

THE DEPARTMENT OF INTERNAL AFFAIRS



Te Tari Taiwhenua

2008 Credit Card Statements and Reconciliations

**Staff of the Office of
Hon Steve Chadwick**



1997

**American Express NZ
PO Box 3616
Auckland 1015**

Membership Number
XXXX-XXXXXX9-01000

Date
27 February 2008

New Balance \$

New Credits

1

6

1

+

280.00

New Balance \$

◆ 準備

February 13 TERRALINK INTERNATIONAL LIMITED WELLINGTON

31:11

280.00

280.00

30

American Express International (NZ) Inc. Incorporated in Delaware
 ® Registered Trademark of American Express Company.

3774-188759-01000

Please return this portion if you are paying by cheque

Total Due 280.00

* Please write your Member ship number on all cheques and remember not to fold or staple the Payment Advice slip

0000

၁၈၀၀

Please, Day

Send payment to:
AMERICAN EXPRESS NZ
PO BOX 3616
AUCKLAND 1015

DEPT OF INTERNAL AFFAIRS
MINISTERIAL SERVICES
PARLIAMENT BUILDINGS
WELLINGTON 6015

R537/S755

H010001741887590700000000000000H

Ministerial Services

Corporate Credit Card Reconciliation form

RECEIVED
22 FEB 2008
MINISTERIAL SERVICES

NOTE: ORIGINAL SALES VOUCHERS MUST BE ATTACHED		
Date	Details of Official Expenditure	Amount
13/2/08	Electoral boundary map x 4	280.00
TOTAL:		\$280.00

Cardholder's Name: _____

Codes: _____

I certify that to the best of my knowledge and belief the foregoing official expenditure is true and correct.

(Signature of Cardholder) Date 19/2/08

Senior Private Secretary Date 20/2/08

terra

raising geographic IQ

TAX INVOICE

GST No. 79 171 565

TERRALINK INTERNATIONAL LIMITED

po box 2872, wellington 6140, new zealand

tel +64 4 915 6000 fax +64 4 915 6030

www.terralink.co.nz accounts@terralink.co.nz

4-5L Executive Wing
Parliament Buildings
Wellington

INVOICE No.

INV00012788

DATE

13/02/2008

CUSTOMER No.

CCARDF

CUST. ORDER No.

Attention: Accounts Payable

JOB No.

106182

Electoral Boundary Map

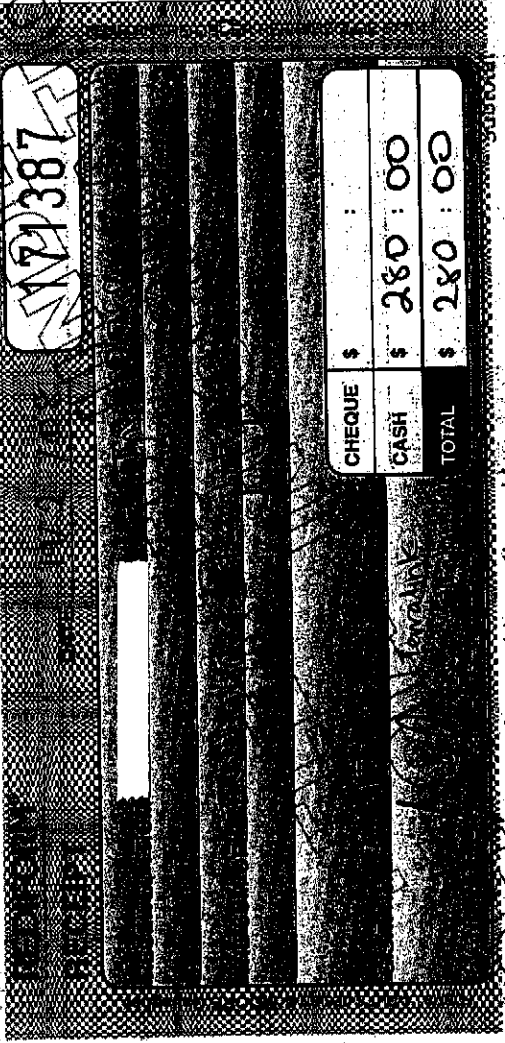
Postage

Qty:

Qty:

240.00

31.11



CHEQUE	\$:
CASH	\$	280 : 00
TOTAL	\$	280 : 00

248.89

31.11

\$280.00

Thank you for your business. Please address all enquiries to our Customer Service Centre on 0508 483772
Note: This payment is due 20/03/2008

TOTAL AMOUNT DUE

GST

terra

All debt collection and recovery costs are borne by the customer. Interest may be charged on all costs not paid by the due date. Please refer to our standard terms and conditions of trade.

REMITTANCE ADVICE

Payment can be made by direct credit to our bank account

ACCT NAME Terralink International Limited

ACCT NO 01 0533 0116399 00

(Please note your customer and invoice number as reference.)

For Office Use Only

CUSTOMER NAME

CUSTOMER No. CCARDF

INVOICE No. INV00012788

\$280.00

po box 2872, wellington 6140, new zealand tel +64 4 915 6000

fax +64 4 915 6030

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business

Company No: 141085-2-0000005

Statement Period: 02 Apr 08 to 01 May 08

Statement Number: 2

Credit Limit: \$15,000.00

Available Credit: \$13,389.01

BUSINESS FIRST VISA



Bank of New Zealand Credit Cards

P O Box 2842

Wellington

Website www.bnz.co.nz

Freephone 0800 800 667

Your Transaction Record

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
16 Apr	+AZURE WIRELESS P/L GLEN HUNTLY AU 13.20 Australian Dollars at 0.8219 Includes foreign currency service fee of NZ\$0.35	On 25 March 2008, Cabinet:	CAB M.A. (08) 10/17				16.06 DR ✓ 1
17 Apr	+7 ELEVEN 1173 EAST MELBOUR AU 9.55 Australian Dollars at 0.8219 Includes foreign currency service fee of NZ\$0.26	authorised, subject to leave from Parliament being secured, your absence from New Zealand from 16 to 18 April 2008 to travel to Melbourne, Australia, to:					11.62 DR ✓ 2
17 Apr	+SILVERTOP VIC 131008 EAST SYDNEY AU 9.21 Australian Dollars at 0.8216 Includes foreign currency service fee of NZ\$0.25	1.1 attend meetings of the Natural Resource Management Ministerial Council and the Environment Protection and Heritage Ministerial Council;					11.21 DR ✓ 3
17 Apr	+SILVERTOP VIC 131008 EAST SYDNEY AU 15.54 Australian Dollars at 0.8218 Includes foreign currency service fee of NZ\$0.42	1.2 meet with Hon Peter Garrett MP, Federal Minister for the Environment, Heritage and the Arts, to discuss strategy for the June 2008 meeting of the International Whaling Commission;					18.91 DR ✓ 4
18 Apr	+CERVO CAFE AND BAR SOUTHBANK AU 232.40 Australian Dollars at 0.8275 Includes foreign currency service fee of NZ\$6.18	2 agreed that you be accompanied by your husband and by your Ministerial adviser;					280.86 DR ✓ 5
18 Apr	+HILTON ON THE PARK EAST MELBOUR AU 1,041.50 Australian Dollars at 0.8226 Includes foreign currency service fee of NZ\$27.86	3 approved the expenditure of \$7,110 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministers Internal and External Travel);					1,266.08 DR ✓ 6
01 May	+ACCOUNT FEE						6.25 DR
TOTAL							1,610.99 DR

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

780 201 25112 1604.74

30750.00 \$325.00 00 1

M (08) 10/17

APPROVED FOR
PAYMENT
GM
EGS

Received Expenditure (receipts attached)

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>	<u>exchange rate</u>	<u>Total NZD</u>
18-Apr-08	Taxi fare	Australian	6.00	0.8426	\$7.12
17-Apr-08	Taxi fare	Australian	15.60	0.8426	\$18.51
18-Apr-08	Food - lunch	Australian	10.90	0.8426	\$12.94
Total received expenditure					\$38.57

