



Expense Claim Form

(Type data into form, using lemon coloured sections only.)

Name:	9(2)(a)	Employee no:	9(2)(a)
Address 1:		Bank Account Number	
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
13/07/16	6:45 a.m.	Christchurch	Wellington	13/07/16	6:00pm	1.00	Youth Parliament 2016 - Preparation
18/07/16	6:45am	Christchurch	Wellington	21/07/16	4:00pm	2.00	Youth Parliament 2016 - Delivery

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@Rate	Amount
	14660		Overnight travel allowance (Complete Days -24 hours)		63.00	0.00
	14660		Overnight travel allowance (Part Days)		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.77	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount
139000	14660	CH5031	1	Lunch - 13/07/2016	14.00	2.10	16.10
139000	14660	CH5031	2	Snack - 21/07/2016	9.50	1.43	11.00
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Total					23.50	3.50	27.00

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received	TOTAL ALLOWANCES	0.00
DATE	AMOUNT	
	TOTAL ACTUAL AND REASONABLE EXPENSES	27.10
	LESS ADVANCE RECEIVED	0.00
	AMOUNT PAYABLE TO CLAIMANT	\$27.10

I certify that to the best of my knowledge and belief this claim is true and correct. 9(2)(a)	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve	
	Name and Designation (in block letters): R Scott, Director	Phone no: 9(2)(a)
Signature of Approving Manager 	Date: 15/8/16	

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative	Date Received
139000	14660	CH5031	60.77	9.12	69.89	Lunch - 23/06/2016	6 AUG 2016

Code	Description	Rate	Category	Code	Description	Rate	Category
11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

Donut King
GST # 108-193-492
Tax Invoice
Receipt No. 213118

POS1
Shandell
21/07/2016 01:51 pm

POS1
Guest Count: 1

POS1 Sale

2x Jamball	\$6.00
2x Cookies and Choc Mousse	\$6.80
Sub Total	\$13.60
Discounts	
Deal Discount - PK	-2.60
Total	\$11.00
Eftpos	\$11.00
Rounding	\$0.00
GST Contents	\$1.44

*** COPY ONLY ***

WISHBONE No 1 THE TERRACE
The Terrace

WELLINGTON
TAX INVOICE
BH. 4739361

Receipt No 0150010654942 Operator infini
Date 13/07/20 Time 8:22:23 Lane 1

2 Ham Gruyere & Rocket Sws	
1 @ \$6.90	= \$6.90
3 Banana	
1 @ \$1.50	= \$1.50
4 Deal - Lemon White Chocolate Slice	
1 @ \$7.70	= \$7.70

*** COPY ONLY ***

Total Transaction Value \$16.10

Visa \$16.10

All prices include GST
We know you have a choice!
Thank you for shopping with us



791708

3220528

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	Robyn Scott	Employee no:	9(2)(a)
Address 1:		Bank Account Number	
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
							Meetings with providers

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days -24 hours)		63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) <i>Refer to Financial Policies for expense guidelines</i>	Net Amount	GST	Gross Amount	
139000	14680	1		Staff Planning day 29/6/2016	13.74	2.06	15.80	
139000	14680	1		Provider Meeting 14/7/2016	6.10	0.92	7.02	
139000	14680	1		Managers Meeting 14/7/2016	11.13	1.67	12.80	
139000	14680	1		Vodafone/private sec meeting	10.70	1.60	12.30	
139000	14680	1		Providers meeting 9/8/2016	25.98	26.00	3.90	29.90
139000	14680	1		Team afternoon tea 11/8/2016	26.08	3.91	29.99	
139000	14680	1		Lunch Ara Faohi provider	27.30	4.10	31.40	
139000	14680	1		Parking at Auckland 8 August	38.00	5.70	43.70	
					0.00	0.00	183.01	
Total					152.95	22.94	175.89	

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received		TOTAL ALLOWANCES	0.00
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES	175.89
		LESS ADVANCE RECEIVED	0.00
		AMOUNT PAYABLE TO CLAIMANT	\$175.89

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
Signature of Claimant: <i>Robyn Scott</i>	Name and Designation (In block letters): Bryan Wilson, A.DCE
Date: 19-Aug-16	Phone no: 9(2)(a)
	Signature of Approving Manager: <i>Bryan Wilson</i>
	Date: 23/8/2016

Data input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative	Date Received
139000	14680	1	159.95	22.94	182.89	Staff Planning day 29/6/2016	25 AUG 2016

Code	Description	Code	Description	Code	Description	Code	Description
11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

9(2)(a)

Parking -

Auckland trip

From: Robyn Scott
Sent: Tuesday, 9 August 2016 8:24 a.m.
To: 9(2)(a)
Subject: Fwd: Booking NV717 Confirmation

Hi
Please can you print and leave on my desk for me to gather with other claims

Thanks
R

Sent from my iPhone

Begin forwarded message:

From: Booking Confirmations <parking@wellingtonairport.co.nz>
Date: 8 August 2016 at 10:14:02 PM NZST
To: Robyn Scott 9(2)(a)
Subject: Booking NV717 Confirmation



Booking Confirmation

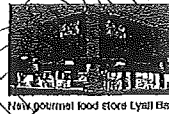
Reference Number: NV717

Dear Robyn,

Thank you for choosing Wellington Airport's Premium Car Park.
Your payment has been authorised and your card has been debited.

Your car park booking

Car park: Premium Car Park
Entry: 06:30, Tuesday, 09 August 2016
Exit: 18:30, Tuesday, 09 August 2016
Amount paid: \$43.70



Have gourmet food store Lynn Bay



Fly Wellington - Fly. Book now



Fly Jetstar to Melbourne.

Your payment details

Card used for this booking: XXXXXXXXXXXX2960
Total booking value: \$43.70

This email is your tax invoice. Wellington International Airport Limited GST no. 53-610-221

Entry and exit procedures

Insert your nominated credit card upon arrival at the entry gates and then again at the Premium entry barrier column. Upon your return insert your nominated credit card at the exit of Premium & again at the exit of the Uncovered car park. With current changes we suggest you enter from the Northern main entry gates. Please follow directional signage to avoid exiting the car park and incurring an additional charge on re-entering. Your booking

is utilised upon one entry & one exit.

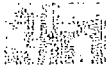
Important Information

IMPORTANT: Please ensure you bring your nominated credit card with you. You will need your nominated credit card to enter and exit the car park.

Directions

The entrance to Premium has been relocated. Drive through the main entry gates (stay in the right lane on ground level). Take first right opposite the Golf club entry, drive straight ahead to entrance of Premium Secure.

Google directions



[To Premium Car Park](#)

Additional Information

For personal assistance please see an attendant at the yellow Parking Service Kiosk located at the pedestrian entrance to the Premium car park. The Parking Service Kiosk is attended at all times. We are currently upgrading the parking at Wellington Airport. For more information on the project & detailed directions visit <http://www.upgrade2017.co.nz>.

Other Information

Manage your booking

To view, amend or cancel your booking quickly and conveniently, visit [Manage my booking](#)

[Airport information](#)

[Terms and conditions](#)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

Provider Meeting

Reprinted/ Emma

Nojo Coffee
Origins

Wellington.

TAX INVOICE
G.S.T No: 085-389-940

ROBYN SCOTT
1 x TEA - GREEN JASMINE & PE 3.60
1 x LEMON HONEY GINGER 3.42

NOJO ORIGINS 104
LAMBTON QUAY WELLINGT
ON

*-----EFTPOS---
---*TERMINAL 19110301
TIME 13 JUL 16 15:06 TRAM
007042 CHEQUE EFTPOS
CARD
...3561 PURCHASE NZ\$
7.01 TOTAL NZ\$7.01
ACCEPTED *---
-----* CUSTO

SALE TOTAL: \$7.02
CHARGE ACCOUNT 3492 CHARGE: \$0.01
EFTPOS: \$7.01

GST total in sale: \$0.92

You Saved : \$0.78

Charge Account: \$0.00

Receipt #: 135434
Date: 13/07/2016 Time: 3:07:07 P.M.
Clerk: Emma
Terminal: 20 Origins - Pos 1

Vodafone ~~Mobile~~
ASTORIA
PHONE: (04) 473-8500
TAX INVOICE
G.S.T No. 65-384-880

REG 21-07-2016 15:19
CLERK 1 TILL 2 080319
TABLE No. 21

1 TEA \$4.40
1 TEA \$4.40
1 SLICE \$3.50
EF-> 1
ACCEPT [0] EFTPOS /DECLINED [1
<=> 1
TOTAL \$12.30
EFTPOS-TEND \$12.30

Coffee &
Breads / other
Cafe Therapy
77 Hereford Street
Christchurch
Ph: 03 943-6657
GST: 117-446-743
Tax Invoice
Receipt No. 63208

Chek

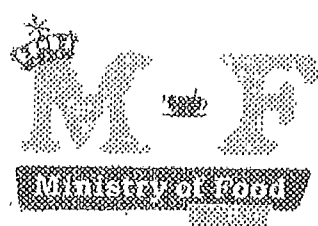
POS1
Alana
09/08/2016 09:37 am
POS1
Guest Count : 1

POS1 Sale
1x Slice \$4.20
1x Regular Long Black \$3.50
2x Regular Flat White \$9.00
1x Regular Mochachino \$4.50
1x Lolly cake \$4.20
1x Herbal \$4.50
Sub Total \$29.90
Total \$29.90
Eftpos \$29.90
Rounding \$0.00
GST Contents \$3.92

OFFICIAL INFORMATION ACT

Coffee for staff on
 Flight Coffee Hangar
 119 Dixon St
 048300909
 flightcoffee.co.nz
 GST 109-789-615
 29/06/16, 13:00

Managers Meeting



RECEIPT

Tab # robin

Large Latte \$5.50
 Takeaway

Large Flat White \$5.50
 Takeaway

Mocha \$4.80
 Takeaway

Total \$15.80

Payments -\$15.80
 To Pay \$0.00

Card Payment \$15.80

www.posbosshq.com

TAX INVOICE

MOF Cash Sales
 Destination 51
 Invoice # 655740
 Salesperson Luke M
 Date 11:02 AM 14 Jul 16

