

15 August 2024

File Ref: OIAPR-1274023063-29792





## Request for information 2024-173

I refer to your request for information dated 26 July 2024, which was received by Greater Wellington Regional Council (Greater Wellington) on 26 July 2024. You have requested the following:

"We request the following information:

A list of all international flights taken by your Council staff and elected members from September 2019 to the present.

- 1. The dates of these flights.
- 2. The number of people who took each flight.
- 3. The cost of the airfares.
- 4. The purpose of travel"

## **Greater Wellington's response follows:**

In the time frame for requested information, Greater Wellington has undergone a few changes which has affected the way in which we are able to provide you the information requested. These changes include:

- New Financial Operating System
- New Travel Management Company (TMC)
- Updated Travel Policy

Greater Wellington is the administrative organisation for Wellington Region Emergency Management Office (WREMO), therefore we have provided their international travel costs too.

The information provided is for international travel between September 2019 – 2 August 2024.

## Attachment One - International Travel Data

Tab ONE, TWO and THREE shows data from CTM and APX and our new TMC. These are the different travel companies used by Greater Wellington since 2019.

Tab FOUR shows data for travel purchased via credit card (p-card)

Tab FIVE shows data for WREMO.

Sometimes a Greater Wellington (including Councillors) or WREMO staff member may be invited to attend an event overseas to be a keynote speaker or something similar. These are often fully paid for (flights, accommodation and other costs) by the external party. Therefore, where this has happened, we have not included this travel as there is no cost to the Council (ratepayer).

If you have any concerns with the decision(s) referred to in this letter, you have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987.

Please note that it is our policy to proactively release our responses to official information requests where appropriate. Our response to your request will be published shortly on Greater Wellington's website with your personal information removed.

Nāku iti noa, nā

**Jacob Boyes** 

JC Bayes

Kaiwhakahaere Matua, Pūtea me ngā Tūraru | Group Manager Finance and Risk (acting)

| Date of Travel   | Destination | Reason for travel | Number of staff | Airfare Cost | Accommodation Cost                 | Other costs |
|------------------|-------------|-------------------|-----------------|--------------|------------------------------------|-------------|
| 29/7/24 – 2/8/24 | Sydney      | Conference        | 2               | . ,          | 3.25 (incl. GST)<br>Accommodation) |             |



| # staff | Description                 | Travel Date | Amount |          | Int/Dom       | Type   | The purpose of travel |
|---------|-----------------------------|-------------|--------|----------|---------------|--------|-----------------------|
| 1       | AIR NEW ZEALAND MEL/WLG/    | 7/12/2019   | \$     | 357.52   | International | Travel | Seminars              |
| 1       | AIR NEW ZEALAND SYD/WLG/    | 14/11/2019  | \$     | 437.32   | International | Travel | Not Recorded          |
| 1       | AIR NEW ZEALAND WLG/AKL/BNE | 13/07/2020  | \$     | 1,020.47 | International | Travel | Not Recorded          |
| 1       | AIR NEW ZEALAND WLG/MEL/    | 23/10/2019  | \$     | 452.51   | International | Travel | Not Recorded          |
| 1       | AIR NEW ZEALAND WLG/MEL/AKL | 1/12/2019   | \$     | 869.13   | International | Travel | Not Recorded          |
| 1       | AIR NEW ZEALAND WLG/SYD/    | 8/10/2019   | \$     | 309.51   | International | Travel | Seminars              |
| 1       | AIR NEW ZEALAND WLG/SYD/WLG | 8/10/2019   | \$     | 716.73   | International | Travel | Seminars              |
| 1       | QANTAS CBR/SYD/             | 13/11/2019  | \$     | 334.50   | International | Travel | Not Recorded          |
| 1       | QANTAS CBR/SYD/WLG          | 8/11/2019   | \$     | 487.52   | International | Travel | Training              |
| 1       | QANTAS MEL/SYD/WLG          | 26/10/2019  | \$     | 405.92   | International | Travel | Not Recorded          |
| 1       | QANTAS SYD/WLG/             | 12/10/2019  | \$     | 367.22   | International | Travel | Seminars              |
| 1       | QANTAS WLG/MEL/             | 28/11/2019  | \$     | 279.61   | International | Travel | Seminars              |
| 1       | QANTAS WLG/MEL/CBR          | 5/11/2019   | \$     | 501.51   | International | Travel | Training              |
| 1       | QANTAS WLG/MEL/SYD          | 23/10/2019  | \$     | 619.93   | International | Travel | Not Recorded          |
| 1       | QANTAS WLG/SYD/CBR          | 10/11/2019  | \$     | 492.01   | International | Travel | Not Recorded          |
| 1       | QANTAS WLG/SYD/WLG          | 24/02/2019  | -\$    | 250.00   | International | Travel | Not Recorded          |
| 1       | QANTAS WLG/MEL/             | 26/02/2020  | \$     | 346.71   | International | Travel | Seminars              |
| 1       | AIR NEW ZEALAND MEL/WLG/    | 28/02/2020  | \$     | 418.22   | International | Travel | Seminars              |
| 1       | AIR NEW ZEALAND WLG/SYD/WLG | 2/03/2020   | \$     | 672.83   | International | Travel | Not Recorded          |

