September 2020	\$32.00	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
17 September 2020	\$50.20	Taxicharge: to dinner with the Ambassador for Peru	Taxi x1	Wellington
17 September 2020	\$29.03	Uber: following dinner with the Ambassador for Peru	Taxi x1	Wellington
18 September 2020	\$6.50	Uber: to CAPE function	Taxi x1	Wellington
22 September 2020	\$8.32	Uber: to dinner with NZSO guest Conductor	Taxi x1	Wellington
22 September 2020	\$8.92	Uber: following dinner with NZSO guest Conductor	Taxi x1	Wellington
23 September 2020	\$8.97	Uber: to working dinner with CNZ CE	Taxi x1	Wellington
23 September 2020	\$9.14	Uber: following working dinner with CNZ CE	Taxi x1	Wellington
25 September 2020	\$10.05	Uber: following meeting with marketing consultants	Taxi x1	Wellington
9 October 2020	\$30.40	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
28 October 2020	\$8.92	Uber: to Artist Hosting for NZSO soloist	Taxi x1	Wellington
28 October 2020	\$9.03	Uber: following Artist Hosting for NZSO soloist	Taxi x1	Wellington
7 November 2020	\$10.38	Uber: to NZSO <i>Bach</i> concert	Taxi x1	Wellington
7 November 2020	\$10.62	Uber: following NZSO <i>Bach</i> concert	Taxi x1	Wellington
13 November 2020	\$17.70	Uber: following NZSO <i>Kabarett</i> concert	Taxi x1	Wellington
18 November 2020	\$15.40	Taxicharge: to Read NZ Board meeting	Taxi x1	Wellington
20 November 2020	\$11.13	Uber: to NZSO <i>Spectacular</i> concert	Taxi x1	Wellington
21 November 2020	\$30.00	Taxicharge: Taxi to NZSO <i>Spectacular</i> concert	Taxi x1	Wellington
26 November 2020	\$10.40	Uber: following Todd Young Composers event	Taxi x1	Wellington
29 November 2020	\$9.53	Uber: to NZSO Staff Christmas Function	Taxi x1	Wellington
29 November 2020	\$12.53	Uber: following NZSO Staff Christmas function	Taxi x1	Wellington
1 December 2020	\$30.00	Taxicharge: to Icon Arts Foundation Government House event	Taxi x1	Wellington
1 December 2020	\$22.40	Taxicharge: following Icon Arts Foundation Government House event	Taxi x1	Wellington
7 December 2020	\$28.50	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
10 December 2020	\$37.90	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
11 December 2020	\$39.90	Taxicharge: to NZSO Board Meeting	Taxi x1	Wellington
11 December 2020	\$35.20	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
15 December 2020	\$7.54	Uber: to National Music Centre CGG meeting	Taxi x1	Wellington
15 December 2020	\$8.06	Uber: following RNZB <i>Hansel and Gretel</i> ballet	Taxi x1	Wellington
17 December 2020	\$10.50	Uber: following NZSO NYO concert and awards ceremony	Taxi x1	Wellington
28 January 2021	\$48.10	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
3 February 2021	\$195.00	Accommodation: (3 February) to present at Te Papa Board and Leadership evening event	Accommodation x1, x1 night	Wellington
4 February 2021	\$35.85	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
8 February 2021	\$780.00	Accommodation: (8-11 February) to attend NZSO Innovation Day, NZSO Audit Committee meeting, NZSO Board meeting and NZSO Board Strategy Day	Accommodation x1, x3 nights	Wellington
11 February 2021	\$49.80	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
12 February 2021	\$38.60	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
12 February 2021	\$43.30	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
16 February 2021	\$35.30	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
17 February 2021	\$195.00	Accommodation: (17 February) to attend NZSO 2022 pathway workshop at 8.00am on 18 February	Accommodation x1, x1 night	Wellington

24 February 2021	\$225.00	Accommodation: (24 February) to attend Cullen Breakfast event at 6.45am on 25 February	Accommodation x1, x1 night	Wellington
1 March 2021	\$450.00	Accommodation: (1-3 March) to attend Artist Hosting for J.Judd NZSO guest Conductor on 1 March and working dinner with Wellington City Councillor and MP on 2 March	Accommodation x1, x2 nights	Wellington