Tea 4.00
 Latte 4.00
 Hot Chocolate 4.80

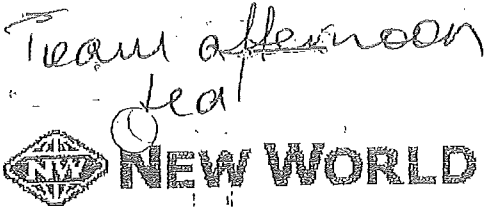
BALANCE DUE \$ 12.80
 Includes GST

EFTPOS 12.80
 TENDERED \$ 12.80

GST # 88-287-304
 34 Bowen Street Wellington
 Ph: 04 473 2516

Printed by onetap.systems

RELEASED UNDER THE OFFICIAL INFORMATION ACT



NEW WORLD RAILWAY STATION
WELLINGTON RAILWAY STATION
TEL. 499-1299 FAX. 472-2491

Tax Invoice GST Reg.No. 20-893-737
CAKE CARROT BLOCK LA \$29.99

1 BALANCE DUE \$29.99
EFTPOS \$29.99
CHANGE \$0.00

FLY BUYS 6014352072005727

NEW WORLD RAILWAY ME
2 BUNNY STREET
WELLINGTON

-----EFTPOS-----
TERMINAL 78041304 TRAN 130633
TIME 11AUG 08:56 ACCT CREDIT
MCARD2960
MasterCard
RID: A000000004
PIX: 1010
AUTHORISATION R62882
PURCHASE NZD29.99
TOTAL NZD29.99

ACCEPTED

CUSTOMER COPY

FLY BUYS

CARD NUMBER 6014352072005727
TOTAL AMOUNT \$29.99

CASHIER NAME: Georgia
C0118 #2155 8:56:20 11AUG2016
S01555 R004

GST INCLUDED
THANK YOU FOR SHOPPING AT YOUR N.Z. AND
LOCALLY OWNED AND OPERATED
NEW WORLD SUPERMARKET
QUALITY AND FRESHNESS GUARANTEED
PROOF OF PURCHASE IS REQUIRED
FOR YOUR NEW WORLD 200% GUARANTEE
CUSTOMER SERVICE CENTRE PHONE
0800 4 NEW WORLD (0800 4 63 99 6)

nunch



TAX INVOICE

MOF Cash Sales
Destination 47 BC
Invoice # 671137
Salesperson Nicole H
Date 1:05 PM 17 Aug 16

Tea 4.00
Duck Liver Parfait 18.50
Sandwich \$9.00 9.00

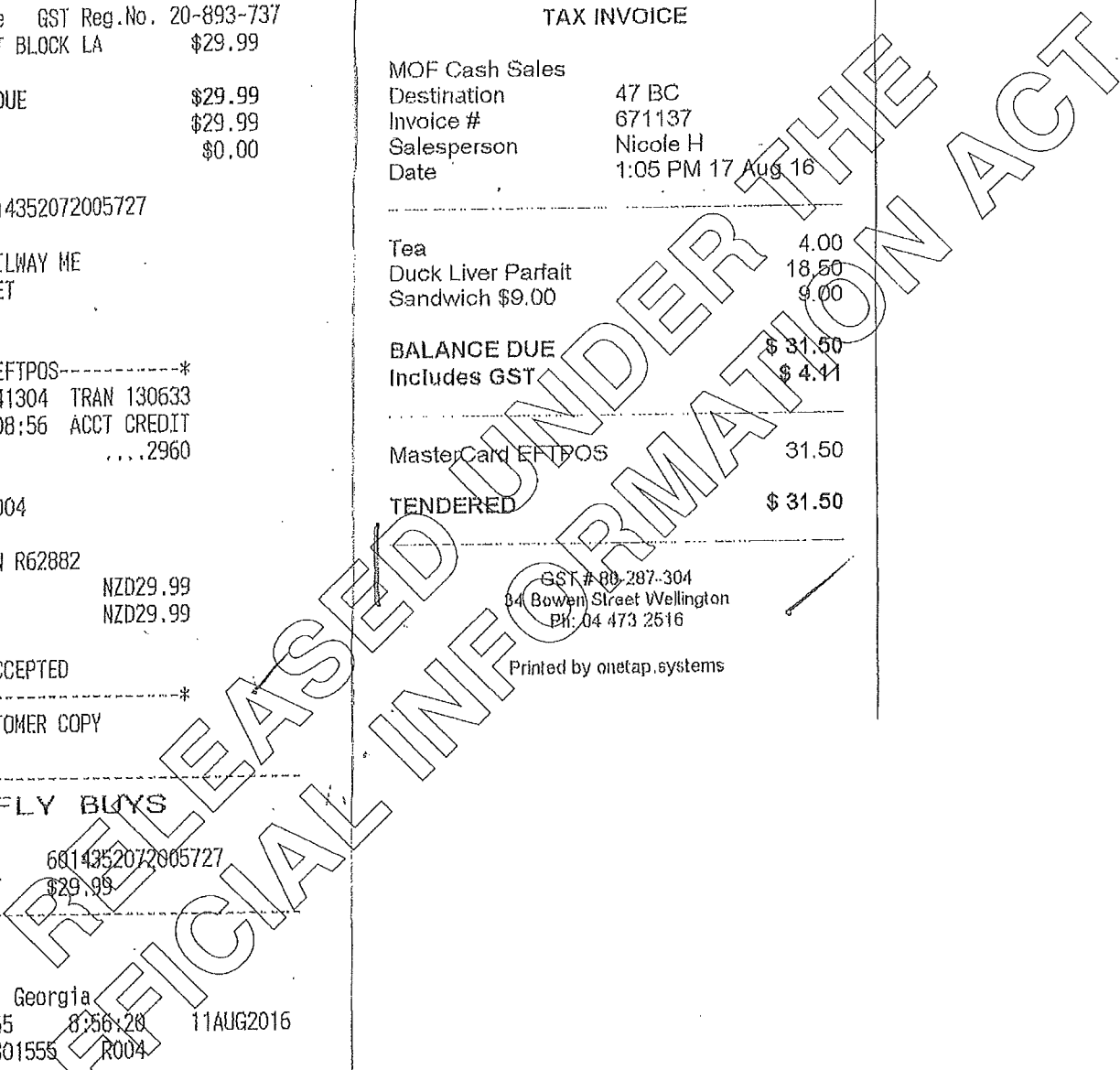
BALANCE DUE \$ 31.50
Includes GST \$ 4.41

MasterCard EFTPOS 31.50

TENDERED \$ 31.50

GST # 80-287-304
84 Bowen Street Wellington
PH: 04 473 2516

Printed by onetap.systems



791803 L
3220601



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name: 9(2)(a)	Employee no: 9(2)(a)
Address 1:	Bank Account Number
Address 2:	Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.
Address 3:	
Address 4:	

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
							Voucher - 27/8/16

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses on allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days - 24 hours)		63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount
139000	14680	1	Voucher		43.48	6.52	50.00
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Total					43.48	6.52	50.00

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received	TOTAL ALLOWANCES	0.00
DATE	AMOUNT	
	TOTAL ACTUAL AND REASONABLE EXPENSES	50.00
	LESS ADVANCE RECEIVED	0.00
	AMOUNT PAYABLE TO CLAIMANT	\$50.00

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
9(2)(a)	Name and Designation (In block letters): R. Scott, Director
	Phone no: 9(2)(a)
26-Aug-16	<i>[Signature]</i>
Date	Signature of Approving Manager
	26/8/16
	Date

Data Input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative
139000	14680	1	43.48	6.52	50.00	Voucher

Date Received
30 AUG 2016

National Accounting Centre

11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

Whitcoulls

GST# 106-829-063

Whitcoulls 2011 Limited

For store details or to provide us with any feedback, visit our website:

Whitcoulls.co.nz or Rh

Branch 9271 Wellington

Operator 17319 Bill 12

Date 25/08/16 Time 18:22 Tr# 12237816

Tax Invoice

Credit Note

Code	Qty	Price	Extn
Totutree Luggage Tag Tut 6079465	1	14.99	14.99
BO Bag Tag Kids Kiwi 5794811	1	12.99	12.99
Card JS Integ Gift Fr All Monkeys 6007349	1	6.99	6.99
Whitcoulls Gift Card Wrapped Apostrophe 6728080	1	50.00	50.00

Total 84.97
 Total GST 15% 11.08
 WHITCOULLS 364
 226-256 LAMBTON Q
 WELLINGTON

*-----EFTPOS-----
 TERMINAL 90236412 TRAN 003415
 TIME 25AUG 18:23 ACCT CHEQUE
 EFTPOS0702
 AUTHORISATION
 PURCHASE NZD84.97
 TOTAL NZD84.97

ACCEPTED

 CUSTOMER COPY
 EFTPOS 84.97

Please choose carefully as we do not refund if you change your mind. We are happy to exchange items that are in saleable condition within 28 days with proof of purchase

If the goods are faulty, we will meet our obligations under the Consumer Guarantees Act to provide a remedy
 Thank you



9271-12-12237816

RELEASED UNDER OFFICIAL INFORMATION ACT

9(2)(a)

From: 9(2)(a)
Sent: Wednesday, 31 August 2016 2:41 p.m.
To: 9(2)(a)
Subject: RE: EXPENSE CLAIM - GIFT VOUCHER

Hi
Yes sorry it was for a staff farewell present.
Thanks 9(2)(a)

-----Original Message-----

From: 9(2)(a)
Sent: Wednesday, 31 August 2016 2:21 p.m.
To: 9(2)(a)
Subject: EXPENSE CLAIM - GIFT VOUCHER

Hi 9(2)(a)

Please see attached expense claim for reimbursement of the gift voucher, could you please give some context around the reason for purchase, i.e. staff farewell etc. I will attach as supporting documentation against the claim.