Unreceipted Expenditure

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>	<u>exchange rate</u>	<u>Total NZD</u>
	Miscellaneous Tips (Hotels etc)	Australian	27.50	0.8426	\$32.64
Total unreceipted expenditure					\$32.64

Credit Card Expenditure (receipts attached)

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>
16-Apr-08	Dinner 7 Eleven	Australian	9.55
17-Apr-08	Taxi fare	Australian	15.54
17-Apr-08	taxi fare	Australian	9.21
17-Apr-08	Dinner for Minister's travel party	Australian	232.40
18-Apr-08	Hilton Hotel - Accommodation Expense	Australian	1,041.50
Total credit card expenditure			1,308.20

On 25 March 2008, Cabinet: **CAB M.7 (08) 10/17**

- 1 authorised, subject to leave from Parliament being secured, your absence from New Zealand from 16 to 18 April 2008 to travel to Melbourne, Australia, to:
 - 1.1 attend meetings of the Natural Resource Management Ministerial Council and the Environment Protection and Heritage Ministerial Council;
 - 1.2 meet with Hon Peter Garrett MP, Federal Minister for the Environment, Heritage and the Arts, to discuss strategy for the June 2008 meeting of the International Whaling Commission;
- 2 agreed that you be accompanied by your husband and by your Ministerial adviser;
- 3 approved the expenditure of \$7,110 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministers Internal and External Travel);

AGM
Ministerial
Services



Search
Show search options
Create a filter

Compose Mail

Rent Melbourne Apartments - www.dinglepartners.com.au - Huge City Selection! Short or Long Term, Furnished or Unfurnished! Rent Link
Back to inbox More Actions

Inbox (142)

Azure Wireless Tax Invoice (invoice inv141f4806fd6352bf1) and account details Inbox x

support@azure.com.au to me

show details Apr 17 (5 days ago) | Reply |
You can log into your new Azure prepaid account with the following details:

New window
Print all

Would you like to...
Add to calendar
Azure Wireless Pty Ltd
Fri Apr 3, 2009

Sent Mail

Drafts (4)

All Mail

Spam

Trash

Contacts

Chat

Search and/or invite

TAX INVOICE

Azure Wireless Pty Ltd
403 Wellington st, Kew VIC 3101, Australia
ABN 65 097 267 388
www.azure.com.au

This invoice is for an Internet access account.

Venue of usage: Hilton on the Park (East Melbourne, VIC).

Purchase date: 2008-04-16 21:35:21 (Australian Eastern time)

Tax invoice No: inv141f4806fd6352bf1

The following Azure Wireless Pty Ltd payment was Approved

Card Number: _____
Credit Ref: 155923
Total AUD\$ 13.20 (includes AUD\$ 1.20 GST)
Amount paid in full using credit card.

"This is an official Azure Wireless Pty Ltd tax invoice.
Please print this and match to your credit card statement
for proof of payment."

Reply Forward

Options Add Content Back to inbox More Actions

Labels

Invite a friend
Give Gmail to:

50 left

Preview Invite

Add a personalized signature to all your outgoing messages. [Learn more](#)

You are currently using 68 MB (1%) of your 6646 MB.
Gmail view: standard | Turn on chat | Basic HTML | [Learn more](#)

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Sponsored Links

\$1200 + Per Week Tax Free
Aust & NZ Extra Income Business
Proven Live Very Limited Release
www.technologytwentyone.com

Melbourne Hotels
Boutique hotel in Melbourne's
South Yarra, close to attractions
www.thehotel.co.uk.au

Experience Australia Week
Get a taste of Australia in NZ
before departing over the ditch
www.australiaweek.co.nz

Intelligent
Straighten teeth without braces
How can you do this?
www.invisalign.com.au

Short Breaks and Getaways
All-inclusive 3 night deals
Hotel, meals, transfers, tours
www.hsptavel.com.au/short-breaks

Win a Holden Captiva
Pick your Netball teams MVP.
Go into win a Captiva & tickets
www.captivamp.co.nz

[About these links](#)

Newest 5 of 599 Older

WELCOME TO
7 - ELEVEN

ABN: 68 069 554 409

TAX INVOICE

1 SHITHS 100GM EA
1 CONN CHIN 470ML EA

\$2.95 *
\$6.60 *

Balance Due:

Tendered:

EFT
Due to C.

\$9.55

\$9.55

\$0.00

\$0.87

Total Includes

* - Indicates items with GST

***** EFT DECLINED *****

PAN

Expiry

Account Type

CALC

Terminal ID

Trans Type

EFT Trans No

16/04/2008

PURCHASE

TOTAL

CHEQUE

811000123114737

01147301

PURCHASE TRANSACTION

065633

20:22

AU\$ 9.55

AI\$ 9.55

* I DECLINED ***

DECLINED CODE 58

PAN

Expiry

Account Type

CALC

Terminal ID

Trans Type

EFT Trans No

16/04/2008

PURCHASE

TOTAL

CREDIT

811000123114737

01147301

PURCHASE TRANSACTION

065634

20:23

US\$ 9.55

AI\$ 9.55

SIGNATURE ACC .ED

VISA CARD

Operator: r, rory

1173C 1 1407092

16/4/08 20:22:48

THANK YOU FOR SHOPPING WITH

7-ELEVEN MELBOURNE 1173C

PLEASE RETURN THIS RECEIPT

CABCHARGE
TAX INVOICE

EFTPOS FROM THE NATIONAL

SILVERTOP VIC 131008

TAXI NO201 VIC AU

MERCHANT ID: 24124826

TERMINAL ID: 032971

CLIENT ID: 2181

DRIVER ID: 537892

DRIVER ABN:

PICK UP : HOME

DEST : HOME

CARD:

EXPIRY:

DEBIT CARD CREDIT A/C

FARE \$8.30

OTHER CHARGES \$0.00

TOTAL FARE \$8.30

INC. GST

SERVICE FEE \$0.83

GST ON SERVICE FEE \$0.08

TOTAL AUD \$9.21

APPROVED 08

AUTH NO 834157

** CUSTOMER RECEIPT **

17/04/08 19:43 006348

SILVERTOP VIC 131008
TAXI M1318 VIC AU
MERCHANT ID: 24124826
TERMINAL ID: 033879
CLIENT ID: 2181
DRIVER ID: 529212
DRIVER ABN: 33919892495

PICK UP :SOUTHBANK
DEST :WINDSOR

DEBIT CARD CREDIT A/C

FARE \$14.00

OTHER CHARGES \$0.00

TOTAL FARE \$14.00

INC. GST

SERVICE FEE \$1.40

GST ON SERVICE FEE \$0.14

TOTAL AUD \$15.54

APPROVED 08

AUTH NO 156844

** CUSTOMER RECEIPT **

17/04/08 21:22 007425 I

CERVO CAFE AND BAR

SH 28 CROWN CASON

8 WHITEMAN ST VIC

EFTPOS

TERMINAL ID 08183241401

REFERENCE NO 015759

RECALL NO 2419

CARD NUMBER

VISA CR

PURCHASE \$232.40

TIP AUD

TOTAL AUD

17/04/08 21:08

APPROVED 266140

THANK YOU FOR YOUR

CUSTOM

CERVO CAFE E BAR

CROWN CASINO RIVER FRONT

TAX INVOICE

ABN: 11 085 208 581

ALL PRICES INCLUDE GST

TABLE NO. 51

2 x BTL COKE	\$6.40
1 x BTL WOODSTOCK PSI	\$29.90
2 x BTL BREAD	\$13.80
2 x CALAMARI FRITI	\$35.80
2 x LINGUINE MARINARA	\$51.80
1 x RISOTTO OF NIGHT	\$25.90
1 x LAMB CUTLETS	\$30.90
1 x BTL MORN EST WHITE	\$37.90

Total \$232.40
Tax sum \$21.13
 3055

9:05 PM 17/04/08

OPEN FOR BREAKFAST, LUNCH & DINNER

Guest Folio

ROOM NUMBER 806/K1
ARRIVAL DATE 16/04/2008 19:20:00
DEPARTURE DATE 18/04/2008 13:25:00
ADULT/CHILD 1/0
ROOM RATE \$ 187.00
RATE PLAN C-GDPIB
AL:
Honors #