16 March 2021	\$195.00	Accommodation: (16 March) to attend urgent early morning meeting	Accommodation x1, x1 night	Wellington
23 March 2021	\$40.30	Taxicharge: following Wellington Arts Foundation Event	Taxi x1	Wellington
24 March 2021	\$34.30	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
26 March 2021	\$225.00	Accommodation: (26 March) to attend NZSO <i>Carnival</i> concert and NZSO Player farewell	Accommodation x1, x1 night	Wellington
29 March 2021	\$225.00	Accommodation: (29 March) to attend donor hosting	Accommodation x1, x1 night	Wellington
7 April 2021	\$10.20	Taxicharge: to attend meeting with Deputy Vice Chancellor of VUW	Taxi x1	Wellington
7 April 2021	\$518.30	Accommodation: (7-8 April) to attend Orchestra Wellington meeting and NZSO <i>Firebird</i> concert	Accommodation x1, x2 nights	Wellington
8 April 2021	\$47.80	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
12 April 2021	\$12.60	Taxicharge: to meeting with the Minister for Arts, Culture and Heritage with NZSO Board Chair	Taxi x1	Wellington
13 April 2021	\$195.00	Accommodation: (13 April) to attend two evening meetings	Accommodation x1, x1 night	Wellington
16 April 2021	\$452.56	Car hire - to attend NZSO <i>Four Seasons</i> , <i>Firebird</i> and <i>Broadway Matinée</i> concerts in Tauranga	Car hire x1	Wellington
21 April 2021	\$9.60	Taxicharge: following NZSO Board Meeting	Taxi x1	Wellington
21 April 2021	\$534.00	Accommodation: (21-23 April) to attend donor meetings and NZSO Board meeting	Accommodation x1, x2 nights	Wellington
11 May 2021	\$9.80	Taxicharge: to Creative New Zealand meeting	Taxi x1	Wellington
13 May 2021	\$35.60	Taxicharge: following NZSO Government House event	Taxi x1	Wellington
17 May 2021	\$10.50	Taxicharge: to Te Taura Whiri i te Reo Māori meeting	Taxi x1	Wellington
18 May 2021	\$10.50	Taxicharge: to Read NZ Board meeting	Taxi x1	Wellington
25 May 2021	\$12.50	Taxicharge: to consultant meeting	Taxi x1	Wellington
26 May 2021	\$39.60	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
27 May 2021	\$55.80	Taxicharge: to donor meeting	Taxi x1	Wellington
1 June 2021	\$30.70	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
3 June 2021	\$33.90	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
25 June 2021	\$9.00	Taxicharge: Staff travel coded to the CE office	Taxi x1	Wellington
27 June 2021	\$70.70	Taxicharge: to meeting with NZSO Conductor	Taxi x1	Wellington
Subtotal - local travel		\$5,914.68	Check - there are no hidden rows with data	Check - each entry provides sufficient information

Total travel expenses \$28,464.65

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).

Chief Executive Expense Disclosure

Organisation Name	New Zealand Symphony Orchestra
Chief Executive	Peter Biggs
Disclosure period start	1 July 2020
Disclosure period end	30 June 2021
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 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 July 2020	\$86.30	Working lunch with RNZB Board Chair	Lunch for 2	Wellington
9 July 2020	\$133.00	Working lunch with Auckland University Associate Professor regarding Pasifika collaboration	Lunch for 2	Auckland
13 July 2020	\$38.00	Thank you gift for Wellington City Councillor	Book x1	Wellington
14 July 2020	\$105.50	Working dinner regarding potential Te Reo Maori collaboration with representative and NZSO Senior Manager	Dinner for 3	Whakatane
17 July 2020	\$51.30	Working breakfast with Business Partner	Breakfast for 2	Wellington
21 July 2020	\$343.00	Artist Hosting for S.De Pledge NZSO 'Spectacular' soloist	Dinner for 5	Wellington
21 July 2020	\$44.00	Working breakfast with Te Papa CE	Breakfast for 2	Wellington
21 July 2020	\$14.49	Working lunch with Collaboration Governance Group representative	Lunch for 2	Wellington
27 July 2020	\$289.00	Celebration for Concertmaster's 20th anniversary with the NZSO	Lunch for 5	Wellington
7 August 2020	\$422.50	Artist Hosting for S.O'Neill NZSO 'Spirit' soloist	Dinner for 4	Auckland
13 August 2020	\$22.00	Meeting with WCC CE	Morning tea for 2	Wellington