Kind regards

9(2)(a) Financial Services Administrator | Procurement Services National Accounting Centre | Ministry of Social Development | 9(2)(a)

Level 1 / 1100 Tutanekai Street / Private Bag 3050 Rotorua 3046 | New Zealand

RELEASED UNDER THE OFFICIAL INFORMATION ACT



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	9(2)(a)	Employee no:	9(2)(a)
Address 1:		Bank Account Number	
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
03/08/16	8am	Wgtn	Auck	04/08/16	9pm		Partnership fund meetings
09/08/16	6am	Wgtn	ChCh	09/08/16	8.30pm		Partnership fund meetings

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
139000	14660		PRIVATE STAY overnight travel allowance (Complete Days - 24 hours)	1	63.00	63.00
139000	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective	1	35.00	35.00
	14680		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			106.10
Total						98.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount	
139000	14660			Meal - 13-8-16	53.04	0.00	61.00	
139000	14660			Meal - 9-8-16	13.80	0.00	15.30	
139000	14660			Meal - 14-8-16	13.94	0.00	16.00	
139000	14660			Meal - 3-8-16	9.13	0.00	10.50	
139000	14661			Parking	2.87	0.00	3.30	
					0.00	0.00		
Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST Invoices					Total	98.00	13.85	106.10

Advances Already Received		TOTAL ALLOWANCES	98.00
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES	0.00
		LESS ADVANCE RECEIVED	0.00
		AMOUNT PAYABLE TO CLAIMANT	98.00

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
9(2)(a)	
Signature of Claimant	Signature of Approving Manager
15-Aug-16	17 August 2016

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative
139000	14660		98.00	0.00	98.00	allowance & Incidentals

11016	Secondments - Travel	14661	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

NOVOTEL & IBIS ELLER
72-112 GREENL
AUCKLAND

EFTPOS
TERM 351012000001
TIME 04AUG16 09:23
TRAN 011460 CREDIT
VISA
CARD1677
AJIT 014306
PURCHASE NZ\$61.00
TOTAL NZ\$61.00
(00) ACCEPTED

EL

RTS

oglos

Room No 3011
Arrival 03/08/16
Departure 04/08/16
Cashier # 105
Reference No W0374142
Tax Invoice No 153459

TAX INVOICE

Page (s)

1 of 1

Date	Description	Debit	Credit
03/08/16	Room Service Dinner Food	32.50	
04/08/16	Acacia Breakfast Food	28.50	
04/08/16	Visa Card		61.00

In signing this bill I hereby acknowledge that all charges incurred are correct. I also agree that my liability for the account is not waived and I agree to be held personally responsible in the event that the indicated person, company or association fails to pay all or part of these charges.

Total in NZD

61.00

61.00

Total charges in NZD

61.00

Total Includes GST of NZD

7.96

* Indicates non-taxable supply

Signature _____

Balance in NZD

0.00

GST Included

Merchant ID
Transaction ID 545487
Approval Code
Approval Amount

Credit Card # VA XXXXXXXXXXXX1677
Credit Card Expiry : XX/XX
Capture Method : VA
Transaction Amount : 61.00

72-112 Greenlane Rd East
Ellerslie 1051
Auckland New Zealand

Tel : +64 9 529 9090
Fax : +64 9 529 9092
Email: H3060@accor.com

www.novotel.com
www.accorhotels.com

RELEASED UNDER THE OFFICIAL INFORMATION ACT

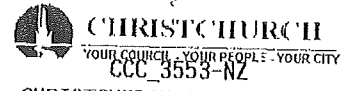
SUSHI BAR HAYAMA
GR FLOOR DOM TFRMINA
AUCKLAND AIRPORT

TERMINAL 07800702
TIME 04 AUG 16 18:13
TRAN 014216 CREDIT
ISA
CARD ... 1677
WILESS
KID: A000000003
PIX: 1019
AAC: 6296FC19158225B6
ATC: 057
AUTH 01 027
PURCHASE NZ\$16.00
TOTAL NZ\$16.00

ACCEPTED
MERCHANT COPY

BENSON ROAD DELI
126 UPLAND ROAD
MUMBERA
PHONE: 520-0348 FAX: 522-7078
TAX INVOICE GST# 95-901 397

Sm1 Served	\$21.00
2 @ \$70.50	
Gls Tin Pot PN	50
Gls Tin Pot PN	\$16.50
Subtotal	\$42.00
Total	\$42.00
EFTPOS	\$42.00
Change	\$0.00



CHRISTCHURCH CITY COUNCIL
GST 53-198-554

Tax Invoice 0000743

09:29 09/08/16

Fee Paid \$3.30

(Includes GST)

PARKING PAID UNTIL

10:29am

Tues 9/8/16

Please place receipt on
dash this side up.
Ticket not valid unless
date and expiry time



79 3036
3223713

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	Robyn Scott	Employee no:	9(2)(a)
Address 1:		Bank Account Number	
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim: If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
							Vaccinations for China trip with Minister Kaye

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days -24 hours)		63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount
139000	14650	1		Khandallah medical centre professional services	221.74	33.26	255.00
				Business trip to China 29/8	0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Total					221.74	33.26	255.00

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received	TOTAL ALLOWANCES	0.00
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES
		255.00
		LESS ADVANCE RECEIVED
		0.00
		AMOUNT PAYABLE TO CLAIMANT
		\$255.00

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
Signature of Claimant: <i>Robyn Scott</i>	Name and Designation (in block letters): <i>B. Wilson</i>
Date: 30-Aug-16	Phone no: 9(2)(a)
	Date Received: 2/9/16

Data Input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative
139000	14650	1	221.74	33.26	255.00	Khandallah medical centre professional services

National Accounting Centre

11016	Secondments - Travel	14661	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

05 SEP 2016

B. Wilson - DCE - Level 2

Khandallah Medical Centre
8 Dekka Street Wellington 6035. New Zealand
Tel 479 7157 Fax 479 1303

Tax Invoice/Receipt

GST No: 50-848-973

To: Mrs Robyn Scott

9(2)(a)

[Redacted box]

China
trip

Chart No: 1495

29 Aug 2016

Date	Ref	Description	Amount (GST incl)
29 Aug 2016	272350	Professional Services Dr 9(2)(a)	146.00
		Travel Advice-30min	140.00
		Evening surcharge	6.00
29 Aug 2016	272351	Professional Services 9(2)(a)	109.00
		Havrix one dose	81.00
		Nurse Consultation	28.00
29 Aug 2016	397819	Payment Received, Thank You 272350 - Travel Advice-30min 272351 - Havrix one dose	255.00 Cr
		Total	255.00

GST 33.26

(Balance on account \$0.00)

Hep A
vaccination needed

DIRECT CREDIT PAYMENTS TO 03 0510 0193113 00
AN ACCOUNT FEE MAY BE CHARGED IF NOT PAID WITHIN 7 DAYS

KHANDALLAH MEDICAL C
8 DEKKA STREET
KHANDALLAH

-----EFTPOS-----
TERMINAL 04118501
TIME 29AUG16 18:34
TRAN 003815 CREDIT
MCARD
CARD2960
MasterCard
RID: A000000004
PIX: 1010
TC: 324FF8F98E49ACF0
TVR: 0000048000
ATC: 0163
TSI: E800
AUTH R54780
PURCHASE: NZ\$255.00
TOTAL NZ\$255.00
ACCEPTED

CUSTOMER COPY

RELEASED UNDER THE OFFICIAL INFORMATION ACT



MIN
DEV
TE MA

NEW / AMEND

Requested By

9(2)(a)

2/9

Ra S / 1/1

Expenses

(Type data into form, us

Actioned By

9(2)(a)

Privacy of

another

Checked By

9(2)(a)

5/9

9(2)(a)

793096

3223807

Name: 9(2)(a)

Address 1:

Address 2:

Address 3:

Address 4:

Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.

Details of travel or expense

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)	
							China visit - Minister's Youth Delegation to China to attend the New Zealand China Young Leaders Forum, 5 to 10 September 2016	
Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)								
Cost Centre	Nominal	Project	Type of Allowance			Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days -24 hours)				63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective				35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)				8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol				0.72	0.00
			Other					
Total								0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount	
139000	14320	1	A	First aid kit items and NZ sweets/chocolates as gifts for the youth delegation to take to China for the NZ China Young Leaders Forum 2/16	38.10	5.71	43.81 ✓	
139000	14320	1	B	Gifts for Chinese hosts/presenters and speakers from the youth delegation to take to China for the NZ China Young Leaders Forum 2/16	78.26	11.74	90.00 ✓	
139000	14320	1	C	Gifts for Chinese hosts/presenters and speakers from the youth delegation to take to China for the NZ China Young Leaders Forum 3/18	31.65	4.75	36.40 ✓	
139000	14320	1	D	Gifts for Chinese hosts/presenters and speakers from the youth delegation to take to China for the NZ China Young Leaders Forum 2/16	70.04	10.51	80.55 ✓	
139000	14320	1	E	Gifts for Chinese hosts/presenters and speakers from the youth delegation to take to China for the NZ China Young Leaders Forum 1/18	11.81	1.77	13.58 ✓	
					0.00	0.00		
Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices					Total	229.66	34.48	264.34 ✓

Advances Already Received	TOTAL ALLOWANCES	0.00
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES
		264.34
		LESS ADVANCE RECEIVED
		0.00
		AMOUNT PAYABLE TO CLAIMANT
		\$264.34 ✓

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.

Signature of Claimant: 9(2)(a) Date: 31-Aug-16

I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve

Name and Designation (in block letters): R. Scott, Director
Phone no: 9(2)(a)

Signature of Approving Manager: [Signature] Date Received: [Date]

Data Input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative

National Accounting Centre

11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

- 2 SEP 2016

(D)

Simply New Zealand
195 Lambton Quay, Wellington
04 472 6817
wellington@simplynz.co.nz

RC:152423 GST#:11-750-885	
#210076 Mini Spiral Koru Green AC1024	\$15.95
#210070 Mini Koru Green ACTO 18	\$15.95
#189187 Coasters 2 Pk Rimu C 02PR01	\$15.95
#041222 Badge Friendship China /NZ (189B)	\$5.95
#041222 Badge Friendship China /NZ (189B)	\$5.95
#041222 Badge Friendship China /NZ (189B)	\$5.95
#041222 Badge Friendship China /NZ (189B)	\$5.95
#171115 Pop Art Sheep K/R KR 669	\$2.95
#157613 Birds And Plants Spirala 1 Notebook NB667	\$5.95
Subtotal	\$80.55
EFTPOS Payment	(\$80.55)
Includes GST of	\$10.51



division of General Distributors Limited.
Cable Car Lane | Ph: 04 499 3466
280 - 284 Lambton Quay, Wellington

ix Invoice	GST No. 44-833-938	\$
IRV BOXED CHOC FAVOURITES 280G		
2 @ \$9.29 ea	18.58	
MOTION	-5.00	
SUBTOTAL	\$13.58	

SIMPLY NZ LTD
1-13 GREY STREET
WELLINGTON

-----EFTPOS-----

TERMINAL 09284801 TRAN 028968

TIME 31AUG 13:30 ACCT CHEQUE

EFTPOS3209

Visa Debit

RID: A000000003

PIX: 1010

AUTHORISATION

PURCHASE NZD80.55

TOTAL NZD80.55

COUNTDOWN CABLE CAR
CABLE CAR LNE NZ
RCH ID:611000609009066
RM ID: N066085
RD:.....3209 I
Z Visa Debit CREDIT
D A0000000031010
QC BACO15A265250836
RCHASE NZ\$13.58

