

Sarah M
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23 June 2023

Dear Sarah M

OIA 22-23-63: Expense Claims in the Investment Lead Team Further Details

Thank you for your email of 25 May to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

Please provide the following information:

- 1. How many of the 155 claims noted were made from supermarkets, or other establishments that sell off-licence alcohol?*
- 2. What was the total dollar value of these claims?*
- 3. How many of these claims had detailed receipts attached showing an itemised breakdown of purchases?*
- 4. How many of these claims were approved by either Dylan Lawrence or his proxy?*

Answers to your questions are as follows.

1. Of the claims, 20 are from vendors that match the description of your request, such as supermarkets.
2. The combined dollar value of the 20 claims is \$774.90 NZD.
3. NZTE's expense claim rules state that all NZTE people must keep receipts for all work-related expenditure, except if the purchase has been made using a staff member's NZTE credit card and the purchase is \$50 or less. Under this company policy, NZTE people are not obligated to keep receipts for such claims. As such, there are no receipts for these 20 claims.
4. Of the 20 claims, 15 were approved by the GM of Investment or his proxy.

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at:

www.ombudsman.parliament.govt.nz or freephone: 0800 802 602.

Yours sincerely



Melissa Trochon
Director – Board & Ministerial