26 August 2020	\$37.00	Welcome gift for G.New - NZSO guest Conductor	Book x1	Wellington
26 August 2020	\$493.68	Artist Hosting for G.New - NZSO guest Conductor	Dinner for 4	Wellington
28 August 2020	\$38.00	Thank you gift for RNZ CE	Book x1	Wellington
31 August 2020	\$24.00	Thank you gift for Wellington NZ CE	Book x1	Wellington
31 August 2020	\$38.00	Thank you gift for Radio Active Managing Director	Book x1	Wellington
8 September 2020	\$132.00	Working lunch with Wellington NZ Event Sales and Planning Manager and NZSO Senior Manager *disclosing cost to the NZSO	Lunch for 3	Wellington
9 September 2020	\$71.00	Thank you gift to Proximity Wellington Social Media Strategist and Community Manager for guidance with NZSO Community Manager interviews	Book x1	Wellington
14 September 2020	\$26.00	Thank you to Director of the New Zealand School of Music	Book x1	Wellington
15 September 2020	\$10.00	Meeting with Strategic Communications Advisor	Coffee for 2	Wellington
16 September 2020	\$302.00	Working lunch with Digital Strategist and NZSO Head of Development	Lunch for 3	Wellington
17 September 2020	\$14.50	Meeting with NZSO Board Chair	Coffee for 2	Wellington
22 September 2020	\$290.19	Artist Hosting dinner for M.Harth Bedoya - NZSO guest Conductor	Dinner for 4	Wellington
23 September 2020	\$37.00	Artist gift for M.Harth Bedoya - NZSO guest Conductor	Book x1	Wellington
25 September 2020	\$39.00	Thank you gift for Deputy Public Service Commissioner	Book x1	Wellington
28 September 2020	\$10.00	Meeting with RNZB CE *disclosing cost to the NZSO	Coffee for 2	Wellington
28 September 2020	\$53.50	Working lunch with RNZB CE	Lunch for 2	Wellington
29 September 2020	\$84.00	Working dinner with National Librarian	Dinner for 2	Wellington
6 October 2020	\$54.00	Working breakfast with Strategic Communications Advisor	Breakfast for 2	Wellington
6 October 2020	\$64.00	Working dinner with Business Partner	Dinner for 2	Wellington
7 October 2020	\$155.50	Working lunch with Wellington NZ CE	Lunch for 2	Wellington
9 October 2020	\$46.00	Working breakfast with Strategic Communications Advisor	Breakfast for 2	Wellington
10 October 2020	\$398.00	Artist Hosting for E.Pearson NZSO 'Monumental' soloist	Dinner for 5	Auckland

15 October 2020	\$421.00	Working dinner with Boma NZ and Word Festival representatives	Dinner for 3	Christchurch
15 October 2020	\$63.25	Hospitality for Isaac Royal Theatre staff and CE *disclosing cost to the NZSO	Drinks for 10	Christchurch
16 October 2020	\$149.63	Working lunch with NZ Opera Board Chair and guest	Lunch for 3	Christchurch
16 October 2020	\$28.00	Thank you gift for Otago School of Performing Arts Co-ordinator of Classical Music Performance *disclosing cost to the NZSO	Book x1	Wellington
22 October 2020	\$15.20	Meeting with New Zealand Film Commission's Head of International Screen Attraction	Coffee for 2	Wellington
23 October 2020	\$46.50	Staff goodwill: meeting with NZSO Head of Marketing	Breakfast for 2	Wellington
23 October 2020	\$300.00	Staff goodwill: dinner with NZSO staff after NZSO <i>Timeless</i> concert	Dinner for 5	Auckland
27 October 2020	\$131.10	Working dinner with Business Partner	Dinner for 2	Wellington
2 November 2020	\$50.00	Thank you gift for L.Crawford for Te Reo Maori guidance	Book x1	Wellington
2 November 2020	\$80.66	Staff goodwill: Dinner after Lilburn Lecture with NZSO Head of Artistic	Dinner for 2	Wellington
3 November 2020	\$349.75	Working dinner with Miramar Creative Director, NZSO Foundation Board Chair and Wellington Club General Manager *disclosing cost to the NZSO	Dinner for 4	Wellington
4 November 2020	\$34.00	Thank you gift to donors for hosting dinner	Wine x1	Wellington
11 November 2020	\$115.30	Working dinner with Digital Consultant	Dinner for 2	Wellington
19 November 2020	\$45.00	Thank you gift for Mission Estate CE	Book x1	Wellington
20 November 2020	\$63.50	Working dinner with Orchestra Wellington General Manager	Dinner for 2	Wellington
