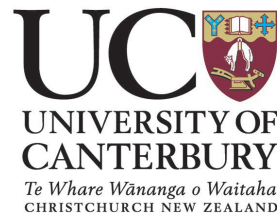


Office of the Registrar
Information and Records Management
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Email: records@canterbury.ac.nz
Web: www.canterbury.ac.nz/irm



15 November 2022

Beryl Beauchamp

By email: fyi-request-20922-2567f57c@requests.fyi.org.nz

Dear Beryl

Official Information Act request OIA 22.62 Brett Berquist travel

I refer to the Official Information Act request dated 20 October 2022 for information relating to Assistant Vice-Chancellor Engagement Brett Berquist's travel. You have specifically requested:

- *How many international trips has Brett Berquist taken on behalf of the University between October 2021 and October 2022?*
- *The itinerary for each trip.*
- *The total cost of each trip.*
- *The proposal documents or authorising documents allowing each trip and any reports produced in relation to each trip.*
- *A list of any trips planned in the next year and any proposal or authorising documents related to planned trips.*

The OIA requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to Friday 2 December 2022.

This extension is necessary because consultations necessary to make a decision on your request are such that a proper response cannot reasonably be made within the original time limit. Illness within teams relevant to collating this information has meant that collation of the information is taking longer than anticipated.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely

A handwritten signature in blue ink that reads 'Claire O'Connell'.

Claire O'Connell
Information Compliance Officer