TAL NZ\$13.58
PROVED 00
/08/16 13:33 005812

TAL	\$13.58
T	\$13.58
CHANGE	\$0.00

File Items	
includes GST	\$1.77
NET Item	

Thank you for visiting Countdown today.
Tell us about your experience
for a CHANCE TO WIN a
Countdown gift card
1x\$500 and 5x\$100 cards
to be won monthly.
Terms & Conditions apply.
Share your feedback at
www.countdownlistens.co.nz

066 POS 085 TRANS 5812 0805 13:34 31/08/16

ACCEPTED

CUSTOMER COPY

Tax Invoice and Receipt
31-Aug-16 01:30 PM POS:31
You were served by Debbie
THANKYOU FOR SHOPPING WITH US
HAVE A GREAT DAY



2 CHEAP WGTN
GST#106-787-891
WELLINGTON
PH 385 7877

(C)

2 CHEAP WELLINGTON
135 MANNERS STREET
WELLINGTON

-----EFTPOS-----

TERMINAL 16046701

TIME 31AUG 13:08

TRAN 025336 CHEQUE

EFTPOS

CARD3209

Visa Debit

RID: A000000003

PIX: 1010

TC: B92BDD64374B20D3

TUR: 00B004E000

ATC: 01C0

TSI: E800

PURCHASE NZ\$36.40

31/08/2016 13:07 01
000000#1364 CLERK 01

\$2.50 ITEM	*2.50
\$2.50 ITEM	*2.50
\$2.00 ITEM	*2.00
\$2.00 ITEM	*2.00
\$2.50 ITEM	*2.50
\$3.00 ITEM	*3.00
4x 1.50	
\$1.50 ITEM	*6.00
\$1.00 ITEM	*1.00
\$1.00 ITEM	*1.00
\$1.00 ITEM	*1.00
\$2.00 ITEM	*2.00
\$2.00 ITEM	*2.00
\$2.00 ITEM	*2.00
\$2.00 ITEM	*2.00



(B)

(A)

NEW WORLD

ate Co
et Rd
kland
NZ

Billed to **9(2)(a)**
Ministry of Youth Development
Level 7, Bowen State Building
34 Bowen Street
Wellington 6011
Tel: 021 434 809

CHAFFERS STREET SUPERMARKET LIMITED
T/A WELLINGTON CITY NEW WORLD
279 WAKEFIELD STREET, WELLINGTON
PH:384-8054 FAX:3848855
TAXINVOICE GST REG NO. 105-414-676
GST INCLUDED
www.newworld.co.nz/wellington-city
OPEN 7 DAYS TAN-11PM

16

Item	Description	Price
80tablet	Creme Brûlée - White Chocolate Bar	\$4.99
80tablet	Raspberry Meringue - Milk Chocolate Bar	\$4.99
	B/AID T/STRIPS WATER	\$4.19
	B/DINE ANTISPETIC ON	\$4.99
	IODIUM CAPSULES 2mg	\$10.29
	NUROFEN TABLETS 24S	\$6.99
	PAS JET PLANES	\$5.58
	PASC P/P FAM	\$2.79
	WHITT MINI HONEY POK	\$4.49
	WHITT MINI SLAB ALM&	\$4.49
	9 BALANCE DUE	\$43.81
	EFTPOS CHANGE	\$43.81
		\$0.00

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FLY BUYS 6014355058852319

NEW WORLD WELLINGTON
279 WAKEFIELD ST
WELLINGTON

Thank you for your support

-----EFTPOS-----
TERMINAL 32162016 TRAN 144276
TIME 29AUG 18:37 ACCT CREDIT
VISA3209
CONTACTLESS
ANZ Visa Debit
RID: A000000003
PIX: 1010
AUTHORISATION 308790
PURCHASE NZD43.81
TOTAL NZD43.81

ACCEPTED

CUSTOMER COPY

FLY BUYS

CARD NUMBER 6014355058852319
TOTAL AMOUNT \$43.81

CASHIER NAME: Marcus
C0104 #0146 18:37:45 29AUG2016
S01634 R016

Receipt must be provided for
Refunds and Exchanges

Car parking is provided for customers



Melt Chocolate Co
122 Market Rd
Epsom, Auckland
NZ

Billed to 9(2)(a)


Date: 29/08/16

Ministry of Youth Development
Level 7, Bowen State Building
34 Bowen Street
Wellington 6011
Tel: 021 434 809

Item	Description	Quantity	Unit Price	Amount
80tablet	Creme Brûlée - White Chocolate Bar	5 ✓	\$9	\$45
80tablet	Raspberry Meringue - Milk Chocolate Bar	5 ✓	\$9	\$45
				\$90

rec'd 1/9/16

9(2)(a)


Thank you for your support

RELEASED UNDER THE OFFICIAL INFORMATION ACT



793412
3224466

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	9(2)(a)	Employee no:	9(2)(a)
Address 1:		Bank Account Number	
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
							Purchase of 11 Visa's for the China visit with Minister Kaye

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days - 24 hours)		63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes OYF Collective		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount
139000	14910			Catering - Pre-departure Briefing (China)	258.26	38.74	297.00
139000	14615			China Visa's for chaperones and Award recipients	1843.48	276.52	2120.00
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Total					2101.74	315.26	2417.00

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST Invoices

Advances Already Received		TOTAL ALLOWANCES	0.00
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES	2417.00
		LESS ADVANCE RECEIVED	0.00
		AMOUNT PAYABLE TO CLAIMANT	\$2,417.00

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
Signature of Claimant: 9(2)(a)	Signature of Approving Manager: [Signature]
Date: 30-Aug-16	Date: 30-8-16
Phone no: _____	

Data input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative
139000	14910		258.26	38.74	297.00	Catering - Pre-departure Briefing (China)
139000	14615		1843.48	276.52	2120.00	China Visa's for chaperones and Award recipients

Date Received
- 1 SEP 2016

11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	9(2)(a)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

30/8/2016

收据 (RECEIPT)

EMBASSY OF THE PEOPLE'S REPUBLIC
OF CHINA IN NEW ZEALAND NO 16599483
WELLINGTON
CURRENCY: NZ\$

Date: 30 AUG 2016 YM-000168

取证单号 (Pick up Form No.)	规费 (Regular Fee)	加急费 (Urgent Fee)	其他 (Other)	合计 (Amount)
VISA X 11 29781877	1460	660	0	2120

总计: 1460 660 0 2120
(Total)

*Youth VISA for
Youth Delegation
trip to China*

RELEASED UNDER THE OFFICIAL INFORMATION ACT

CHINESE EMBASSY
2-6 GLENMORE STREET
RELBURN

-----EFTPOS-----

TERMINAL 16153401

TIME 30AUG16 09:25

TRAN 001829 CREDIT

VISA

CARD9777

ANZ AIRPOINTS

RID: A000000003

PIX: 1010

TC : 68872F69295DE859

TVR: 0080048000

ATC: 01E2

TST: EB00

AUTH 004705

PURCHASE NZ\$2120.00

TOTAL NZ\$2120.00

ACCEPTED

Kreem Cafe Manukau
67 Cavendish Drive
Manukau

Ph: 09 262-2210

GST: 117-464-024

Tax Invoice

Receipt No. 370196

#	
POS2 Dayna 25/08/2016 02:00 pm	POS2 Guest Count :1
POS2 Sale	
297.7x OPEN	\$297.70
Sub Total	\$297.70
Total	\$297.70
Eftpos	\$297.70
Rounding	\$0.00
GST Contents	\$38.83

Thank You for coming.

Sign:-----



Overseas (including Trans Tasman) Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	ROBYN SCOTT ✓	Employee no:	9(2)(a)
Reason for travel or expense (note if for entertainment include names of attendees)	Travel to China for the Minister for Youth's International Youth Leadership Award	Bank Account Number	
	Provide adequate explanations that can withstand external scrutiny	Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account	

Details of travel itinerary				Details of Travel Itinerary - Please attach a copy 3230078	
Departure Date	Departure time	Arrival Date	Arrival time		
05/09/16	7.45pm	06/09/16	12.20 pm	Wellington/Auckland/Hong Kong/Beijing	
08/09/16	5.00pm	11/09/2016	9.05 am	Beijing/Shangai/Auckland/Wellington	

Complete here for reimbursement of 'Actual & Reasonable' or Allowances
 Allowances are based on the "less expensive" amount per the International Travel Daily Rates calculator. You cannot claim allowances and actual & reasonable expense for the same day. Refer to Financial Policies and Procedures for guidance.

Cost Centre	Nominal	Project	Ref	DETAILS OF EXPENSES	Foreign Value(FX)	Foreign Currency	FX Rate 1NZ =xx	Gross Amount NZD
139000	11325	1	1	Parkway Health medical treatment for youth delegation member	6500.23	RMB		1357.62
			2	9(2)(a)				0.00
			3					0.00
			4					0.00
			5					0.00
			6					0.00
			7					0.00
			8					0.00
Total								1357.62

Complete here for reimbursement of 'Actual & Reasonable' expenses in NZ (Guidance - reasonable limits \$63 per day/\$35 per half day, taxi less than car hire + petrol)

Cost Centre	Nominal	Project	Ref	DETAILS OF EXPENSES (Attach supporting documentation and valid GST Invoices - EFTPOS and Credit Card receipts are not valid GST Invoices)	Net Amount	GST	Gross Amount
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST Invoices					Total	0.00	0.00

Advances received (NZD)		Amount Returned			TOTAL Overseas Expenditure		1357.62
DATE	AMOUNT	DATE	AMOUNT(FX)	FX Rate 1NZ =xx	Foreign Currency	Amount NZD	
						0.00	TOTAL NZ Expenditure
						0.00	0.00
							LESS ADVANCES
							0.00
AMOUNT PAYABLE TO CLAIMANT							\$1,357.62

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
	Name and Designation (in block letter) BRYAN WILSON, Associate DCE, Ministry of Social Development
	Phone no: 9(2)(a)
	Signature of Approving Manager
	Date 14/09/2016

GST	Gross Amount
0.00	0.00

Date Received
16 SEP 2016
 National Accounting Centre

Airfares Overseas	14655	Travel - Other (Australia)
Airfares (Australia)		
Accommodation/Food - Overseas		
Accommodation (Australia)	14640	Taxi Fares
Travel - Other (Overseas)	14660	Travel - Other (NZ)

9(2)(a)

9(2)(a)

From:

9(2)(a)

Sent:

Wednesday, 14 September 2016 11:41 a.m.