20 November 2020	\$74.50	Staff goodwill: post NZSO <i>Spectacular</i> concert launch and farewell of three NZSO Players	Drinks for 7	Wellington
20 November 2020	\$35.00	Staff goodwill: post NZSO <i>Spectacular</i> concert launch and farewell of three NZSO Players	Dinner for 3	Wellington
30 November 2020	\$204.70	Working dinner with NZSO Concertmaster and Cabinet Minister *disclosing cost to the NZSO	Dinner for 3	Wellington
3 December 2020	\$232.70	Working dinner with Metro Magazine Publisher	Dinner for 2	Auckland
1 February 2021	\$130.00	Cullen Breakfast Club Event with NZSO Board Chair, NZSO Board member, NZSO Head of Development and Pro Vice-Chancellor of Humanities and Social Sciences - VUW	Breakfast for 5	Wellington
3 February 2021	\$176.80	Working lunch with NZSO employee to acknowledge 15 years with the NZSO	Lunch for 2	Auckland
3 February 2021	\$93.00	Working dinner with Business Partner *disclosing cost to the NZSO	Dinner for 2	Wellington
24 February 2021	\$65.00	Thank you gift for Accuro Insurance CE	Book x1	Wellington
25 February 2021	\$73.00	Meeting with Pro Vice Chancellor Humanities and Education, Senior Project Manager and NZSO Head of Projects regarding the National Music Centre	Catering for 4	Wellington
1 March 2021	\$360.20	Artist Hosting J.Judd - NZSO guest Conductor	Dinner for 3	Wellington
1 March 2021	\$85.00	Staff goodwill: NZSO Players meeting	Drinks for 4	Wellington
1 March 2021	\$82.00	Thank you gift for J.Judd - NZSO guest Conductor	Book x1	Wellington
13 March 2021	\$71.50	Staff goodwill: Dinner with NZSO Head of Development post concert	Dinner for 2	Nelson
13 March 2021	\$184.00	Staff goodwill: Post-concert drinks with NZSO Players' after <i>The Soldiers Tale</i>	Drinks for 15	Nelson
16 March 2021	\$42.00	Staff goodwill: thank you to NZSO Senior Manager and NZSO Player for education work	Drinks for 3	Wellington
27 March 2021	\$300.00	Artist hosting for S.De Pledge - NZSO <i>'Carnival'</i> soloist	Dinner for 3	Auckland
29 March 2021	\$444.75	Donor hosting with NZSO Player, guest and NZSO Fundraising Executive *disclosing cost to the NZSO	Dinner for 5	Wellington
31 March 2021	\$235.02	Donor hosting *all food covered personally by CE	Wine for 10	Wellington
31 March 2021	\$376.50	Thank you dinner for NZSO Foundation Board member with NZSO Head of Development for sponsorship work	Dinner for 3	Wellington
7 April 2021	\$63.50	Working lunch following Ministerial visit to the Orchestra with NZSO Board member, NZSO Head of Development and Business Partner	Lunch for 4	Wellington
7 April 2021	\$168.00	Working dinner with Orchestra Wellington General Manager	Dinner for 2	Wellington
13 April 2021	\$136.00	Working dinner with Director candidate	Dinner for 2	Wellington
16 April 2021	\$2,233.00	Donor hosting during NZSO <i>Four Seasons</i> , NZSO <i>Firebird</i> and NZSO <i>Broadway Matinée</i> concerts in Napier with 17 donors/sponsors, NZSO Head of Development, NZSO Head of Marketing and NZSO Fundraising Executive	Dinner for 21	Napier
18 April 2021	\$40.00	Staff goodwill: Dinner with NZSO Head of Development following <i>Broadway Matinée</i> concert *disclosing cost to the NZSO	Dinner for 2	Napier
22 April 2021	\$168.00	Working dinner with Wellington City Council Councillor and NZSO Head of Projects regarding the National Music Centre *disclosing cost to the NZSO	Dinner for 3	Wellington
5 May 2021	\$79.30	Thank you gifts to donors for hosting dinner	Books x2	Wellington

5 May 2021	\$47.00	Thank you gift for D.Irons - NZSO 'Firebird' soloist	Book x1	Wellington
5 May 2021	\$523.10	Artist hosting for D.Irons - NZSO 'Firebird' soloist *disclosing cost to the NZSO	Dinner for 5	Wellington
11 May 2021	\$124.70	Working dinner with Business Partner	Dinner for 2	Wellington
24 May 2021	\$112.50	Working dinner with Business Partner	Dinner for 2	Wellington
26 May 2021	\$23.30	Meeting with Wellington City Council Manager CCOs and City Growth Projects, NZSO Concertmaster and NZSO Player regarding the Wellington Town Hall project	Coffee for 4	Wellington