PARLIAMENT BUILDINGS
WELLINGTON, -
NEW ZEALAND

Tax Invoice 947229
CONFIRMATION NUMBER: 3313748887

ABN 59975 A
FOLIO NO./CHE 18/04/2008
TAX DATE:

18/04/2008 PAGE 1

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
16/04/2008	EXT-#806 L 1300552215 000340 20:36	LINTR	211436	\$1.00		
16/04/2008	ROOM SERVICE FOOD DINNER	LINTR	211463	\$25.00		
16/04/2008	GUEST ROOM	RARA	211922	\$187.00		
17/04/2008	MINIBAR	JAGO	212449	\$4.00		
17/04/2008	GUEST ROOM	RARA	213071	\$187.00		
18/04/2008	ROOM SERVICE FOOD DINNER [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213638	\$48.00		
18/04/2008	GUEST ROOM [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213639	\$262.00		
18/04/2008	GALLERY FOOD BREAKFAST [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213640	\$52.00		
18/04/2008	TRANSFER TO COYLE	RIMU	213641	\$1.00		
18/04/2008	GUEST ROOM [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213642	\$262.00		
18/04/2008	MINIBAR [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213643	\$8.00		
18/04/2008	MINIBAR [XFR FR RM 1708 CHADWICK, STEVE:RCPT A]	RIMU	213644	\$4.50		
18/04/2008	VS 8218	RIMU	213645		\$1,041.50	

THANK YOU FOR STAYING
HILTON INTL MELBOURN
WELLINGTON PARADE
SEN 21542899
ROC# 277963
TID 40016462

VISA 18. 08 13124
APR 18. 08
OFF LINE
TOTAL AUD \$1041.50
APPROVAL CODE 867646

CUSTOMER RECEIPT

I CONFIRM I ENDORSE THE CHARGES HEREIN
AND WILL OBSERVE MY AGREEMENT WITH THE
CARD ISSUER

Hilton on the Park-Melbourne
as agent for PCH Melbourne Pty Ltd
ACN 076 397 129
as trustee for PCH Melbourne Unit Trust
ABN 72 560 756 279 002
192 Wellington Parade, East Melbourne
P O Box 103, East Melbourne, Victoria 3002, Australia
Tel: +61 (0)3 9419 2000 Fax: +61 (0)3 9419 2001
A THAKRAL GROUP PROPERTY
Reservations: hilton.com
Hilton Reservations and Customer Care: 1300 HILTON (445 866)

Guest Folio

PARLIAMENT BUILDINGS
WELLINGTON, --
NEW ZEALAND

ROOM NUMBER 806/K1
ARRIVAL DATE 16/04/2008 19:20:00
DEPARTURE DATE 18/04/2008 13:25:00
ADULT/CHILD 1/0
ROOM RATE \$ 187.00
RATE PLAN C-GDPIB
AL:
Honors #

Tax Invoice 947229
CONFIRMATION NUMBER : 3313748887

ABN 59975 A
FOLIO NO./CHE 18/04/2008
TAX DATE:

18/04/2008 PAGE 2

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
------	-------------	----	--------	---------------	--------	---------

BALANCE \$0.00

Total All Charges \$1,041.50
TOTAL INCLUDES GST OF \$13.04
INCLUDE GST OF: \$81.64
INCLUDES GST OF: \$0.00

CREDIT CARD DETAIL

APPR. CODE: MERCHANT ID:
CARD NUMBER: EXP DATE:
TRANSACTION ID: 213645 TRANS TYPE: SALE

Guest Signature: _____
Please debit my account by the amount indicated above.

Hilton on the Park-Melbourne
as agent for PCH Melbourne Pty Ltd
ACN 076 397 129
as trustee for PCH Melbourne Unit Trust
ABN 72 560 756 279 002
192 Wellington Parade, East Melbourne
P O Box 103, East Melbourne, Victoria 8002, Australia
Tel: +61 (0)3 9419 2000 Fax: +61 (0)3 9419 2001
A THAKRAL GROUP PROPERTY
Reservations: hilton.com
Hilton Reservations and Customer Care: 1300 HILTON (445 866)

780001

OVERSEAS TRAVEL ADVANCE - TRIP CODE

[17-18 April 2008]

[Melbourne]

RECEIVED

10 JUN 2008

MINISTERIAL SERVICES

Advance Received

Cash	Australian	200.00	0.8426	\$237.36
Commission		5.00		\$0.00
Total Advance Received:				\$237.36

(a) Monies returned to the Department of Internal Affairs

Thomas Cook Cheque	Australian	140.00	0.86	\$162.79
--------------------	------------	--------	------	----------

Total returned to the Department of Internal Affairs

\$162.79

(b) Official Expenditure

Receipted Expenditure (Appendix A)				\$38.57
Unreceipted Expenditure (Appendix B)				\$27.50

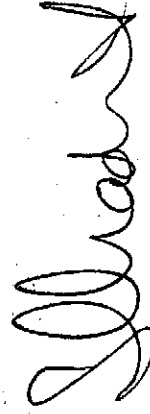
Total Expenditure (Advance)

\$66.07

(Receipts attached)

(a) Official Expenditure (Appendix C)

\$1,308.20



Minister Chadwick

Staff

Te Tari Taiwhenua

Ministerial Services
Bowen House, Parliament Buildings
Wellington, New Zealand
Telephone +64 4 471 9999
Facsimile +64 4 471 1441

To: Janine Watkins
Date: 9 May 2008
Subject: BNZ Visa Card Reconciliation

We have recently received the latest Visa Card statements for processing. However we do not appear to have received all counterfoils, receipts and signed reconciliation for the all charges on the statement. As these are required for auditing purposes, could you please forward them to us by **23 May 2008**.

Under DIA's Credit Card Policy unreceipted expenditure on corporate credit cards is not acceptable, so if it is unable to supply all of the counterfoils and receipts, please note why they are missing, and include details of the expenditure on the signed reconciliation form.

Please note that payment of the account is made without delay to avoid any overdue charges.

Due to the scrutiny that credit cards attract we would like to remind you that all records are open to review and should comply with the five expenditure principles in clause 3.11 of the Ministerial Office Handbook.

We would recommend that you forward credit card reconciliations to us as soon as you use the corporate card, rather than waiting until we ask for the information.

Please call me on ext 8952 if you have any queries.

Many thanks

Annie Randal
Administration and Finance Manager
Ministerial Services



DEPARTMENT OF INTERNAL AFFAIRS

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business
Company No: 141085-2-0000005
Statement Period: 02 May 08 to 03 Jun 08
Statement Number: 12
Credit Limit: \$10,000.00
Available Credit: \$5,857.42

BUSINESS FIRST VISA



Bank of New Zealand Credit Cards
P O Box 2842
Wellington
Website www.bnz.co.nz
Freephone 0800 800 667

Your Transaction Record

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
------	-------------	-------------	-------------	---------------	----------	-----	-------------

29 May +NOVA VITA RESIDENZ BON BONN DE

659.00 Euro at 0.4901

Includes foreign currency service fee of NZ\$29.59

+HOTEL KANZLER BONN DE

636.95 Euro at 0.4921

Includes foreign currency service fee of NZ\$28.48

+HOTEL KANZLER BONN DE

739.90 Euro at 0.4921

Includes foreign currency service fee of NZ\$33.09

30 May

30 May

29 May

1 authorised the absence of the Hon Steve Chadwick from New Zealand from 26 May to 1 June 2008 to travel to Bonn, Germany, to attend the High Level (Ministerial) Segment of the 9th Meeting of the Conference of the Parties to the Convention on Biological Diversity.

2 agreed that she be accompanied by her husband and Conservation Private Secretary.

3 approved the expenditure of \$42,708 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministers' Internal and External Travel).