To:

9(2)(a)

Subject:

Medical insurance claim - 9(2)(a)

COPY

Amount- \$1,357.62

TypeMoney Out (Credit Card)

Date of Transaction 9 Sep 2016 (Fri)

Date processed12 Sep 2016 (Mon)

FromAirpoints Platinum MasterCard

9(2)(a)

To

SH XINRUI HEALTHCARE C SHANGHAI CHN

Card Used

9(2)(a)

Interest rate20.95%

PlanPURCHASES

Reference991009

Sent from my iPhone

RELEASED UNDER THE
OFFICIAL INFORMATION ACT



original retained by R. Scott

COPY

MRN: 10123586

Last Name: 9(2)(a) - Privacy of another

First Name:

Membership Plan:

Membership Company Code:

Insurance Company:

Invoice No: LW-2016-0909151084582

Appointment Date: 09-09-2016

Physician: Dr. 9(2)(a)

CNH Code	Items	Date	Unit Price RMB/USD	Qty	Price RMB/USD
99243	Specialist Moderately Complexity Consultation	09/09/2016	1475.00/220.45	1.00	1475.00/220.45

9(2)(a) - Privacy of another

Subtotal:	1475.00/220.45	1.00	1475.00/220.45
09/09/2016	6.44/0.96	1.00	6.44/0.96
09/09/2016	0.94/0.14	12.00	11.30/1.69
09/09/2016	65.70/9.82	3.00	131.40/19.64
09/09/2016	0.28/0.04	6.00	1.70/0.25
09/09/2016	1.17/0.17	18.00	20.99/3.14
09/09/2016	2.02/0.30	32.00	64.53/9.64
09/09/2016	1.40/0.21	1.00	1.40/0.21
09/09/2016	0.99/0.15	1.00	0.99/0.15
09/09/2016	1.38/0.21	1.00	1.38/0.21
09/09/2016	4.10/0.61	1.00	4.10/0.61
Subtotal:	84.42/12.62	75.00	244.23/36.50
09/09/2016	2674.00/399.65	1.00	2674/399.65
09/09/2016	413.00/61.73	1.00	413/61.73
09/09/2016	1000.00/149.46	1.00	1000/149.46
Subtotal:	4087.00/610.84	3.00	4087/610.84
09/09/2016	303.00/45.29	1.00	303/45.29
09/09/2016	341.00/50.97	1.00	341/50.97
Subtotal:	644.00/96.25	2.00	644/96.25
09/09/2016	50.00/7.47	1.00	50/7.47
Subtotal:	50.00/7.47	1.00	50/7.47

Total: 6500.23 / 971.52

Parkway Health Medical Centers, Specialty and Inpatient Center
 3F, 170 Danshui Lu, Shanghai, China 200020
 淡水路170号3楼
 上海新瑞医疗中心

For billing enquiries, please contact billing@parkwayhealth.cn (8621)6385-9890
 For all other enquiries, please contact customerservice@parkwayhealth.cn

Hong Qiao Medical Center
 2258 Hongqiao Road
 虹桥路 2258 号
 Specialty and Inpatient Center
 3 Floor, 170 Danshui Road
 淡水路 170 号 3 楼

Jin Qiao Medical and Dental Center
 1-2F, 997 Biyun Rd, Pudong
 浦东碧云路997号1-2楼
 Gleneagles Medical and Surgical Center
 4F, Tomorrow Square, 389 Nanjing Xi Rd
 南京西路 389 号 明天广场裙房 4 楼

Shanghai Centre Medical and Dental Centers
 203-204 West Retail Plaza, 1376 Nanjing Xi Rd
 南京西路 1376 号 上海商城西峰 203-204
 Shanghai Jin Mao Tower Medical Center
 J-LIFE, Gate 15, Jin Mao Tower, No 88 Century Ave, Pudong
 浦东世纪大道 88 号金茂大厦 15 号门 J-LIFE 金茂时尚生活中心 1 层



ParkwayHealth™
百汇医疗

Original retained
by Bobyn Scott

2016/09/09 15:01:23

PARKWAYHEALTH MEDICAL AND DENTAL CENTERS:

XinRu Lu Wan Clinic

MRN: 10123586

Last Name: **9(2)(a)**

First Name:

Gender: **9(2)(a)**

Membership Plan:

Birthday: **9(2)(a)**

Membership Company Code:

Insurance Company:

Invoice No: LW-2016-0909151084582

Policy Number:

Identification Number:

Appointment Date: 09-09-2016

Physician: Dr. Gang FEI

Items	Fees in RMB	Fees in USD
Consultation	1475	220.45
Medicine	244.23	36.50
Procedure	4087	610.84
Lab	644	96.26
Nursing Material	50	7.47
Subtotal	6500.23	971.52
Discount	0.00	0.00
Total Charge	6500.23	971.52
Payment		
Cash Received	0.00	0.00
Amount Due	6500.23	971.52

RELEASER UNDER THE COPY INFORMATION ACT

Parkwayhealth Medical Centers, Specialty and Inpatient Center
3 Floor, 170 Danshui Lu, Shanghai, China 200020
淡水路 170 号 3 楼
上海新瑞医疗中心
Tel: (8621) 6445-5999 Fax: (8621) 6366-8000

Patient Signature: _____ Date: _____

For billing enquiries, please contact billingenquiry@parkwayhealth.cn
For all other enquiries, please contact customerservice@parkwayhealth.cn

Hong Qiao Medical Center
2258 Hongqiao Road
虹桥路 2258 号

Specialty and Inpatient Center
3 Floor, 170 Danshui Road
淡水路 170 号 3 楼

Jin Qiao Medical and Dental Center
1-2F, 997 Biyun Rd, Pudong
浦东碧云路 997 号 1-2 楼

Gleneagles Medical and Surgical Center
4F, Tomorrow Square, 389 Nanjing Xi Rd
南京西路 389 号 明天广场裙房 4 楼

Shanghai Centre Medical and Dental Centers
203-204 West Retail Plaza, 1376 Nanjing Xi Rd
南京西路 1376 号 上海南城西峰 203-204

Shanghai Jin Mao Tower Medical Center
JLIFE, Gate 15, Jin Mao Tower, No 88 Century Ave, Pudong
浦东世纪大道 88 号金茂大厦 15 号门 JLIFE 金茂时尚生活中心 15 层

Original retained by Robyn Scott

COPY



MID:500003769550
TID:00376902
BATCH NO:000272
收据号:019564
SEP 10, 2016 10:23
CARD TYPE:MASTER
授权撤消 VOID
*****2960 C
SCOTT J J Exp: 04/10
RRN:
APP: MasterCard TC1
ATD:
YSI: 0000 YUN:

[JONY AMOUNT
-12000.00

FX RATE: /CHY 0.60000
SELECT END YXN CURRENCY

AMOUNT
I have chosen not to use the MasterCard currency conversion proceeds and agree that I will have no recourse against MasterCard concerning the currency conversion or its disclosure. I agree to pay above total amount according to card issuer agreement.

NO SIGNATURE REQUIRED
--- CARDHOLDER COPY ---



签购单

持卡人存根
CARDHOLDER COPY

商户名称: SHI LI KING REAL ESTATE
商户编号: 021503194306001
终端编号: 66661573
终端类型: 01
卡号: 6011 1234 5678 9010
商户名称: SHI LI KING REAL ESTATE
商户编号: 021503194306001
终端编号: 66661573
终端类型: 01
卡号: 6011 1234 5678 9010
参考号: 625307001526
REF ID: A0000000041010
金额: 9F12826D41C84302
小计TOTAL: RMB 6500.23
TIPS: 0.208857 NOCommissionFee
TOTAL AMT: NZD 1357.62
I declare that I have been offered a choice of payment currencies and my choice is final. (同意支付上述款项)

9(2)(a) (持卡人签字)

电话: 95534
中国银联上海分公司监制

OFFICIAL INFORMATION



NEW / AMEND
Work Address

NEW

Requested By 9(2)(a) - Privacy of another

323 1762

Actioned By

Checked By

Expense

(Type data into)

Name: 9(2)(a)

Address 1: [Redacted]

Address 2: [Redacted]

Address 3: [Redacted]

Address 4: [Redacted]

Bank Account Number 9(2)(a) ✓

Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.

Details of travel or expense

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)
18.07.2016	7:45 p.m.	Wellington	Wellington	18.07.2016	8:15 p.m.		Collected Youth MP arriving at Railway Station on bus from Whanganui
20.07.2016	5:00 p.m.	Wellington	Wellington	20.07.2016	8:30 p.m.		Accompanied 53 Youth MPs to the Airport at 5:00 pm and returned home about 8:40 pm. Did not fly.

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
139000	14660	YD0023	PRIVATE STAY overnight travel allowance (Complete Days -24 hours)		63.00	0.00
139000	14660	YD0023	PRIVATE STAY overnight travel allowance (Part Days) -excludes CYF Collective		35.00	0.00
139000	14660	YD0023	Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
139000	14545	YD0023	Mileage (per km) - should be less than car hire (\$47 per day) & petrol	5	0.72	3.60
			Other			
Total						3.60

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) Refer to Financial Policies for expense guidelines	Net Amount	GST	Gross Amount
139000	14680	YD0023		Food for Risk workshop 1 December 15	14.66	2.20	16.86
139000	14660	YD0023		Hot Drink from Red Rocks café Airport	4.26	0.64	4.90
139000	14660	YD0023		Meal from Cargo outlet at Airport	11.91	1.78	13.70
139000	14640	YD0023		Taxi to Parliament at 6.30 am on 20 July 2016	11.22	1.68	12.90
139000	14640	YD0023		Taxi home from Airport at 8:30 pm 20 July	34.90	5.24	40.20
					0.00	0.00	
Total					77.01	11.55	88.56

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received		TOTAL ALLOWANCES	3.60
DATE	AMOUNT	TOTAL ACTUAL AND REASONABLE EXPENSES	88.56
		LESS ADVANCE RECEIVED	0.00
		AMOUNT PAYABLE TO CLAIMANT	\$92.16

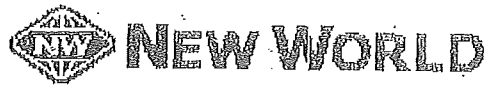
I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
Signature of 9(2)(a)	Name and Designation (in block letters): Robyn Scott, Director Youth Development
Date: 5-Sep-16	Phone no: 9(2)(a)
Signature of Approving Manager	Date: 19/16

