

17 May 2012

Our Ref No: Lex11312

Email: [fyi-request-169-f4218591@requests.fyi.org.nz](mailto:fyi-request-169-f4218591@requests.fyi.org.nz)

Attn: Alex Harris

Dear Mr Harris

**REQUEST FOR INFORMATION**

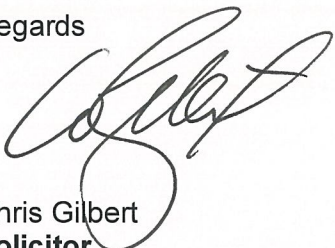
In response to your request for all information for business expenses incurred by our Chief Executive for the period 1 September 2011 to 31 December 2011 we advise:

The total cost to Council for the period requested is \$6,964.03 made up as follows:

Charges to credit card	\$6281.93
Travel	Nil
Chief Executive's claim for reimbursement	\$682.10
Total	<u>\$6964.03</u>

Copies of related statements are attached.

Regards



Chris Gilbert  
**Solicitor**  
**Manager Legal Services Unit**

Encl

CG:MM  
12/314735

**Chief Executive's Expenses 1 September - 31 December 2011**

Credit Card Charges		Narrative Details	Amount	Reimbursed
Posting Date	Tran Date			
05-Sep-11	02-Sep-11	Taxi - Wellington	41.90	
05-Sep-11	05-Sep-11	Taxi - (reimbursed by Civic Assurance Inv 786290)	41.40	41.40
07-Sep-11	05-Sep-11	Business dinner	312.00	
07-Sep-11	07-Sep-11	Catering Meeting	9.00	
14-Sep-11	12-Sep-11	Catering for Meeting	111.00	
15-Sep-11	14-Sep-11	Lunch meeting	37.60	
15-Sep-11	15-Sep-11	Breakfast meeting	49.00	
16-Sep-11	13-Sep-11	Vehicle Hire	213.46	
16-Sep-11	13-Sep-11	Vehicle hire	439.87	
20-Sep-11	17-Sep-11	Meal ICMA conference (\$21.20 reimbursed Rec No FQ6894)	42.43	21.20
20-Sep-11	17-Sep-11	Accommodation ICMA Conference	265.85	
20-Sep-11	18-Sep-11	Petrol	23.48	
21-Sep-11	19-Sep-11	Book purchase	51.23	
21-Sep-11	21-Sep-11	Purchasing Card Tran Fee	4.90	
22-Sep-11	19-Sep-11	Meal ICMA Conference	197.16	
23-Sep-11	20-Sep-11	Meal ICMA Conference (\$80.50 reimbursed Rec No FQ6894)	160.99	80.50
26-Sep-11	21-Sep-11	Meal ICMA Conference (\$29.92 reimbursed Rec No FQ6894)	59.84	29.92
26-Sep-11	22-Sep-11	Meal ICMA Conference ( \$31.72 reimbursed Rec No FQ6894)	63.44	31.72
26-Sep-11	24-Sep-11	Meal ICMA Conference (\$38.33 reimbursed Rec No FQ6894)	76.66	38.33
27-Sep-11	24-Sep-11	Architecture Tour ICMA Conference - (\$41.78 reimbursed Rec No FQ6894)	83.56	41.78
27-Sep-11	24-Sep-11	Meal ICMA Conference (\$162.13 reimbursed Rec No FQ6894)	324.26	162.13
27-Sep-11	25-Sep-11	Petrol	42.95	
28-Sep-11	25-Sep-11	Balance of car hire fees	14.08	
28-Sep-11	25-Sep-11	Parking fees	93.57	
28-Sep-11	25-Sep-11	Accommodation ICMA conference	749.68	
28-Sep-11	26-Sep-11	Accommodation ICMA Conference (\$38.23 reimbursed Rec No FQ6894)	1,942.32	38.23
03-Oct-11	03-Oct-11	Taxi - (reimbursed by Civic Assurance- Inv 786290)	45.30	45.30
04-Oct-11	04-Oct-11	Breakfast meeting	51.50	
05-Oct-11	05-Oct-11	Taxi - (reimbursed by Civic Assurance Inv 786290)	33.20	33.20
05-Oct-11	05-Oct-11	Taxi - (reimbursed by Civic Assurance Inv 786290)	43.80	43.80
07-Oct-11	07-Oct-11	Breakfast meeting	47.30	