4,142.58 DR

1,503.54 DR

1,294.33 DR

1,344.71 DR

APPROVED FOR PAYMENT

GM
EGS

H(08) 19/13

780/002/2511/2

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

Credit Card Expenditure

(receipts attached)

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>
29-May-08	Nova Vita Residenz Bonn - Minister hosted dinner for Pacific Island ministers	EUR	659.00
30-May-08	Hotel Kanzler Bonn - Accommodation	EUR	636.95
30-May-08	Hotel Kanzler Bonn - Accommodation Minister	EUR	739.90

Total credit card expenditure
(does not need to be converted to NZD)

2,035.85

Proposed Overseas Travel: Hon Steve Chadwick


Portfolio: Conservation

On 19 May 2008, Cabinet:

- 1 authorised the absence of the Hon Steve Chadwick from New Zealand from 26 May to June 2008 to travel to Bonn, Germany, to attend the High Level (Ministerial) Segment of the 9th Meeting of the Conference of the Parties to the Convention on Biological Diversity;

agreed that she be accompanied by her husband and Conservation Private Secretary;

- 3 approved the expenditure of \$42,708 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministers' Internal and External Travel);

 X
X
**APPROVED FOR
PAYMENT**

-K-U-N-D-E-N-B-E-L-E-G-

Nova Vita

Residenz Bonn GmbH
Noeggerathstraße 34
53111 Bonn
0228/62980

Terminal-ID: 69020788
TA-Nr 003383 BNR 2878

Kartenzahlung
VISA CARD

EUR 659.00

Karte
Verfall-Datum 260228484
VU-Nr
Genehmigungs-Nr 133345
Datum 29.05.08 20:48 Uhr

*** Karte akzeptiert ***

Gen.Nr.: 077448
AS-TID: 52K20788
Cap-Ref: 0186

Bitte Beleg aufbewahren
und die Kopie an den
Kunden ausändigen

Unterschrift:

Nova Vita Residenz
Noeggerathstr. 34
D-53111 Bonn
Telefon: 0228/6298-0
Steuernr.:205/5709/0648

Rechnungsnr.: 19:40:05 2008-08-29
Tisch: 100/1
Kellner: Bistro 2 4)

12xApoll 0,75l 18,00) EUR 12,00
6xWeißwein Divers 27,00) EUR 162,00
3xRotwein Divers 25,00) EUR 75,00
14xViersternend Bankett 25,00) EUR 350,00

Summe: 659.00EUR
Visacard: 659,00 EUR

Incl. Mwst 19,00 % aus 659,00=105,22 EUR
Nettosumme: 553,78 EUR

Vielen Dank für Ihren Besuch!

Besuchen Sie unseren Jazzabend
jeden dritten Montag
von 20:00 Uhr bis 22:00 Uhr
in unserem Bistro

Herr

Neuseeland

Rechnung

Zimmer: 101
Abrechnungszeitraum: bis 30.05.2008
27.05.2008

Rechnungsdatum: 30.05.2008/FPI
Rechnungsnummer: 270809595
Reservierungsnummer: 20705505710

Datum	Bezeichnung	Menge	Einzelpreis EUR	Gesamtpreis EUR
27.05.2008	Hotelübernachtung 1 Pers.	1	194,50	194,50
28.05.2008	Hotelübernachtung 1 Pers.	1	194,50	194,50
28.05.2008	Apollinaris Selection	2,00	2,00	2,00
28.05.2008	Orangina	2,20	2,20	2,20
28.05.2008	Gästewäsche	32,00	32,00	32,00
29.05.2008	Hotelübernachtung 1 Pers.	1	194,50	194,50
29.05.2008	Fax	2,25	2,25	2,25
29.05.2008	Apollinaris selection	2,00	2,00	2,00
29.05.2008	Rebbit Cola	2,20	2,20	2,20
29.05.2008	Paper Cola light	2,20	2,20	2,20
29.05.2008	Orangina	2,40	2,40	2,40
29.05.2008	Schweppes	2,20	2,20	2,20
30.05.2008	Dietz Orangensaft	1	1,80	1,80

Saldo Leistungen 636,95

Datum	Zahlungsart	Karten-Nr.	Betrag	Devisen	Währung	Zahlung EUR
30.05.2008	Visa					-636,95

Saldo Zahlungen -636,95

Restbetrag 0,00

In dieser Rechnung sind folgende Mehrwertsteuerbeträge enthalten:

MwSt.-Satz	Netto EUR	MwSt. EUR	Brutto EUR
19,00 %	535,25	101,70	636,95

HOTEL AND SERVICED APARTMENTS

Derag Hotel and Living AG + Co. KG
Hotel Kanzler
Adenauerallee 148, 53113 Bonn
Phone +49 (0) 228 - 68 44 - 0
Fax +49 (0) 228 - 68 44 - 160
e-mail: kanzler@deraghotels.de
http://www.deraghotels.de

Dresdner Bank AG München
BIZ: 700 800 00
KTO: 400 634 300
SWIFTBIC: DRESDEFF700
IBAN: DE38 7008 0000 0400 6343 00
STNR: 9/144/241/80646
UID-NR: DE258093891

HRA 91468, Amtsgericht München
Persönlich haftende Gesellschafterin: AllBau AG
Sitz Pulloch Amtsgericht München HRB 77047
Vorstände: Thomas H. Schlereth,
Prof. Dr. Max W. Schlereth, Albert G. Dander
Vorsitzender des Aufsichtsrates:
Dr. Max W. Schlereth

Zentrale Reservierung:
01803-13 69 99 (9 Cent/Min.)
International toll free:
+8000-1 36 99 99
Online-Booking:
http://booking.deraghotels.de
GDS chain code „DD“

Frau
Stefanie Chadwick

Neuseeland

Rechnung

Zimmer: 105
Abrechnungszeitraum: 27.05.2008 bis 30.05.2008

Rechnungsdatum: 30.05.2008/FPI
Rechnungsnummer: 270809596
Reservierungsnummer: 2070550549

Datum	Bezeichnung	Menge	Einzelpreis EUR	Gesamtpreis EUR
27.05.2008	Hotel Doppel Apartment	1	240,00	240,00
28.05.2008	Hotel Doppel Apartment	1	240,00	240,00
29.05.2008	Hotel Doppel Apartment	1	240,00	240,00
29.05.2008	Dietz Orangensaft	1	1,80	1,80
29.05.2008	Pils	1	2,40	2,40
29.05.2008	Gästewäsche	1	10,00	10,00
30.05.2008	Dietz Orangensaft	1	1,80	1,80
30.05.2008	Pils	1	2,40	2,40
30.05.2008	NIC...	1	1,50	1,50

Saldo Leistungen	739,90
------------------	--------

Datum	Zahlungsart	Karten-Nr.	Betrag	Devisen	Währung	Zahlung EUR
26.05.2008	Viren					-739,90

Stefanie Chadwick 04/10

Saldo Zahlungen	-739,90
-----------------	---------

Restbetrag

0.00

In dieser Rechnung sind folgende Mehrwertsteuerbeträge enthalten:

MwSt.-Satz	Netto EUR	MwSt. EUR	Brutto EUR
19,00 %	621,76	118,14	739,90

Haben Sie schon die DERAG Card?