Data input for NAC

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative	Date Received
139000	14545	YD0023	3.60	0.00	3.60	allowance & incidentals	15 SEP 2016
139000	14680	YD0023	14.66	2.20	16.86	Food for Risk workshop 1 December	
139000	14660	YD0023	16.17	2.43	18.60	Hot Drink from Red Rocks café Airport	
139000	14640	YD0023	46.18	6.92	53.10	Taxi to Parliament at 6.30 am on 20 July 2016	

11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (no FBT)
14620	9(2)(a)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBT liable)

12/09/2016



Thorndon New World
 Molesworth Street, Wellington
 Tel: 499-9041 Fax: 499-9042
 www.facebook.com/NewWorldThorndon

Tax Invoice GST Reg No 70-490-714
 180 DEG CHEESE B \$5.99
 N/H FRUIT MINGE PIE \$4.59
 PAMS XMAS FRUIT MING \$3.29
 STRAWBERRIES \$2.99

4 BALANCE DUE \$16.86
 EFTPOS \$16.86
 CHANGE \$0.00

NEW WORLD THORNDON
 41 MURPHY STREET
 WELLINGTON

-----EFTPOS-----
 TERMINAL 45411302 TRAN 131780
 TIME 01DEC 08:41 ACCT CREDIT
 VISA 8338

ASB Visa
 RID: A000000003
 PIX: 1010
 AUTHORISATION 087862
 PURCHASE NZD16.86
 TOTAL NZD16.86

ACCEPTED

 CUSTOMER COPY

CASHIER NAME: ALEX A
 C0369 #7517 8:41:55 1DEC2015
 S01472 0002

GST INCLUDED
 LOCALLY OWNED AND OPERATED
 ONLINE SHOPPING-HOME DELIVERY
 NOW AVAILABLE
 Shop online when it suits you.
 Have your groceries delivered or
 pick-up in-store from our secure lockers
 Visit newworld.co.nz/online-shopping
 CUSTOMER SERVICE CENTRE PHONE
 0800 4 NEWWORLD (0800 463 996)

NEW WORLD
 Molesworth Street
 Wellington
 Tel: 499-9041
 Fax: 499-9042
 www.facebook.com/NewWorldThorndon
 GST Reg No 70-490-714
 180 DEG CHEESE B \$5.99
 N/H FRUIT MINGE PIE \$4.59
 PAMS XMAS FRUIT MING \$3.29
 STRAWBERRIES \$2.99
 4 BALANCE DUE \$16.86
 EFTPOS \$16.86
 CHANGE \$0.00
 NEW WORLD THORNDON
 41 MURPHY STREET
 WELLINGTON
 -----EFTPOS-----
 TERMINAL 45411302 TRAN 131780
 TIME 01DEC 08:41 ACCT CREDIT
 VISA 8338
 ASB Visa
 RID: A000000003
 PIX: 1010
 AUTHORISATION 087862
 PURCHASE NZD16.86
 TOTAL NZD16.86
 ACCEPTED

 CUSTOMER COPY
 CASHIER NAME: ALEX A
 C0369 #7517 8:41:55 1DEC2015
 S01472 0002
 GST INCLUDED
 LOCALLY OWNED AND OPERATED
 ONLINE SHOPPING-HOME DELIVERY
 NOW AVAILABLE
 Shop online when it suits you.
 Have your groceries delivered or
 pick-up in-store from our secure lockers
 Visit newworld.co.nz/online-shopping
 CUSTOMER SERVICE CENTRE PHONE
 0800 4 NEWWORLD (0800 463 996)

RELEASED UNDER OFFICIAL INFORMATION ACT

Extract from my Bank account for 20 July

20 Jul	PS	Red Rocks Cafe	***** 8657 95939	4.90
20 Jul	PS	Wellington Combined	***** 8657 00710	12.90
20 Jul	PS	Cargo	***** 8657 97559	13.70
20 Jul	PS	Wellington Combined	***** 8657 01498	40.20

I travelled to the Airport with 53 Youth MPs on Wednesday, 20 July 2016 and stayed there until the last of flights left. At the Airport on Wednesday 20 July, I had:

1. a hot drink from the Red Rocks café for \$4.90
2. purchased a meal from Cargo, for \$13.70
3. gave my taxi voucher for to go home at 8pm as he had being a chaperone at the Thorndon Hotel Earlier in the day, I caught a taxi to get my stuff to Parliament for the day. Cost \$12.90.

No GST receipts are available

RELEASED UNDER THE INFORMATION ACT



9(2)(a)

9(2)(a)

20 Jul	PS	Red Rocks Cafe	***** 8657 95939	4.90
20 Jul	PS	Wellington Combined	***** 8657 00710	12.90
20 Jul	PS	Cargo	***** 8657 97559	13.70
20 Jul	PS	Wellington Combined	***** 8657 01498	40.20

9(2)(a)

CR Credit
DD Direct debit

OD Overdrawn
DE Direct entry

AT Automatic teller machine
PS Eftpos

BP Bill Payment
TE Phone banking

DC Direct credit

261754

External

NEW / AMEND



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIAŪ ŌRA

Requested By

9(2)(a)

Actioned By

Checked By

Expense Claim Form

(Type data into form, using lemon coloured sections only)

Name:	9(2)(a)	Employee no:	
Address 1:		Bank Account Number	9(2)(a)-
Address 2:		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account.	
Address 3:			
Address 4:			

Details of travel or expense 323454

Date of Departure	Time of Departure	Home Location	Destination Location	Date of Return	Time of Return	Ref	Reason for travel or expense (Please provide adequate explanations)

Complete here for reimbursement of Allowances (Refer to your Individual Employment Contract as to whether you claim 'Actual & Reasonable' expenses or allowances.)

Cost Centre	Nominal	Project	Type of Allowance	Quantity	@ Rate	Amount
	14660		PRIVATE STAY overnight travel allowance (Complete Days - 24 hours)		63.00	0.00
	14660		PRIVATE STAY overnight travel allowance (Part Days) - excludes CYF Collective		35.00	0.00
	14660		Incidentals (do not include if claiming the overnight travel allowance)		8.00	0.00
	14545		Mileage (per km) - should be less than car hire (\$47 per day) & petrol		0.72	0.00
			Other			
Total						0.00

Complete here for reimbursement of 'Actual & Reasonable' expenses (Guidance - reasonable limits \$63 per day/\$35 per half day)

Cost Centre	Nominal	Project	Reference	DETAILS OF EXPENSES (Actual & Reasonable costs) (Refer to Financial Policies for expense guidelines)	Net Amount	GST	Gross Amount
139000	14016	1	620416	Reimbursement for cost of global team package for	0.00	0.00	50.00
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
					0.00	0.00	
Total					0.00	0.00	50.00

Attach supporting documentation and valid GST invoices referenced to above items - EFTPOS and Credit Card receipts are not valid GST invoices

Advances Already Received	TOTAL ALLOWANCES	0.00
DATE	AMOUNT	
	TOTAL ACTUAL AND REASONABLE EXPENSES	0.00
	LESS ADVANCE RECEIVED	0.00
	AMOUNT PAYABLE TO CLAIMANT	\$0.00

I certify that to the best of my knowledge and belief this claim is true and correct in every particular and that I have complied with the Departmental Policies and Employment Contract Terms.	I certify that to the best of my knowledge and belief this claim is correct in all particulars and within my delegation to approve
9(2)(a)	Name and Designation (in block letters): Robyn Scott Director Ministry of Youth Development
15-Sep-16	Phone no: 9(2)(a)
Date	Signature of Approving Manager
	20/9/16 Date

Cost Centre	Nominal	Project	Net Amount	GST	Gross Amount	Narrative

11016	Secondments - Travel	14561	Car Parking	14620	Accommodation (NZ)	14910	Relationship Management
11017	Secondments - Accommodation	14545	Mileage	14660	Travel Other (NZ)	14912	Staff Recognition (FBO Centre)
14620	Accommodation (NZ)	14640	Taxi Fares	11245	Professional Subscriptions	11102	Staff Recognition (FBO liable)

Date Received
22 SEP 2016

9(2)(a)

TOP UP

Your balance

9(2)(a)

As at 12:49pm,
Sun 4 Sep 2016

STATUS

TRANSACTION DETAIL

Successful

**Purchased Zone 6 Large Roaming
Option**

12:48pm Sun 04 Sep 2016

Successful

Top up amount was \$50.00

12:46pm Sun 04 Sep 2016

Successful

Top up amount was \$50.00

07:13pm Sun 21 Aug 2016

Successful

Purchased Data 1GB

06:17pm Tue 16 Aug 2016

Successful

Purchased Data 100MB

10:35am Sun 14 Aug 2016

OFFICIAL INFORMATION



Overseas (including Trans Tasman) Expense Claim Form

(Type data into form using lemon coloured sections only)

Name:	ROBYN SCOTT	Employee no:	9(2)(a)
Reason for travel or expense (note if for entertainment include names of attendees)	Expenses to accompany 10 youth delegates to Minister for Youth International Leadership forum in China Provide adequate explanations that can withstand external scrutiny	Bank Account Number	
		Supported by a deposit slip if 1st claim or bank account details have changed since last claim. If left blank, claim will be paid into payroll bank account	

Details of travel itinerary				Details of Travel Itinerary - Please attach a copy
Departure Date	Departure time	Arrival Date	Arrival time	
				3238009

Complete here for reimbursement of 'Actual & Reasonable' or Allowances
Allowances are based on the "less expensive" amount per the International Travel Daily Rates calculator. You cannot claim allowances and actual & reasonable expense for the same day. Refer to Financial Policies and Procedures for guidance.

Cost Centre	Nominal	Project	Ref	DETAILS OF EXPENSES	Foreign Value (FX)	Foreign Currency	FX Rate 1NZ =xx	Gross Amount NZD
139000	11228	Int'l Dip	1	Expenses covered meals, incidentals			1194.20	1200.80
			2	for 13 people. See attached				0.00
			3	email & receipts				0.00
			4					0.00
			5					0.00
			6					0.00
			7					0.00
			8				1194.20	0.00
Total								1200.80

Advances received (NZD)		Amount Returned	
DATE	AMOUNT	DATE	AMOUNT (FX)
26/08/2016	1,250.00	15/09/2016	55.80
1-101100,18175-1	55.80	Reconciliation Ref:	150916000027
1-139000-11228-1	1,194.20		

is than car hire +
Gross Amount
00
00
00
00
00
0.00

Most of the attached receipts are issued in Mandarin making reconciliation difficult.
Amount of \$1194.20 is approved to clear the travel advance and not disadvantage the staff member.