|  | Department Name        | Reason for Travel                     | # of Staff | Spand Time                  | Costing Tree- | Sancica Provider   | Trip Start   | Trip End   | Origin Country | Total Amount |
|--|------------------------|---------------------------------------|------------|-----------------------------|---------------|--|--------------|------------|----------------|--------------|
| Greater  |                        | CONFERENCE                            |            | Spend Type<br>International | Air           | Service Provider Air New Zealand   | 11/11/2024   | 11/15/2024 | New Zealand    | 1200.93      |
| Wellington<br>Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Qantas Airways   | 9/21/2024    | 9/21/2024  | Australia      | 521.61       |
| Wellington<br>Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Qantas Airways   | 9/21/2024    | 9/21/2024  | Australia      | 137          |
| Wellington   |                        |                                       |            |                             |               |  |              |            |                |              |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   | V                      | CONFEDENCE                            | 1 Staff    | International               | Air           | Qantas Airways   | 9/21/2024    | 9/21/2024  | Australia      | 15.5         |
| Wellington   | Knowledge and Insights | CONFERENCE                            | 1 Stall    | IIIterriational             | All           | Qantas Anways  | 9/2 1/2024   | 5/2 1/2024 | Australia      | 10.5         |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   |                        |                                       |            |                             |               |  |              |            | ,              |              |
| Greater<br>Wellington  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/14/2024    | 9/21/2024  | New Zealand    | 1419.61      |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/14/2024    | 9/21/2024  | New Zealand    | C            |
| Wellington<br>Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/14/2024    | 9/14/2024  | New Zealand    | 298.6        |
| Wellington   | meage and maights      |                                       |            |                             |               |  |              |            |                | 230.0        |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   |                        |                                       | 1.01-#     | I                           | A.I.          | Alla Marris de la Constantina del Constantina de la Constantina de | 0//0         | 000        | 7              |              |
| Greater<br>Wellington  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/13/2024    | 9/13/2024  | New Zealand    | 425.8        |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 8/24/2024    | 8/30/2024  | New Zealand    | 973.51       |
| Wellington<br>Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater  | Knowledge and Insights | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 8/24/2024    | 8/30/2024  | New Zealand    | 973.51       |
| Wellington   |                        |                                       |            |                             |               |  |              |            |                |              |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   | C                      | CONFEDENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 6/11/2024    | 6/26/2024  | New Zealand    | 5265.13      |
| Wellington   | Strategy               | CONFERENCE                            | i Stati    | memational                  | All           | All New Zealand  | 0/11/2024    | 6/26/2024  | New Zealand    | 5205.13      |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater<br>Wellington  | Strategy               | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 6/11/2024    | 6/26/2024  | New Zealand    | 2819.3       |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater  | Strategy               | CONFERENCE                            | 1 Staff    | International               | Hotel         | Hyatt Regency London   | 6/15/2024    | 6/16/2024  | United Kingdom | 867.14       |
| Wellington<br>Regional   |                        |                                       |            |                             |               | Blackfriars  |              |            |                |              |
| Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   | Delivery               | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 5/21/2024    | 5/31/2024  | New Zealand    | 1384.95      |
| Wellington   | Denvery .              | CO.W. ENERVCE                         |            |                             |               |  | J. Z. 1/2024 | 2.0 1/2024 |                | .001.30      |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   |                        | · · · · · · · · · · · · · · · · · · · | 1000       | I                           | Hatal         | The Oranie I   | P.0. 1 10.0. | F/0=100    | A              |              |