Vorteile genießen und Prämienpunkte im Schlaf sammeln! Detaillierte Infos und Bestellung auf unserer Homepage www.doraghotels.de

HOTEL AND SERVICED APARTMENTS

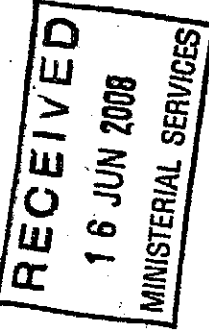
Derag Hotel and Living AG + Co. KG
Hotel Kanzler
Adenauerallee 148, 53113 Bonn
Phone: +49 (0)228 - 69 44 - 0
Fax +49 (0)228 - 68 44 - 160
e-mail: kanzler@deraghoteils.de
<http://www.deraghoteils.de>

HRA 91468, Amtsgericht München
 Persönlich haftende Gesellschafterin: AllBau AG
 Sitz Püllach Ammeringer München HRB 77047
 Vorstände: Thomas H. Schlereth,
 Prof. Dr. Max M. Schlereth, Albert G. Dander
 Vorsitzender des Aufsichtsrates:
 Dr. Max W. Schlereth

Zentrale Reservierung:
01803-13 69 99 (9 Cent/Min.)
International toll free:
+8000-1 36 99 99
Online-Booking:
<http://booking.deraghotels.de>
GDS chain code "DD"

OVERSEAS TRAVEL ADVANCE - 780 002 2511 2

26/05/08 to 01/06/08
Bonn Germany



Cash	EUR	600.00	0.4848	\$1,237.62
Commission				\$22.38
Total Advance Received:				\$1,260.00

(a) Monies returned to the Department of Internal Affairs

Thomas Cook Cheque	EUR	395.00	0.4915	\$803.01
Total returned to the Department of Internal Affairs				\$803.01

(b) Official Expenditure

Receipted Expenditure (Appendix A)				\$196.37
Unreceipted Expenditure (Appendix B)				\$200.91
Total Expenditure (Advance)				\$397.28

(Receipts attached)

(a) Official Expenditure (Appendix C)

EUR				\$2,035.85
-----	--	--	--	------------

Hon. Steve Chadwick

16 JUN 2008

11 JUN 2008

Te Tari Taiwhenua

Ministerial Services
Bowen House, Parliament Buildings
Wellington, New Zealand
Telephone +64 4 471 9999
Facsimile +64 4 471 1441

To: Janine Watkins
Date: 10 June 2008
Subject: BNZ Visa Card Reconciliation

We have recently received the latest Visa Card statements for processing. However we do not appear to have received all s counterfoils, receipts and signed reconciliation for the all charges on the statement. As these are required for auditing purposes, could you please forward them to us by 24 June 2008.

Under DIA's Credit Card Policy unreceipted expenditure on corporate credit cards is not acceptable, so, if is unable to supply all of the counterfoils and receipts, please note why they are missing, and include details of the expenditure on the signed reconciliation form.

Please note that payment of the account is made without delay to avoid any overdue charges.

Due to the scrutiny that credit cards attract we would like to remind you that all records are open to review and should comply with the five expenditure principles in clause 3.11 of the Ministerial Office Handbook.

We would recommend that you forward credit card reconciliations to us as soon as you use the corporate card, rather than waiting until we ask for the information.

Please call me on ext 8952 if you have any queries.

Many thanks

Annie Randal
Administration and Finance Manager
Ministerial Services



DEPARTMENT OF INTERNAL AFFAIRS

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business
 Company No: 141085-2-0000005
 Statement Period: 04 Jun 08 to 01 Jul 08
 Statement Number: 3
 Credit Limit: \$15,000.00
 Available Credit: \$14,920.50

Bank of New Zealand Credit Cards -
 P O Box 2842
 Wellington
 Website www.bnz.co.nz
 Freephone 0800 800 667

Your Transaction Record

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
03 Jun	+ WISHBONE AUCK AIRPORT WELLINGTON						8.90 DR ✓
03 Jun	+ TAXICHARGE NZ LIMITED NEWMARKET						70.60 DR ✓
	TOTAL						79.50 DR

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

Taxi fare from Royal NZ Yacht Squadron to Auckland
 Airport and a meal while travelling with the Minister
 the Hon Steve Chadwick


780 002 2502
 780 002 2508 2

APPROVED FOR
 PAYMENT
 GM
 EGS

RECEIVED
- 5 JUN 2008
MINISTERIAL SERVICES

Cardholder's Name:

Date	Details of Official Expenditure	Amount
3/06/2008	Auckland Co-op Taxis - transport from Royal NZ	70.60
	Yacht Squadron, Herne Bay to Auckland airport (NB - was to be via VIP but Minister delayed)	
3/06/2008	Wishbone Auckland airport - meal while travelling with Minister	8.90
	TOTAL:	\$79.50

TOTAL: \$79.50

4/06/2008

WISHBONE AUCK AIRPOR
AUCKLAND INTL AIRPOR
AUCKLAND

-----EFTPOS-----
TERMINAL 24165301
TIME 03JUN 19:42
TRAN 009164 CREDIT

UTSA

CARD 958447
AUTH 958447
PURCHASE NZ\$8.90
TOTAL NZ\$8.90
ACCEPT WITH SIG

CE NUM 008888



AUCKLAND CO-OP TAXIS

PH: 300 3000

Tax Invoice

GST No: 47-666-830

DRIVER 0JOE

TERMINAL 41100096

TAXI DZC315

VC 396377082428238

START 03JUN08 19:16

STOP 03JUN08 19:44

TRAN 03060106

VISA

EXPIRY

TARIFF

FARE

SERVICE

TOTAL

3

NZ\$68.60

NZ\$2.00

NZ\$70.60

ACCEPTED

THANK YOU FOR YOUR

CUSTOM RPH: 300 3000

OFFICIAL RELEASED INFORMATION ACT

DEPARTMENT OF INTERNAL AFFAIRS

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business
 Company No: 141085-2-0000005
 Statement Period: 04 Jun 08 to 01 Jul 08
 Statement Number: 7
 Credit Limit: \$15,000.00
 Available Credit: \$12,944.70

BUSINESS FIRST™ Visa



Bank of New Zealand

Bank of New Zealand Credit Cards
 P O Box 2842
 Wellington
 Website www.bnz.co.nz
 Freephone 0800 800 667

Transaction

446.57 DR

1,608.73 DR V

2,055.30 DR

Minutes of Decision
 Copy No: 22

in confidence
 Cabinet



This document contains information of the New Zealand Cabinet. It must be treated in confidence and handled in accordance with any security classification, or other endorsement. The information can only be released, including under the Official Information Act 1982, by persons with the appropriate authority.

Proposed: Overseas Travel, Hon Steve Chadwick

Portfolio: Conservation

On 16 June 2008, Cabinet

authorised the absence of Hon Steve Chadwick from New Zealand from 21 to 29 June 2008 to travel to Santiago, Chile to attend the 60th Annual Meeting of the International Whaling Commission.

agreed that she be accompanied by her husband and by her press secretary.

approved the expenditure of \$65,306 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministerial International Travel).

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

TOTAL

23 Jun +AKARANA RESTAURANT SANTIAGO CL
 167,310.00 Chilean Pesos at 374.6557
 Includes foreign currency service fee of NZ\$9.83
 25 Jun +SHERATON SANTIAGO HOTEL SANTIAGO CL
 1,190.00 U.S. Dollars at 0.7397
 Includes foreign currency service fee of NZ\$35.40

780 003 25112

M(08) 23/14

REFRESH INFORMATION ABOUT THE

APPROVED FOR PAYMENT

AGM

Ministrial

Services

29/10/08

Credit Card Expenditure

(receipts attached)

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>	
1) 23-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	167,310.00	- No receipt
2) 23-Jun-08	Sheraton Santiago Hotel	USD	1,190.00	
27-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	10,000.00	- No receipt
27-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	32,000.00	
27-Jun-08	Ministerial party	USD	1,157.50	
27-Jun-08	Sheraton Santiago Hotel	USD	179.78	No receipt
27-Jun-08	Sheraton Santiago Hotel	CLP	42,000.00	
27-Jun-08	Puro Artesanos Del Fin de	CLP	89,000.00	
27-Jun-08	Puro Artesanos Del Fin de	CLP	14,400.00	
27-Jun-08	El Garage			

Total credit card expenditure

(does not need to be converted to NZD)

357,237.28

23 June 2008

Akarana Restaurant, Santiago Hotel, Chile
Dinner for Ministerial Party

CLP 167,310.00

\$446.57

No detailed invoice available

Accepted

AGM Ministerial Services

Level 3 Delegation



Cabinet

Minute of Decision

Copy No. 22

CAS Min 008/2300

This document contains information for the New Zealand Cabinet. It must be treated in confidence and handled in accordance with any security classification or other endorsement. The information can only be released, including under the Official Information Act 1982, by persons with the appropriate authority.