10-Oct-11	09-Oct-11	Parking fees	40.00	
14-Oct-11	14-Oct-11	Catering for meeting	9.00	
14-Oct-11	14-Oct-11	Catering for meeting	18.00	
19-Oct-11	19-Oct-11	Catering	24.50	
25-Oct-11	25-Oct-11	Purchasing Card Tran Fee	7.35	
31-Oct-11	27-Oct-11	Local Government Dinner	112.75	
01-Nov-11	01-Nov-11	Business breakfast	75.30	
02-Nov-11	01-Nov-11	Business lunch	73.10	
04-Nov-11	04-Nov-11	Taxi - (reimbursed by Civic Assurance Inv 786290)	40.80	40.80
07-Nov-11	04-Nov-11	Taxi - (reimbursed by Civic Assurance Inv 786290)	32.00	32.00
07-Nov-11	05-Nov-11	Meal - SOLGM Conference (\$75.75 reimbursed Rec FQ6894)	151.50	75.75
08-Nov-11	06-Nov-11	Meal -SOLGM Conference (\$9.60 reimbursed Rec FQ6894)	19.20	9.60
09-Nov-11	07-Nov-11	Meal - SOLGM Conference (\$15.40 reimbursed Rec FQ6894)	30.80	15.40
10-Nov-11	08-Nov-11	Meal - SOLGM Conference	15.00	
10-Nov-11	08-Nov-11	Meal - SOLGM Conference (\$14.80 reimbursed Rec FQ6894)	29.60	14.80
10-Nov-11	08-Nov-11	Accommodation - SOLGM Conference	189.50	
15-Nov-11	15-Nov-11	Breakfast meeting	43.50	
21-Nov-11	20-Nov-11	Canterbury Mayor Forum Dinner	191.70	
22-Nov-11	22-Nov-11	Breakfast Meeting	35.50	
23-Nov-11	23-Nov-11	Purchasing Card Tran Fee	4.90	
01-Dec-11	01-Dec-11	Breakfast meeting	35.70	
06-Dec-11	06-Dec-11	Breakfast meeting	43.50	
13-Dec-11	11-Dec-11	ICMA Membership	180.46	
16-Dec-11	16-Dec-11	Taxi - (Reimbursed by Civic Assurance - Inv 902033)	41.80	41.80
21-Dec-11	21-Dec-11	Purchasing Card Tran Fee	1.40	
		Debit Total NZD	7,119.59	
		Credit Total NZD	837.66	
		Total NZD	6,281.93	

Chief Executive Travel 1 Sep - 31 Dec 2011

Departure Date	Vendor Type	Market	Return or Oneway	Supplier	Value excl GST	
04/11/2011	TKT	Domestic	Return	Air NZ	433.92	Reimbursed by Civic Assurance Inv 786290

**A J MARRYATT EXPENSE CLAIM**

Expense	Amount		
Telephone Rental			
September 2011	86. 17		
October 2011	86. 17		
November 2011	86. 17		
December 2011	86. 17		344. 68
ICMA Conference – September			
Parking			
17/09/2011	20. 00		
18/09/2011	20. 00		
22/09/2011	20. 00		
23/09/2011	20. 00		
		US \$80. 00	
Tip		US \$5. 00	
Taxi		US \$12. 00	
Meals			
15/09/2011	20. 77		
16/09/2011	10. 57		
17/09/2011	15 .44		
18/09/2011	15. 64		
19/09/2011	15. 88		
20/09/2011	15. 88		
21/09/2011	15. 44		
22/09/2011	15. 52		
23/09/2011	11. 44		
24/09/2011	16. 28		
25/09/2011	14. 68	US \$167.54	
Total USD		US \$264.54	
converted at rate purchased		0.7840	337. 42
	<b>TOTAL</b>		<b>\$682.10</b>