| Greater<br>Wellington  | Delivery               | CONFERENCE                            | 1 Staff    | International               | Hotel         | The Capitol Apartments   | 5/21/2024    | 5/25/2024  | Australia      | 974.49       |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       | <b>\</b>   |                             |               |  |              |            |                |              |
| Greater  | Public Transport       | CONFERENCE                            | 1 Staff    | International               | Air           | Qantas Airways   | 5/1/2024     | 5/5/2024   | New Zealand    | 1249.55      |
| Wellington<br>Regional   |                        |                                       | y          |                             |               |  |              |            |                |              |
| Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater  | Public Transport       | CONFERENCE                            | 1 Staff    | International               | Hotel         | Mercure Perth  | 5/1/2024     | 5/4/2024   | Australia      | 642.55       |
| Wellington   |                        |                                       |            |                             |               |  |              |            |                |              |
| Regional<br>Council  |                        |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   | Public Transport       | WORKSHOP                              | 1 Staff    | International               | Air           | Qantas Airways   | 2/14/2024    | 2/14/2024  | New Zealand    | 273.42       |
| Wellington   | Public Transport       | WORKSHUP                              | . Juli     | cmational                   | , 41          | Gantas Anways  | 2/14/2024    | 2/14/2024  | w Zodidilu     | 213.42       |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        | *                                     |            |                             |               |  |              |            |                |              |
| Greater<br>Wellington  | Public Transport       | WORKSHOP                              | 1 Staff    | International               | Air           | Qantas Airways   | 2/11/2024    | 2/11/2024  | Australia      | 518.63       |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        |                                       |            |                             |               |  |              |            |                |              |
| Greater  | Public Transport       | CONFERENCE                            | 1 Staff    | International               | Hotel         | Oaks Melbourne on  | 8/30/2023    | 9/2/2023   | Australia      | 687.33       |
| Wellington<br>Regional   |                        |                                       |            |                             |               | Market Hotel   |              |            |                |              |
| Council  | _                      |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)   | Public Transport       | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/2/2023     | 9/2/2023   | Australia      | 553.53       |
| Wellington   | r done transport       | CONFERENCE                            |            |                             |               | Non Lociana  | 3/2/2020     | 31212023   | aou and        | 555.55       |
| Regional   |                        |                                       |            |                             |               |  |              |            |                |              |
| Council  |                        |                                       | 10. "      |                             |               |  |              |            |                |              |
| Council<br>(GWRC)  |                        | CONFERENCE                            | 1 Staff    | International               | Hotel         | Clarion Suites Gateway   | 8/27/2023    | 9/1/2023   | Australia      | 1072.6       |
| (GWRC)<br>Greater  | Public Transport       |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater<br>Wellington<br>Regional                      | Public Transport       |                                       |            |                             |               |  |              |            |                |              |
| (GWRC)<br>Greater<br>Wellington<br>Regional<br>Council           | Public Transport       |                                       |            |                             |               |  |              |            |                |              |
| (GWRC) Greater Wellington Regional Council (GWRC) Greater        | Public Transport       | CONFERENCE                            | 1 Staff    | International               | Air           | Air New Zealand  | 9/1/2023     | 9/1/2023   | Australia      | 379.13       |
| (GWRC)<br>Greater<br>Wellington<br>Regional<br>Council<br>(GWRC) |                        |                                       | 1 Staff    | International               | Air           | Air New Zealand  | 9/1/2023     | 9/1/2023   | Australia      | 379.13       |