Proposed Overseas Travel: Hon Steve Chadwick

Portfolio: Conservation

On 16 June 2008, Cabinet:

- 1 authorised the absence of Hon Steve Chadwick from New Zealand from 21 to 29 June 2008 to travel to Santiago, Chile, to attend the 6th Annual Meeting of the International Whaling Commission;
- 2 agreed that she be accompanied by her husband and by her press secretary;
- 3 approved the expenditure of \$55,306 for the travel expenses of the Ministerial party as a change to Vote Ministerial Services (Ministers' Internal and External Travel);



Sheraton Santiago
HOTEL & CONVENTION CENTER



**SAN CRISTOBAL
TOWER**
Santiago

HOTELERA HOST SAN CRISTOBAL LTDA.
AVDA. SANTA MARIA 1742 - TELEFONO 2335000
PROVIDENCIA - SANTIAGO DE CHILE
RUT.: 76.499.930-4 / HOTELERIA
www.sheraton.cl
www.sancristobaltower.cl

R.U.T.: 76.499.930-4
FACTURA DE EXPORTACION
Export Invoice
N° 0095899

S.I.I. - SANTIAGO ORIENTE

Santiago, 27-JUN-08

Chedwick, John & Hon Stephanie

NZ

Passport

Habitacion 0474
Cajero Da Silva Giovanni
Entrada 21-08-08
Salida 28-08-08
Folio 05899

SAN CRISTOBAL TOWER (04)

DESCRIPCION / DESCRIPTION

LOCAL CURRENCY

TOTAL VALUE

Habitaciones - Rooms

Visa Dolaros G-PAY

Exchange Differences

592,450

-600,850

8,500

Total

800,950

Total USD

1,176,33

Exchange USD

510

RUT

SEISCIENTOS MIL NOVECIENTOS CINCUENTA PESOS 00/100

PUERTO DE EMBARQUE
PORT OF LOADING

PUERTO DE DESTINO
PORT OF DESTINATION

FIRMA AUTORIZADA
AUTHORIZED SIGNATURE

SOC. IMPRESORA BB LTDA. - CURRUMBA 771 - SAN MIGUEL - FJ 509004 - RUT 76.683.602-5 (S20)

CUADRUPLICADO: CONTROL INTERNO COBRANZA

Chadwick, John & Hon Stephanie
Santiago,

San Cristobal Tower Hotel

Pax Chadwick, John & Hon Stephanie

Habitacion	0474
Cajero	21-06-08
Entrada	28-06-08
Salida	95899
Folio	

21-06-08	Accommodation
22-06-08	Accommodation
23-06-08	Accommodation
24-06-08	Accommodation
25-06-08	Visa Dolares G-PAY
25-06-08	Accommodation
26-06-08	Accommodation
27-06-08	Accommodation
27-06-08	Exchange Difference

83,300
83,300
83,300
83,300
-600,950
83,850
86,700
86,700
8,500

Cambio de dolar

Total	600,950
Total USD	1,155.67
Tipo de cambio USD	520

RUT

SEISCIENTOS MIL NOVECIENTOS CINCUENTA PESOS 00/100.

OVERSEAS TRAVEL ADVANCE - 780 003 2511 2

RECEIVED
25 AUG 2008
MINISTERIAL SERVICES

21 - 29 June 08
Santiago, Chile

Cash	USD	600.00	0.7501	\$799.89
Commission				\$17.99
Total Advance Received:				\$817.88

(a) Monies returned to the Department of Internal Affairs

Thomas Cook Cheque	USD	548.00	0.7795	\$703.01
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Total returned to the Department of Internal Affairs

(b) Official Expenditure

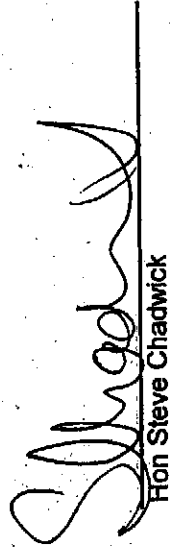
Receipted Expenditure (Appendix A)	\$67.15
Unreceipted Expenditure (Appendix B)	\$0.00

Total Expenditure (Advance) **\$67.15**

(Receipts attached)

(a) Official Expenditure (Appendix C)
Various

178,500.00


Hon Steve Chadwick

Te Tari Taiwhenua

Ministerial Services

Bowen House, Parliament Buildings

Wellington, New Zealand

Telephone +64 4 471 9999

Facsimile +64 4 471 1441

To: Janine Watkins

Date: 11 August 2008

Subject: BNZ Visa Card Reconciliation

On 15 July 2008 we sent a request for information and receipts for expenditure on a BNZ Visa Card for June 2008.

To date we haven't received all this information and attach another copy of the statement and credit card reconciliation form to assist.

If the counterfoils and receipts are not available please note why they are missing and include details of the expenditure on the signed reconciliation form.

Please return the signed form and receipts to us by 25 August 2008.

We would recommend that credit card reconciliations are forwarded to us as soon as the corporate card is used rather than waiting until we ask for the information.

Please call me on ext 8952 if you have any queries.

Annie Randal
Administration and Finance Manager
Ministerial Services



Te Tari Taiwhenua

To: Janine Watkins

Date: 15 July 2008

Subject: BNZ Visa Card Reconciliation

Ministerial Services
Bowen House, Parliament Buildings
Wellington, New Zealand
Telephone +64 4 471 9999
Facsimile +64 4 471 1441

We have recently received the latest BNZ Visa Card statements for processing. However we do not appear to have received all the counterfoils, receipts and signed reconciliation for the all charges on the statement. As these are required for auditing purposes, could you please forward them to us by 29 July 2008.

Under DIA's Credit Card Policy unreceipted expenditure on corporate credit cards is not acceptable, so, if unable to supply all of the counterfoils and receipts, please note why they are missing, and include details of the expenditure on the signed reconciliation form.

Please note that payment of the account is made without delay to avoid any overdue charges.

Due to the scrutiny that credit cards attract we would like to remind you that all records are open to review and should comply with the five expenditure principles in clause 3.11 of the Ministerial Office Handbook.

We would recommend that you forward credit card reconciliations to us as soon as you use the corporate card, rather than waiting until we ask for the information.

Please call me on ext 8952 if you have any queries.

Many thanks

Annie Randal
Administration and Finance Manager
Ministerial Services





BUSINESS FIRST™ Visa

Bank of New Zealand Credit Cards
P O Box 2842
Wellington
Website www.bnz.co.nz
Freephone 0800 800 667

Bank of New Zealand Visa Business
Company No: 141085-2-0000005
Statement Period: 02 Jul 08 to 01 Aug 08
Statement Number: 8
Credit Limit: \$15,000.00
Available Credit: \$13,332.04

DEPARTMENT OF INTERNAL AFFAIRS

Office of Hon Steve Chadwick

Your Transaction Record

Page 1 of 1

Date	Particulars	Expenditure	Your Coding	Entertainment	Excl GST	GST	Transaction
------	-------------	-------------	-------------	---------------	----------	-----	-------------

27 Jun	AKARANA RESTAURANT SANTIAGO CL	10,000.00 Chilean Pesos at 392.0031	On 16 June 2008, Cabinet:	Proposed Overseas Travel: Hon Steve Chadwick			25.51 DR
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27 Jun	AKARANA RESTAURANT SANTIAGO CL	Includes foreign currency service fee of NZ\$0.56	authorised the absence of Hon Steve Chadwick from New Zealand from 21 to 29 June 2008	to travel to Santiago, Chile, to attend the 60 th Annual Meeting of the International Whaling Commission;			81.65 DR
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27 Jun	HOTEL SHERATON SANTIAGO SANTIAGO CL	32,000.00 Chilean Pesos at 391.9167	agreed that she be accompanied by her husband and by her press secretary;	approved the expenditure of \$56,106 for the travel expenses of the Ministerial party as a			1,554.55 DR
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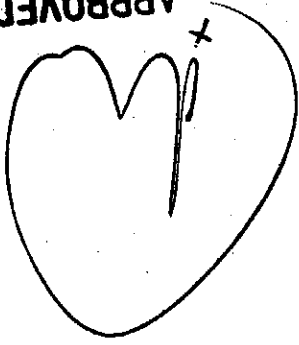
01 Aug	+ ACCOUNT FEE	Includes foreign currency service fee of NZ\$34.21	charge to Vote Ministerial Services (Minister's Internal and External Travel);				6.25 DR
--------	---------------	--	--	--	--	--	---------