27 May 2021	\$96.00	Thank you gift for NZSO Christchurch representative	Book x1	Wellington
27 May 2021	\$274.80	Working lunch with NZ Rugby Commercial and Marketing Communications Manager, guest and NZSO Head of Development	Lunch for 4	Wellington
28 May 2021	\$104.50	Working lunch with NZSO Christchurch representative *disclosing cost to the NZSO	Lunch for 2	Christchurch
29 May 2021	\$116.98	Thank you gifts for G.Bishop for work on NZSO Storytime	Wine x2	Wellington
30 May 2021	\$109.14	Catering for donor meeting and NZSO <i>Alien Weaponry</i> concert cancellation meeting	Catering for 6	Christchurch
2 June 2021	\$47.00	Thank you gift for H.Mathieson - NZSO guest Conductor	Book x1	Wellington
2 June 2021	\$53.00	Working breakfast with D.Marsh - SOUNZ CE	Breakfast for 2	Wellington
2 June 2021	\$547.75	Artist hosting for H.Mathieson - NZSO guest Conductor *disclosing cost to the NZSO	Dinner for 4	Wellington
14 June 2021	\$607.00	Donor hosting regarding NZSO Education project	Lunch for 5	Wellington
15 June 2021	\$256.00	Thank you gifts to donors, NZSO Foundation member and welcome gift for NZSO Director	Books x3	Wellington
24 June 2021	\$168.30	Working dinner with candidate for Director role	Dinner for 2	Wellington
30 June 2021	\$80.00	Working dinner with NZSO Senior Manager	Dinner for 2	Wellington
30 June 2021	\$38.00	Thank you gift for RNZB Board Chair	Book x1	Wellington
Total hospitality expenses \$15,341.89 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).				

Chief Executive Expense Disclosure				
Organisation Name	New Zealand Symphony Orchestra			
Chief Executive	Peter Biggs			
Disclosure period start	1 July 2020			
Disclosure period end	30 June 2021			
GST on costs	Figures include GST (where applicable)			
Agency totals check	Data and totals on this worksheet checked and confirmed			
All Other Expenses				
<i>All other expenditure incurred by the chief executive that is not travel, hospitality or gifts.</i> <i>Include e.g. phone and data costs, subscriptions, membership fees, conference fees, professional development costs, books and anything else.</i>				
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 July 2020	\$112.73	Phone bills as per Company Spark Account	Mobile phone plan July	Wellington
30 August 2020	\$114.25	Phone bills as per Company Spark Account	Mobile phone plan August	Wellington
30 September 2020	\$111.13	Phone bills as per Company Spark Account	Mobile phone plan September	Wellington
30 October 2020	\$111.63	Phone bills as per Company Spark Account	Mobile phone plan October	Wellington
26 November 2020	\$40.00	Reference book for MCH presentation	Book x1	Wellington
30 November 2020	\$110.94	Phone bills as per Company Spark Account	Mobile phone plan November	Wellington
31 December 2020	\$111.63	Phone bills as per Company Spark Account	Mobile phone plan December	Wellington
14 January 2021	\$32.45	Pens and tape for office use	Pens, tape	Wellington
31 January 2021	\$110.94	Phone bills as per Company Spark Account	Mobile phone plan January	Wellington
6 February 2021	\$4.00	The Herald - to read article on NZSO	Newspaper	Wellington
22 February 2021	\$6.50	The Listener - to prepare for interview with Clare de Lore	Magazine	Wellington
28 February 2021	\$112.84	Phone bills as per Company Spark Account	Mobile phone plan February	Wellington
31 March 2021	\$112.42	Phone bills as per Company Spark Account	Mobile phone plan March	Wellington
30 April 2021	\$112.92	Phone bills as per Company Spark Account	Mobile phone plan April	Wellington
13 May 2021	\$44.94	Pens for office use	Pens	Wellington
20 May 2021	\$1,290.00	Membership fees to the Wellington Club as agreed with NZSO Board Chair	Membership fees	Wellington
22 May 2021	\$229.00	NZ Herald Premium - Annual online subscription	Subscription fees	Wellington
25 May 2021	\$10.00	Magazine subscription to follow cultural events	Subscription fees	Wellington
Total other expenses	\$2,778.32	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).				