|   | Greater                | Delivery               | CLIENT MEETING/EVENT    | 1 Staff | International   | Hotel   | Oaks Melbourne on                   | 8/29/2023  | 8/31/2023  | Australia    | 385.26      |  |
|---|------------------------|------------------------|-------------------------|---------|-----------------|---------|-------------------------------------|------------|------------|--------------|-------------|--|
|   | Wellington<br>Regional |                        |                         |         |                 |         | Market Hotel                        |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Corporato Consisos     | CLIENT MEETING/EVENT    | 1 Staff | International   | Hotel   | Oaks Melbourne on                   | 8/29/2023  | 8/31/2023  | Δuetralia    | 372.18      |  |
|   | Wellington             | Corporate Services     | CLIENT MEETING/EVENT    | 1 Otali | International   | riotei  | Market Hotel                        | 0/23/2023  | 0/3/1/2023 | Australia    | 372.10      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Corporate Services     | CLIENT MEETING/EVENT    | 1 Staff | International   | Hotel   | Oaks Melbourne on                   | 8/29/2023  | 8/31/2023  | Australia    | 372.18      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         | Market Hotel                        |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Corporate Services     | CLIENT MEETING/EVENT    | 1 Staff | International   | Air     | Air New Zealand                     | 8/29/2023  | 8/31/2023  | New Zealand  | 735.35      |  |
|   | Wellington             | Corporate services     | CLIENT WEETING/EVENT    | - Cuan  | momanona        | ,       | 7 III 110W Edularia                 | 0/20/2020  | 0/0//2020  | Tow Louising | ,00.00      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater<br>Wellington  | Delivery               | CLIENT MEETING/EVENT    | 1 Staff | International   | Air     | Air New Zealand                     | 8/25/2023  | 8/31/2023  | New Zealand  | 799.35      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Corporate Services     | CLIENT MEETING/EVENT    | 1 Staff | International   | Air     | Air New Zealand                     | 8/29/2023  | 8/31/2023  | New Zealand  | 735.35      |  |
|   | Wellington             |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Regional<br>Council    |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater<br>Wellington  | Public Transport       | CONFERENCE              | 1 Staff | International   | Air     | Qantas Airways                      | 8/30/2023  | 8/30/2023  | New Zealand  | 376.92      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              | <b>&gt;</b> |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Public Transport       | CONFERENCE              | 1 Staff | International   | Air     | Air New Zealand                     | 8/26/2023  | 8/26/2023  | New Zealand  | 265.82      |  |
|   | Wellington             |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Regional<br>Council    |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 |                        |                         | 10-#    | Internal 1      | A1      | 0                                   | 0/40/200   | 0//0/00/   |              |             |  |
|   | Greater<br>Wellington  | Knowledge and Insights | CONFERENCE              | 1 Staff | International   | Air     | Qantas Airways                      | 8/13/2023  | 8/13/2023  | Australia    | 397.13      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Public Transport       | CONFERENCE              | 1 Staff | International   | Hotel   | Oaks Melbourne on                   | 8/8/2023   | 8/10/2023  | Australia    | 480.02      |  |
|   | Wellington             |                        |                         |         |                 |         | Lonsdale Hotel                      |            |            |              |             |  |
|   | Regional<br>Council    |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 |                        |                         |         |                 |         |                                     |            | 011010000  |              | =           |  |
|   | Greater<br>Wellington  | Public Transport       | CONFERENCE              | 1 Staff | International   | Hotel   | Oaks Melbourne on<br>Lonsdale Hotel | 8/7/2023   | 8/10/2023  | Australia    | 541.8       |  |
|   | Regional               |                        |                         |         |                 |         | Londad Hotol                        |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | CONFERENCE              | 1 Staff | International   | Hotel   | Oaks Melbourne on                   | 8/7/2023   | 8/10/2023  | Australia    | 586.48      |  |
|   | Wellington             |                        |                         |         |                 |         | Lonsdale Hotel                      |            |            |              |             |  |
|   | Regional<br>Council    |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 |                        |                         | 4.01-#  |                 | 11.41   | 0.14                                | 0.10.10000 | 0/40/0000  | A 4 II -     | 070.40      |  |
|   | Greater<br>Wellington  | Knowledge and Insights | CONFERENCE              | 1 Staff | International   | Hotel   | Oaks Melbourne on<br>Lonsdale Hotel | 8/8/2023   | 8/10/2023  | Australia    | 378.48      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | CONFERENCE              | 1 Staff | International   | Air     | Air New Zealand                     | 8/10/2023  | 8/10/2023  | Australia    | 520.13      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      |                        |                         | 1 Staff | International   | Air     | Air New Zealand                     | 8/7/2023   | 0/40/2022  | New Zealand  | 793.45      |  |