TOTAL							1,667.96 DR
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STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

780003 25112
30750000 5325 401 001 6 25

APPROVED FOR
PAYMENT
AGM



Ministerial
Services
29/19

Credit Card Expenditure

(receipts attached)

<u>Date</u>	<u>Details</u>	<u>Currency</u>	<u>Amount</u>	
23-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	167,310.00	- No receipt
23-Jun-08	Sheraton Santiago Hotel	USD	1,190.00	
27-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	10,000.00	- No receipt
27-Jun-08	Akarana Restaurant Santiago - dinner Ministerial party	CLP	32,000.00	
27-Jun-08	Sheraton Santiago Hotel	USD	1,157.50	
27-Jun-08	Sheraton Santiago Hotel	USD	179.78	- No receipt
27-Jun-08	Puro Artesanos Del Fin de	CLP	42,000.00	
27-Jun-08	Puro Artesanos Del Fin de	CLP	89,000.00	
27-Jun-08	El Garage	CLP	14,400.00	

Total credit card expenditure

(does not need to be converted to NZD)

357,237.28

27 June 2008

Akarana Restaurant, Santiago Hotel, Chile
Dinner for Ministerial Party

CLP 10,000.00
CLP 32,000.00

\$25.51
\$81.65

No detailed invoices available

Accepted
AGM Ministerial Services
Level 3 Delegation



Cabinet

Minute of Decision

In Confidence

CAB Min (08) 23/14

Copy No: 27

This document contains information for the New Zealand Cabinet. It must be treated in confidence and handled in accordance with any security classification, or other endorsement. The information can only be released, including under the Official Information Act 1982, by persons with the appropriate authority.

Proposed Overseas Travel: Hon Steve Chadwick

Portfolio: Conservation

On 16 June 2008, Cabinet:

- 1 authorised the absence of Hon Steve Chadwick from New Zealand from 21 to 29 June 2008 to travel to Santiago, Chile, to attend the 60th Annual Meeting of the International Whaling Commission;
- 2 agreed that she be accompanied by her husband and by her press secretary;
- 3 approved the expenditure of \$53,306 for the travel expenses of the Ministerial party as a charge to Vote Ministerial Services (Ministers' Internal and External Travel);

HOTEL SHERATON
AV. SANTA MARIA 1742
SANTIAGO
HPDH 1.0.11

TERMINAL 09100012
COMERCIO 597823501358
NUMERO DE TARJETA

MARCA VISA

AUTORIZACIONES

CODIGO	MONTO	FECHA
199441	US\$ 1.445,00	JUN 22, 08

CHECK OUT
FECHA: JUN 27, 08 HORA: 17:04
LOTE: 000273
MONTO CONFRA US\$ 1.157,50
CODIGO DE AUTORIZACION 199441
FOLIO 000306459
FECHA CHECK IN JUN 21, 08
FECHA CHECK OUT JUN 27, 08
NUMERO DE OPERACION 1258903
MONEDA DOLAR

FIRM.
SERIAL



HOTELERA HOST SAN CRISTOBAL LTDA.
AVDA. SANTA MARIA 1742 - TELEFONO 2385000
PROVIDENCIA - SANTIAGO DE CHILE
RUT.: 76.499.930-4 / HOTELERIA
www.sheraton.cl
www.sancristobaltower.cl

R.U.T.: 76.499.930-4
FACTURA DE EXPORTACION
Export Invoice
N° 00999926

S.I.I. - SANTIAGO ORIENTE

Santiago 27-JUN-08

US
Passport

Redaccion 0508
Cajero Gonzalez Rocio
Entrada 21/08/08
Salida 28/08/08
Foto 88928

Sheraton Santiago Hotel & Convention Center

DESCRIPCION / DESCRIPTION

TOTAL VALUE

Telefones - Telephone
Mimbar
Internet
Alimentos y bebidas
Tipos de copias
Lavanderia y Laundry
Habitaciones y Rooms
Gas Dolares G-PAY

34,455
5,128
12,000
30,244
6,800
23,198
470,475
-580,326

RUT

QUINIENTOS NOVENTA MIL TRESCIENTOS VEINTISEIS

PUERTO DE EMBARQUE
PORT OF LOADING

PUERTO DE DESTINO
PORT OF DESTINATION

FIRMA AUTORIZADA
AUTHORIZED SIGNATURE

900, IMPRESORA BAR LTDA. - CURIVANCA 771 - SAN MIGUEL - F. 652004 - RUT. 76.185.402-7

CUADRUPLICADO: CONTROL INTERNO COBRANZA

Santiago, 27-JUN-08

Habitacion 0508

Cajero Gonzalez Rocio

Entrada 21/06/08

Salida 28/06/08

Folio 99926

US

Passport

Sheraton Santiago Hotel & Convention Center

21/06/08	Internet Manual	15:01 cod 329	6,000
21/06/08	Telephone Long Distance		34,485
21/06/08	Accommodation		66,150
22/06/08	El Jardin Dinner Food	CHECK #3624	7,311
22/06/08	El Jardin Dinner Beverage	CHECK #3624	1,681
22/06/08	Tips El Jardin	CHECK #3624	1,000
22/06/08	Accommodation		66,150
23/06/08	Minibar	CHECK #7968	5,126
23/06/08	Letoille Lounge Breakfast For	CHECK #6118	10,084
23/06/08	Tips Letoille Lounge	CHECK #6118	1,200
23/06/08	Accommodation		66,150
24/06/08	Letoille Lounge Breakfast For	CHECK #6210	10,084
24/06/08	Tips Letoille Lounge	CHECK #6210	1,200
24/06/08	Accommodation		66,150
25/06/08	Tips El Jardin	CHECK #2515	1,200
25/06/08	Laundry	CHECK #7083	10,590
25/06/08	Valet	CHECK #7083	4,538
25/06/08	Internet Manual	13:58 cod 371-372	6,000
25/06/08	Accommodation		68,175
26/06/08	Letoille Lounge Breakfast For	CHECK #6417	10,084
26/06/08	Tips Letoille Lounge	CHECK #6417	1,200
26/06/08	Accommodation		68,850
27/06/08	Laundry	CHECK #7192	3,530
27/06/08	Valet	CHECK #7192	4,538
27/06/08	Accommodation		68,850
27/06/08	Visa Dolares G-PAY		-590,326
	Total		590,326
	Total USD		1,157.50
	Tipo de cambio USD		510

Santiago, 27-JUN-08

Habitacion	0508
Cajero	Gonzalez Rocio
Entrada	21/06/08
Salida	28/06/08
Folio	99926

US
Passport

Sheraton Santiago Hotel & Convention Center

RUT

QUINIENTOS NOVENTA MIL TRESCIENTOS VEINTISEIS PESOS 00/100.

OFFICIAL INFORMATION
BASED UNDER THE ACT

OVERSEAS TRAVEL ADVANCE - 780 003 2511 2

**21 - 29 June 08
Santiago, Chile**

RECEIVED

25 AUG 2008

MINISTERIAL SERVICES

A Advances Received

	USD	600.00	0.7501	
Cash				\$799.89
Commission				\$17.99

Total Advance Received:

\$817.88

B Reconciliation

(a) Monies returned to the Department of Internal Affairs

Thomas Cook Cheque

USD 548.00 0.7796

\$703.01

Total returned to the Department of Internal Affairs

\$703.01

(b) Official Expenditure

Receipted Expenditure (Appendix A)
Unreceipted Expenditure (Appendix B)

\$67.15
\$0.00

Total Expenditure (Advances)

\$67.15

(Receipts attached)

(a) Official Expenditure (Appendix C)

Various

178,500.00



Hon Steve Chadwick

INTERNAL AFFAIRS MINISTERIAL SERVICES

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business

Company No: 141085-2-0000005
Statement Period: 02 Sep 08 to 01 Oct 08
Statement Number: 5
Credit Limit: \$15,000.00
Available Credit: \$14,912.50

BUSINESS FIRST™ Visa



Bank of New Zealand

Bank of New Zealand Credit Cards
P O Box 2842
Wellington
Website www.bnz.co.nz
Freephone 0800 800 667

Your Transaction Record

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
19 Sep	+ STARKS AUCKLAND						18.70 DR
19 Sep	+ TAXICHARGE NZ LIMITED NEWMARKET						32.00 DR
20 Sep	+ TAXICHARGE NZ LIMITED NEWMARKET						36.80 DR
TOTAL							87.50 DR

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 20.95%

780 002 2502 2 1870
780 002 2502 2 6880

Taxi charges on 19 September (twice) and
once on the 20th (Where detailed invoice receipt
was mislaid)

*
APPROVED FOR
PAYMENT
AGM

Ministerial
Services

28/10/08

RECEIVED
- 9 OCT 2008

MINISTERIAL SERVICES

NOTE: ORIGINAL SALES VOUCHERS MUST BE ATTACHED

[illegible]

I certify that to the best of my knowledge and belief the foregoing official expenditure is true and correct.

