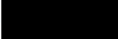




21 August 2020



Tēnā koe 

Thank you for your email of 3 July 2020 to the Ministry of Education requesting the following information:

- *All staff credit and purchase card statements for your agency from the 1st of March 2020 until the 30th of May 2020.*
- *A list of items of expenditure pertaining to entertainment, staff expenses, travel, furniture, telecommunications and computer peripherals purchased or paid for between the 1st of March 2020 and 30th of May 2020.*
- *A list of all staff reimbursements made within the same period.*

Your request has been considered under the Official Information Act 1982 (the Act).

In response to the first part of your request, I am providing you with the credit card statements in the attached **Appendix A**. I have withheld the names of individuals connected with each individual purchase under section 9(2)(a) of the Act in order to protect the privacy of individuals..

Regarding the second and third parts of your request, please refer to the tables below. Please note that we are interpreting 'staff expenses' as reimbursements, and this information can be found in the second table below:

**Table 1: Expenditure pertaining to entertainment, travel, furniture, telecommunications and computer peripherals purchased or paid for between 1 March 2020 and 30 May 2020.**

Expenditure	March	April	May
Travel*			
Domestic	\$524,498	\$1,500	\$2,065
International**	\$6,870	\$1,194	\$1,417
<b>Total travel</b>	<b>\$531,638</b>	<b>\$2,694</b>	<b>\$3,482</b>
Furniture***	\$2,519	\$3,304	\$4,190
Telecommunications			
Telephone/VoIP	\$15		\$14,516
Cell phone and remote access charges	\$1,557	\$1,990	\$4,424
Networks	\$182,007	\$174,945	\$164,201
<b>Total telecommunications</b>	<b>\$183,578</b>	<b>\$176,935</b>	<b>\$183,142</b>
Computer peripherals	\$12,106	\$5,718	\$58,616
<b>Total</b>	<b>\$729,572</b>	<b>\$188,652</b>	<b>\$249,430</b>

\* Domestic and international travel expenditures in April and May relate to cancellation fees for hotels and flights and regular management fees for travel cards.

\*\*Following the government's decision to close New Zealand's borders in response to Covid-19, the Ministry suspended all work-related international travel. No Ministry staff have left New Zealand on work-related travel since 20 March 2020.

\*\*\*Costs relating to the purchase of chattels or 'high risk of loss' items which are not recorded as a depreciable asset, (i.e. furniture, fridges, microwaves, whiteboards etc) where the cost is less than \$2,500 GST exclusive (not capitalised).

**Table 2: Staff reimbursements made between 1 March 2020 and 30 May 2020**

Description	March	April	May	Comments
Annual Practicing Certificate	\$87,847	\$17,332	\$10,196	For Ministry Psychologists and Occupational Therapists
Stationery	\$1,373	\$1,308	\$1,082	
Travel( flight, accommodation, parking, food)	\$51,780	\$10,815	\$12,242	
Gifts	\$50	\$50	\$166	Flowers sent to staff members for the following reasons: <ul style="list-style-type: none"> <li>To celebrate the birth of a child.</li> <li>Condolences on the death of a family member.</li> </ul>
Meetings	\$6,635	\$717	\$816	
Training	\$1,197	\$1,582	\$1,132	
Study Assistance	\$1,791	\$4,771		Financial assistance for annual tertiary studies fees as per the Ministry's Study Assistance Policy
Eye wear reimbursement	\$369		\$300	Prescription glasses subsidy as per the Ministry's Eyewear Subsidy Policy
Electricity claims	\$760			Claims made under employment agreements for specific staff
Relocation costs			\$6,000	Financial assistance as per the Ministry's Sensitive Expenditure Framework for expenses incurred when two staff members moved locality on appointment
<b>Total</b>	<b>\$151,833</b>	<b>\$36,574</b>	<b>\$31,936</b>	

Please note that the costs provided in our response are aggregated totals from each month.

The Ministry now proactively publishes Official Information Act responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Nāku noa, nā



Zoe Griffiths  
**Deputy Secretary**  
**Business Enablement & Support**