Approved:
Date: 22/9/16

	Name and Designation (In block letter BRYAN WILSON, Associate DCE Community Investment)
	Phone no: 9(2)(a)
Signature of Claimant	Signature of Approving Manager
Date: 20-Sep-16	Date: 20/9/16

Data input for NAC						
Cost Centre	Nominal	Project	Details	Net Amount	GST	Gross Amount
				0.00	0.00	0.00

Date Received
22 SEP 2016

National Accounting Centre

Common Nominals						
Code	Description	Code	Description	Code	Description	Code
11210	External Course/Conf Fees(Overseas)	14615	Airfares Overseas	14655	Travel - Other (Australia)	
11221	Travel -Course/Conf (Australia)	14618	Airfares (Australia)			
11222	Accom/Food - Course/Conf (Overseas)	14621	Accommodation/Food - Overseas			
11225	Travel -Course/Conf (Overseas)	14625	Accommodation (Australia)	14640	Taxi Fares	
11228	Accom/Food - Course/Conf (Overseas)	14650	Travel - Other (Overseas)	14660	Travel - Other (NZ)	



Here's your receipt. Please keep it for your records.
After proof and verification by Westpac, this will appear
on your next statement

DATE 15/09/2016
Receipt No. PE0123262630
North End
A01-0539

TIME 13:08:26
TELLER ID A01

DEPOSIT INTO
Serial No
Cash Deposited
TOTAL

9(2)(a)
R Scott CNY

\$55.80

NZ\$55.80

Accepted

Note: Rounding is applied to cash transactions.

Westpac New Zealand Limited

FXB - Lambton Quay

TRANSACTION DATE TIME
1472-99-143544 15-Sep-2016 13:04

Sales Consultant (117)

Chinese Yuan Renminbi 305.00
We BUY Currency @ 5.4620
New Zealand Dollar 55.84
Fee 0.00
Fee Adjustment 0.00
Net Fee 0.00
Fee(s) - Other 0.00
Sub-Total 55.84

Travelex Financial Services NZ
Limited has provided this product
and/or service. If you have a query or
complaint please contact your Travelex
store, call 0800 666 391 or email
RetailCS@travelex.co.nz

Total Fee 0.00
Total Fee(s) - Other 0.00
Sub-Total 55.84
Rounding Adjustment -0.04
Total Pay 55.80

Settled by
Cash Pay 55.80

Why not save time and order

No Commission
Great Rates

travelex.co.nz

Westpac
NZ Government Branch 318 Lambton Quay, Wellington
GOVERNMENT

IF MORE THAN THREE CHEQUES RECORD DETAILS ON REVERSE

DRAWER (i.e. CHEQUE ISSUED BY)

R Scott Emp No
Advance refund

9(2)(a)

BANK

BRANCH

CHEQUES \$
AS PER BACK

DEPOSIT

DATE 15/9/16
NOTES \$
COINS \$

deposit

PAID IN BY: PLEASE PRINT NAME
Travelex New Zealand Limited

Ministry of Social Development
Departmental National Account

TOTAL \$

SUB-TOTAL \$
LESS CHARGES \$

OFFICIAL INFORMATION ACT



MINISTRY OF
YOUTH DEVELOPMENT
TE MANATŪ WHAKAHIAKO TAIOHI
Administered by the Ministry of Social Development

The claim form
on computer
wouldn't work
so have written
this out for you

2/9
9(2)(a)

Attached is Robyn's expense claim reconciliation.

Summary:

Advanced -	\$NZ 21250.60
Expenses -	\$NZ 1200.80
Returned -	\$NZ 255.80

\$55.80 banked. Receipts & (deposit slip banked; attached copy)
 Freephone 0508 FOR MYD (367 893) Phone +64-4-916 3300 Fax +64-4-918 0091 Email info@myd.govt.nz
 Bowen State Building, Bowen Street, Wellington 6011, PO Box 1566, Wellington 6140

9(2)(a)

Debbie

From: 9(2)(a)
Sent: Wednesday, 14 September 2016 12:30 p.m.
To: Robyn Scott; 9(2)(a)
Subject: RE: OVERSEAS EXPENSES

Hi Robyn

I think the best way is do your best with the receipts that are quite clear and then have a balancing line for incidentals, meals etc and attached all the rest of the receipts (ie mandarin receipts) you have and use the comment you made below as a covering note

9(2)(a) are you ok with that approach

9(2)(a)

From: Robyn Scott
Sent: Wednesday, 14 September 2016 11:58 a.m.
To: 9(2)(a)
Subject: RE: OVERSEAS EXPENSES

Thanks 9(2)(a)

Ok so the travel claim is fine - I have the NZ \$ amount from my credit card and we will get that claim organised today.

However, the travel allowance part is still tricky! Yes I return the unused RMB - however although I have a bunch of receipts (all in mandarin) I won't necessarily have receipts for the exact amount - in china it's just not always possible to get receipts with every purchase! As you can imagine with 13 of us - 10 of whom are young people there were times when we needed to buy things (e.g. food/meal at the airport) where we were not able to get a receipt (not standard practice in China) and we didn't have our translator with us - so I have receipts for the spending wherever I was able to obtain a receipt! Unless you have a mandarin speaker though they are relatively meaningless!

Regards
 Robyn

9(2)(a)

From: 9(2)(a)
 Sent: Friday, 9 September 2016 6:51 p.m.
 To: 9(2)(a)
 Subject: Re: From 9(2)(a)
 Attachments: 9(2)(a)

Hi 9(2)(a)

I just realised I didnt have Robyn's email.
 Attached is the payment proof of the 13 pre-booked tickets to Forbidden City, I bought it through a ticket agent on Taobao unfortunately it is non-refundable. There is a 5 rmb service fee per ticket, total price come to 845, Robyn paid me cash.

Alternatively we went to Lama temple, the ticket is 25 rmb, and total price come to 325. Robyn has also paid me cash.

Thats all, if you need further information, please let me know.
 It was a pleasure to host the group, hope the Shanghai trip is going well.

9(2)(a)

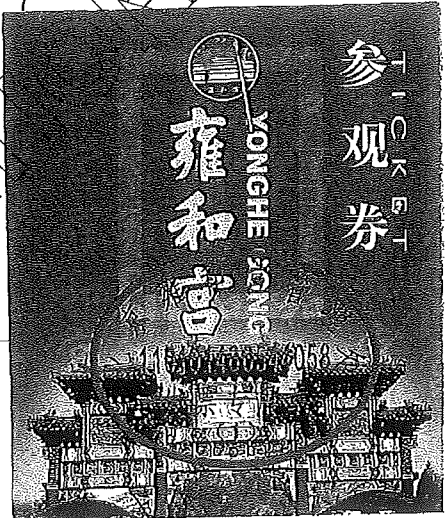
From: 9(2)(a)
 To: 9(2)(a)
 Sent: Tuesday, 6 September 2016 5:12 AM
 Subject: RE: From 9(2)(a)

Hi again, as soon as I hit send, I had an update haha.
 The meeting with 9(2)(a) at 6pm has now been cancelled. Instead, the dinner. So at 6pm the group will go to dinner, expected to finish at 8.30pm.
 Robyn's been sent an email with this update and has probably updated the group remind the group on the bus to the hotel that this is happening.

Thanks!

9(2)(a)

9(2)(a)
 Adv
 Ministry of Youth Development
 DDI 9(2)(a) | Internal ext. 9(2)(a)
 E 9(2)(a) Crawford004@msd.govt.nz | W www.myd.govt.nz



北京雍和宫管理处
 成人门票 贰拾伍元
 ¥25.00

发票代码 111001683031
 发票号码 88691682

此发票经北京市国家税务局监制 票种 2016-09-260 万张

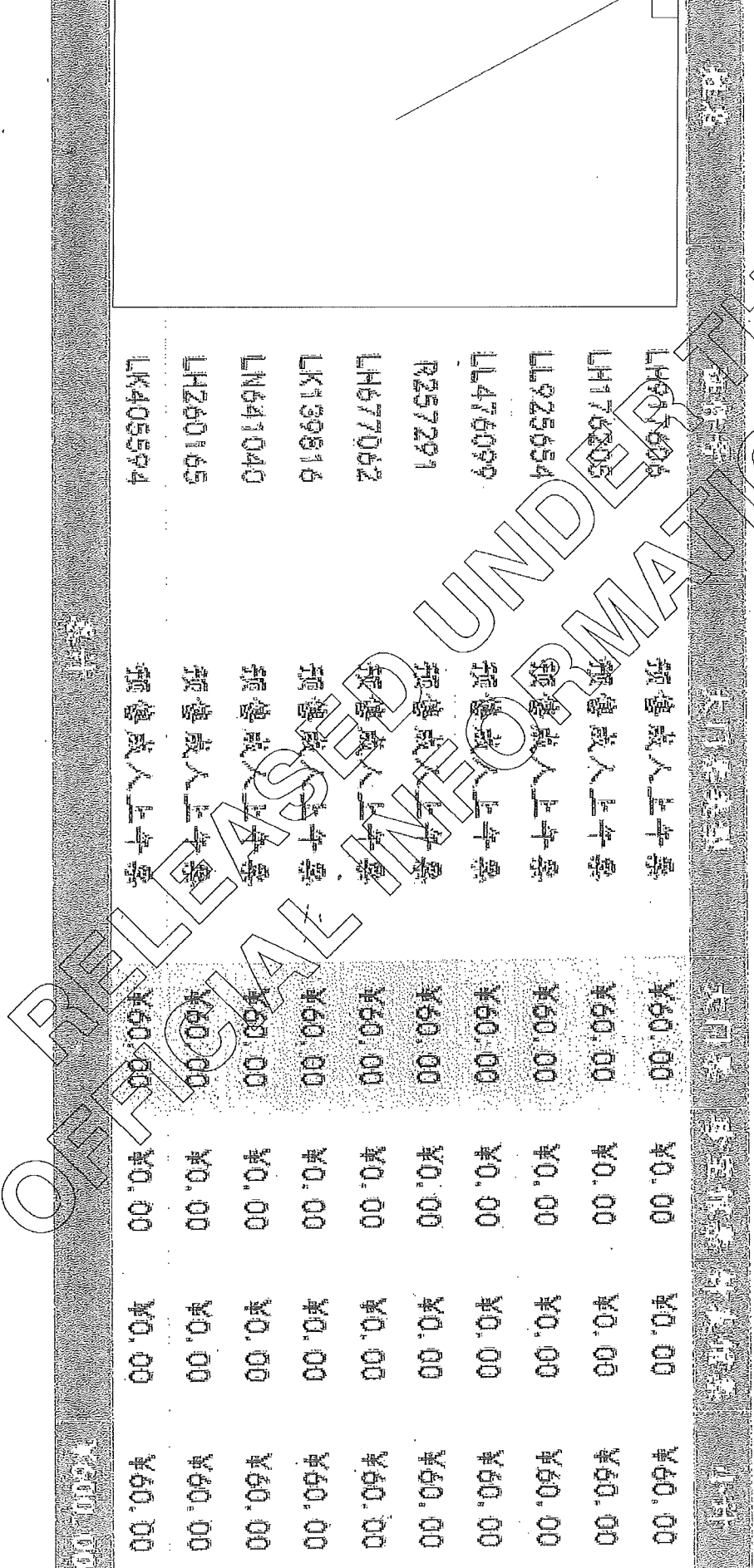
↑
 Example of ticket

观众信息:

证件号说明: 黑色文字为必填二代身份证; 红色文字为选填台身份证/护照/驾照
 订票状态说明: 未入院 已入院/已退票 未支付/已申请退款 已作废/已退款

Tickets for bidders
 City - China
 USF - 845 RMB

序号	姓名	证件类型	证件类型	证件类型	证件类型	小计
1	LH957628	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
2	LH176805	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
3	LL925654	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
4	LL476099	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
5	R257291	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
6	LH677062	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
7	LK139816	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
8	LN641040	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
9	LH260165	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
10	LK405594	预售成人上午票	¥60.00	¥0.00	¥0.00	¥60.00
						¥600.00



观众信息：

证件号说明：黑色文字为大陆二代身份证，红色文字为港澳台身份证或护照

订票状态说明： 已入院/已过期 未入院 未支付/已申请退款 已作废/已退款

序号	姓名	证件号	证件类型	座位号	票价	退票费	手续费	小计
1		LK076685	大陆二代身份证	预售成人上中票	¥60.00	¥0.00	¥0.00	¥60.00
2		LL981736	大陆二代身份证	预售成人上中票	¥60.00	¥0.00	¥0.00	¥60.00
3		650103198405182829	大陆二代身份证	预售成人上中票	¥60.00	¥0.00	¥0.00	¥60.00
								¥180.00

OFFICIAL RELEASE UNDER THE INFORMATION ACT

新元素新天地店

新黄浦区太仓路181弄18号楼02单元

Tel:63260950

客单

台号:51a 单号:892319/0
开单人:ANNA 印单人:Sunny
时间:2016-09-09 11:48:43 人数:16

6	烤三文鱼色拉	720
	Grilled Salmon Salad	
3	地中海风味鸡肉色拉	237
	Mediterranean Chicken Salad	
2	主麦鲜蔬豆腐卷	98
	Fresh Vegetable Tofu Wrap	
3	爸煎牛排三明治	327
	Dad's Steak Sandwich	
1	希腊羊肉卷	198
	Lamb Lab Wrap	
1	小	39
	Stomach-S	
1	玉玉-小	39
	o Macness-S	
2	小坡-小	78
	Blueberry Hill-S	
2	蓝莓小坡-大	59
	Blueberry Hill-L	
2	小梅美-小	78
	Very Berry-S	
2	桑莓热舞-小	39
	Raspberry Rage	
2	乐活战士-小	39
	Vitamin Burst-S	
2	牛油果鲜活果昔-小	39
	Avocado Coconut Smoothie-S	
2	可口可乐	29
	Coke	
2	零度可乐	29
	Coke Zero	

合计 2,048

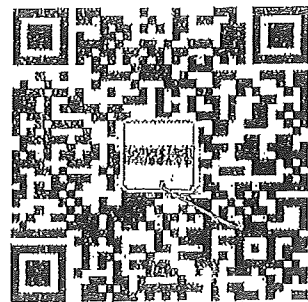
付款金额: 2,048

印单次数:1

印单时间:2016-09-09 13:41:53

live fresh

活出新鲜



delivery service 外卖服务

order.elementfresh.com

Tel:63260950

Binggo Coffee

结账单

单号: 00021279

桌号:

binggo 02

开台时间: 2016-09-07 14:45:25

006|binggo-cafe

客人数: 1

菜品名	数量	单价	金额
咖啡	1	34	34

拿铁(中)

合计:

折扣率: 100%

折扣优惠:

0 元

实收金额:

34 元

现金

付款

100

现金

找零

-66

TEL 16-62663447

ADD: 北京市海淀区西大街39号

WIFI: binggo777

谢谢惠顾



北京香格里拉饭店
Shangri-La hotel

BEIJING

Ms Robyn Jennifer Scott
New Zealand

INFORMATION INVOICE

Folio No. :
Room No. : 2303
Person(s) : 1
Arrival : 06/09/16 15:40
Departure : 08/09/16 12:00
Cashier No. : FOBILL
Page No. : 1 of 1

Shangri-La Hotel Beijing 08/09/16 08:08

DATE	TEXT	REF#	TIME	DEBITS	CREDITS
07/09/16	Room Service Charge (MB)			24.99	
07/09/16	Lobby Lounge - Dinner			93.28	
Total				118.27	0.00
Balance				118.27	RMB

As a Golden Circle Member, you could have earned an estimated 16 GC Award Points for this stay. Join Golden Circle now. ***
现在成为贵宾金环会会员，即可凭此次入住获得约 16 分贵宾金环会奖励积分。欢迎即刻加入贵宾金环会。

Thank you for staying with us and we look forward to welcoming you back. We would appreciate if you could share your experience at www.tripadvisor.com

RELEASED UNDER THE OFFICIAL INFORMATION ACT

Hong Kong \$



Water

¥ 14

DFS Group Limited
Hong Kong Int'l Airport
140-Shop No.6E103 Tel:(852) 31660344

**** SALE ****

67
CX 390
06-Sep-2016
PEK
SCOTT
ROBYN
You were served by: 18857 Keroppi

QTY	SKU	Unit	Total
12	9485428 RONAQUA500ML	8.00	96.00
1	17212788 PLASTICBAG \$	0.50	0.50
13	total HK\$		96.50

EC Master HKD 96.50
 Card No = 549464****2960
 Approval Code = R81952

DATE: 2016-09-06 TIME: 08:18
 MID: 000001070004544 TID: 61059283
 BATCH: 000366 INVOICE: 038481

CHINA 中国 - DFS环球免税店集团售后服务处
 国内退换货·携票提货均可
 (电话受付時間 月曜から土曜9:00 - 17:00) 日・祝日・年末年始除く
 電話番号: 0120-194407
 〒141-0032 東京都品川区大崎1-6-4 新大崎免税ビル6階
 JAPAN 日本: DFS 東京マクサ-サービスタワー
 请妥善保管本发票以便售后服务之用。
 2017年1月1日マクサ-サービスタワーのたのみに大引に保管ください。
 Please retain this receipt for after sales services.



DFS.COM

Tel: 82-2-732-0799

서울 영구 푸교로 15 빌딩타워 1402호

MORSA타워·DFS 코리아

中国国内售后服务免费咨询: 400 810 6939

CHINA 中国 - DFS环球免税店集团售后服务处
北京市朝阳区建国路79号华贸中心2号写字楼809室(邮编: 100025)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

Number 9 Cafe

序号: B019
 订单号: 265210858853891
 收银员: 001
 下单时间: 2016-09-09 12:01:00
 打印时间: 2016-09-09 12:01:03

地址: 延安西路129号9楼
 电话: 13381829930

商品*数量	金额
兰维乐天然矿泉水 *1	15.00
商品总额:	¥ 15.00
优惠合计:	¥ 0.00
应收:	¥ 15.00
实付现金	¥ 50.00
找零金额	¥ 35.00

Number 9 Cafe

序号: B015
 订单号: 265210805937431
 收银员: 001
 下单时间: 2016-09-09 11:56:06
 打印时间: 2016-09-09 11:56:38

地址: 延安西路129号9楼
 电话: 13381829930

商品*数量	金额
兰维乐天然矿泉水 *1	15.00
可乐 *1	10.00
商品总额:	¥ 25.00
优惠合计:	¥ 0.00
应收:	¥ 25.00
实付现金	¥ 30.00
找零金额	¥ 5.00

OFFICIAL INFORMATION UNDER THE ACT

No.3607682
201404



雍和宫

雍和宫

门票报销凭证在袋内

参观券 TICKET

全价票: ¥25.00

No.3607682

使用须知: (检票前请勿取出光盘!)

检票时将条码一面对准侧面检票口, 听到“嘀”声后闸机自动开门进入;

请勿在无8cm磁槽及吸入式(光驱、影碟机、汽车CD、DVD机等)设备上使用

ACT

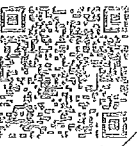
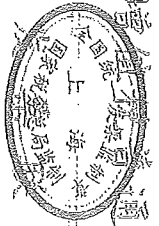
上海增值税普通发票

No 00097495

3100154320
00097485

开票日期: 2016年09月09日

开票日期: 2016年09月09日



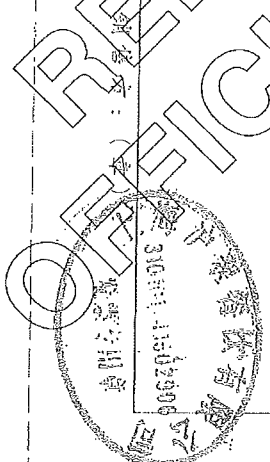
校验码 63378 9353195966 36641

购买方名称: 个人
纳税人识别号: /1758<39439/98/10-6+9/50893
地址、电话: 2385052<73-4-83>2<9/079183/
开户行及账号: 4168/<858<39439/98/10-6*0<1

货物或应税劳务、服务名称	规格型号	单位	数量	单价	金额	税率	税额
增值税					1009.43	6%	60.57
合计					¥1009.43		¥60.57
价税合计(大写)					壹仟零柒拾圆整		

销售方名称: 上海沪翠餐饮有限公司
纳税人识别号: 310101741602906
地址、电话: 上海市马当路357弄8号405室 02163282395
开户行及账号: 工商银行中兴支行 1001208709016224923

复核: 开票人: 收银员



发票联 (2015) 529 票上联字税增沪沪翠餐饮有限公司

第二联: 发票联 购买方记账凭证