(Signature of Cardholder) Date 1/1

Anewshy 9/10/08
(Senior Private Secretary) Date 11

06/10/2008

STARKS
CIVIC BUILDING
AUCKLAND

-----EFTPOS-----
TERMINAL 63661101
TIME 19SEP 13:11
TRAN 045975 CREDIT
VISA
CARD
AUTH 536428 EXP-02/11
PURCHASE NZ\$18.70
TOTAL NZ\$18.70
ACCEPT WITH SIG



AUCKLAND CO-OP TAXIS
PH: 300 3000

Tax Invoice
GST No: 68-971-195
DRIVER SANJAY3
TERMINAL 10700244
TAXI BRL399
VC 024353038029238
START 18SEP08 14:35
STOP 19SEP08 14:55
TRAIN 16090109
VISA

EXBTRY 1
TARIFF NZ\$30.00
FARE NZ\$2.00
SERVICE
TOTAL NZ\$32.00
ACCEPTED

THANK YOU FOR YOUR
CUSTOM PH: 300 3000

Te Tari Taiwhenua

Ministerial Services
Bowen House, Parliament Buildings
Wellington, New Zealand
Telephone +64 4 471 9999
Facsimile +64 4 471 1441

To: Janine Watkins
Date: 6 October 2008
Subject: BNZ Visa Card Reconciliation

We have recently received the latest BNZ Visa Card statements for processing. However we do not appear to have received all counterfoils, receipts and signed reconciliation for the all charges on the statement. As these are required for auditing purposes, could you please forward them to us by **13 October 2008**.

Under DIA's Credit Card Policy unreceipted expenditure on corporate credit cards is not acceptable, so, if it is unable to supply all of the counterfoils and receipts, please note why they are missing, and include details of the expenditure on the signed reconciliation form.

Please note that payment of the account is made without delay to avoid any overdue charges.

Due to the scrutiny that credit cards attract we would like to remind you that all records are open to review and should comply with the five expenditure principles in clause 3.11 of the Ministerial Office Handbook.

We would recommend that you forward credit card reconciliations to us as soon as you use the corporate card, rather than waiting until we ask for the information.

Please call me on ext 8952 if you have any queries.

Many thanks

Annie Randal
Administration and Finance Manager
Ministerial Services

18/11/2008

SIEM REAP

Tax Invoice

GST No.86-091-542

SIEM REAP
99 DIXON STREET
WELLINGTON

-----EFTPOS-----
TERMINAL 04559501
TIME 17NOV 21:38
TRAN 012744 CREDIT
VISA

CARD
AUTH 526141 EXP
PURCHASE NZ\$171.50
TOTAL NZ\$171.50
ACCEPT WITH SIG

Tax :
ze Roll \$9.00
A6 Spring Roll \$9.00
A7 Diced Pork \$9.00
A15 Grill Squid \$9.50
A11 Shrimp Cake \$9.00
E7 Ban Chow \$20.00
D5 Chick Ginger \$19.00
B1 Rd Curry Vege \$19.00
D2 Kreang Prawn \$25.00
B2 Gr Curry Chic \$19.00
Rice
4 @2.50 \$10.00
Roti
4 @3.50 \$14.00
Subtotal \$171.50

DATE : 17-NOV-2008
TIME : 8:39PM

OFFICIAL RETAIL INFORMATION UNDER THE ACT

DEPARTMENT OF INTERNAL AFFAIRS

Office of Hon Steve Chadwick

Bank of New Zealand Visa Business
Company No: 141085-2-0000005
Statement Period: 04 Dec 07 to 03 Jan 08
Statement Number: 9
Credit Limit: \$10,000.00
Available Credit: \$9,815.00

BUSINESS FIRST VISA



Bank of New Zealand

Bank of New Zealand Credit Cards
P O Box 2842
Wellington
Website www.bnz.co.nz
Freephone 0800 800 667

Your Transaction Record

Page 1 of 1

Date	Particulars	Explanation	Your Coding	Entertainment	Excl GST	GST	Transaction
07 Dec	+ CHANTILLYS MOTOR LODGE TAUPU						155.00 DR
12 Dec	+ TAUPU'S TOP CAB CO TAUPU						30.00 DR
TOTAL							185.00 DR

STANDARD ANNUAL DEBIT INTEREST RATE APPLYING TO CASH ADVANCES IS 19.85%

780 002 2502 2

Travel costs while in Taupo with the Hon Steve Chadwick
who was attending the Tongaliro / Taupo Conservation
and Tongaliro / Taupo Conservation Board Conservation
Awards.

APPROVED FOR
PAYMENT

APRINK GM

EES

14/1/08

**MINISTERIAL SERVICES
CORPORATE CHARGE CARD
RECONCILIATION FORM**

RECEIVED
11 DEC 2007
MINISTERIAL SERVICES

Date	Details of Official Expenditure	Amount
6/12/07	Accommodation at Chantilly's - Lake Taupo - Tongariro Taupo Conveyance and Tongariro Taupo Conveyance Board Conveyance Awarded on 6 December 2007	\$ 155-00
7/12/07	Taxi fare (Chantilly's to Taupo Airport)	\$ 30-00
TOTAL:		\$ 185-00

I certify that to the best of my knowledge and belief the foregoing official expenditure was incurred by me or under my authority.

Date 10/12/07

U.B. Kinsler
Acting AGM 14/1/07

(Senior Private Secretary) Date 10/12/07

10/12/2007

Accompanying Minister

612107

NZ 2056 Wlg - Two

Rehvn NZ 2503-T40-W19
7/128007

Tax invoice

Invoice no : 20670-1
Date : Fri, 07 Dec 2007 07:32
Page no : 1 of 1
Voucher/order no :
Reservation no : 21865 (Checked out)
Arr./dep. date : 06/12/07 - 07/12/07, Unit 08

CHANTILLY'S
LAKE TAUPU
112 Tamamutu Street,
Taupo 2730

NOTE: NO FURTHER STATEMENT
ISSUED TERMS 7 DAYS

Email : reply@chantillys.co.nz
Phone : (07) 376 5720
Facsimile: (07) 376 5721
TAX INVOICE GST# 98-551-495

Date & Time	Description	Details	Credit		Debit	
			Exclude GST	Include GST	Exclude GST	Include GST
06 December	Accommodation	1 Adlt, 0 Child				
07 Dec 07:32	Payment - Visa	Checkout Payment	\$155.00		\$137.78	\$155.00
Total:			\$155.00	\$137.78	\$155.00	\$17.22
GST:						
Total Including GST:					\$155.00	\$155.00
Less Credit:						
Balance Due:					\$155.00	\$155.00
						\$0.00

CHANTILLYS MOTOR LOD
112 TAMAMUTU STREET
TAUPO

Your business is appreciated

*-----EFTPOS-----
TERMINAL 07DEC 07:32 65328501
TRAN 000133 CRED
VISA
CARD
AUTH NZ\$155.00
PURCHASE NZ\$155.00
TOTAL
ACCEPT WITH SIG

[illegible]