Chief Executive Gifts and Benefits Disclosure					
Organisation Name	New Zealand Symphony Orchestra				
Chief Executive	Peter Biggs				
Disclosure period start	1 July 2020				
Disclosure period end	30 June 2021				
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					
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?)
1 July 2020	Kinmen Kaoliang Liquor 70cl	Accepted	Taipei Economic and Cultural Office	Under \$100	Subsequently regifted to NZSO Designer - 21.01.21
10 September 2020	Event tickets x2 (<i>Venus Rising</i> - Wellington)	Declined	RNZB	\$100 - \$500	
23 September 2020	Invitation x1 (<i>Piera McArthur's exhibition: 'The Death and Resurrection of Luigi Spinelli'</i> - Wellington)	Accepted	Exhibitions Gallery of Fine Art	Under \$100	
24 September 2020	Invitation x2 (<i>U.S. Ambassador & Miramar Creative Reception</i> - Wellington)	Accepted	U.S. Embassy	Estimate not possible	
29 October 2020	Event tickets x2 (<i>The Sleeping Beauty</i> - Wellington)	Accepted	RNZB	\$100 - \$500	
10 November 2020	Invitation x2 (<i>"My Mother the War Hero – I'll tell you this for nothing"</i> Government House Reception - Wellington)	Declined	Government House	Estimate not possible	
1 December 2020	Invitation x2 (<i>Arts Foundation ICONs Government House Event</i> - Wellington)	Accepted	The Arts Foundation	Estimate not possible	
2 December 2020	Invitation for x1 (<i>Arts Foundation 2020 Celebration</i> - Wellington)	Accepted	The Arts Foundation	Under \$100	
5 December 2020	Event tickets x2 (<i>Triumph</i> - Wellington)	Declined	Orchestra Wellington	\$100 - \$500	
10 December 2020	Invitation x1 (<i>Farewell Cocktail Reception - Peter Miskimmin, Chief Executive Sport NZ</i> - Wellington)	Declined	Sport NZ	Under \$100	
11 December 2020	Event ticket x1 (<i>World of WearableArt - Up Close Ao KākahuToi – Kia Tata</i> - Wellington)	Declined	Te Papa	Under \$100	
3 February 2021	Invitation x1 (<i>Wellington Arts and Culture sector get-together</i> - Wellington)	Accepted	Te Papa	Estimate not possible	
5 February 2021	Event ticket x1 (<i>NZTrio 2021 Season Launch</i> - Wellington)	Declined	NZ Trio	Under \$100	
27 February 2021	Event tickets x2 (<i>A Superhero Experience</i> - Wellington)	Declined	Orchestra Wellington	\$100 - \$500	
6 May 2021	Event tickets x2 (<i>'Lacrimosa Dies Illa' Film Premiere</i> - Wellington)	Declined	Holocaust Centre of New Zealand	Cultural item - not appropriate to value	
12 May 2021	Event tickets x2 (<i>Giselle</i> - Wellington)	Declined	RNZB	\$100 - \$500	
22 May 2021	Event tickets x2 (<i>Virtuoso Voices</i> - Wellington)	Declined	Orchestra Wellington	\$100 - \$500	
27 May 2021	Invitation x1 (<i>New Zealand Symphony Orchestra Reception at Government House</i> - Wellington)	Accepted	Government House	Estimate not possible	
10 June 2021	Event ticket x1 (<i>Surrealist Art He Toi Pohewa</i> exhibition - Wellington)	Accepted	Te Papa	Under \$100	
26 June 2021	Event tickets x2 (<i>'Elling' Opening Night</i> - Wellington)	Accepted	Circa Theatre	Under \$100	
26 June 2021	Event ticket x1 (<i>The Lion King</i> - Auckland)	Declined	Michael Cassel Group/Spark Arena	\$100 - \$500	

Total count of gift/benefit entries:		Offered	21	Check - there are no hidden rows with data		Check - each entry provides sufficient information	
	Accepted		10				
	Declined		11				
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).							