|   | Wellington             | Public Transport       | CONFERENCE              | I Stall | international   | All     | All New Zealand                     | 0///2023   | 6/10/2023  | New Zealand  | 793.45      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | CONFERENCE              | 1 Staff | International   | Air     | Qantas Airways                      | 8/8/2023   | 8/10/2023  | New Zealand  | 778.85      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 | Kanada a a ta ta       | CONFEDENCE              | 1 Stoff | Internation - 1 | Air     | Contos Aireses                      | 0/0/0000   | 0/0/000    | Now Zooland  | 251.00      |  |
|   | Greater<br>Wellington  | Knowledge and Insights | CONFERENCE              | 1 Staff | International   | Air     | Qantas Airways                      | 8/8/2023   | 8/8/2023   | New Zealand  | 351.82      |  |
|   | Regional               |                        |                         | 1       |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)                 |                        |                         | 7       |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | CONFERENCE              | 1 Staff | International   | Air     | Qantas Airways                      | 8/7/2023   | 8/7/2023   | New Zealand  | 358.82      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Dublic Transport       | CHENT MEETING (F) (TAIT | 1 Staff | International   | Hotel   | Royal on the Park Hotel &           | 6/21/2023  | 6/23/2023  | Australia    | 1129.12     |  |
|   | Wellington             | Public Transport       | CLIENT MEETING/EVENT    | . Jun   | cmauolidi       | . 10101 | Suites                              | JIZ 112023 | 012012023  | , wouldness  | 1129.12     |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | CLIENT MEETING/EVENT    | 1 Staff | International   | Hotel   | Royal on the Park Hotel &           | 6/21/2023  | 6/23/2023  | Australia    | 1129.12     |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         | Suites                              |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Public Transport       | TRAINING                | 1 Staff | International   | Air     | Qantas Airways                      | 6/23/2023  | 6/23/2023  | Australia    | 897.53      |  |
|   | Wellington             | i dolic mansport       | DAIIVIING               | . Jun   | cmauolidi       | , at    | aditios ril Ways                    | JIZJIZUZJ  | 012012023  | , wouldness  | 65.160      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | TRAINING                | 1 Staff | International   | Air     | Qantas Airways                      | 6/23/2023  | 6/23/2023  | Australia    | 897.53      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | (GWRC)<br>Greater      | Public Transport       | TRAINING                | 1 Staff | International   | Air     | Air New Zealand                     | 6/21/2023  | 6/21/2023  | New Zealand  | 841.84      |  |
|   | Wellington             | i ubiic rransport      | DAIMING                 |         |                 |         |                                     | G/L 1/2023 | 5,2112020  | Louisila     | 041.04      |  |
|   | Regional               |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council<br>(GWRC)      |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Greater                | Public Transport       | TRAINING                | 1 Staff | International   | Air     | Air New Zealand                     | 6/21/2023  | 6/21/2023  | New Zealand  | 841.84      |  |
|   | Wellington<br>Regional |                        |                         |         |                 |         |                                     |            |            |              |             |  |
|   | Council                |                        |                         |         |                 |         |                                     |            |            |              |             |  |
| 4 | (GWRC)                 |                        |                         |         |                 |         |                                     |            |            |              |             |  |

| Greater<br>Wellington<br>Regional<br>Council                   | Environment<br>Management | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 5/29/2023  | 6/8/2023   | Australia      | 2437.7   |
|--|---------------------------|------------|---------|---------------|-------|--------------------------------------|------------|------------|----------------|----------|
| GWRC)<br>Greater<br>Wellington<br>Regional<br>Council          | Environment<br>Management | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 5/30/2023  | 6/8/2023   | New Zealand    | 805.35   |
| GWRC)<br>Greater<br>Vellington<br>Regional<br>Council          | Environment<br>Management | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 5/29/2023  | 6/8/2023   | New Zealand    | 1473.67  |
| GWRC) Greater Vellington Regional Council                      | Catchment Management      | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 5/22/2023  | 5/27/2023  | New Zealand    | 755.85   |
| GWRC) Greater Vellington Regional Council                      | Public Transport          | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/5/2023   | New Zealand    | 1346.31  |
| GWRC) Greater Vellington Regional Council                      | Public Transport          | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 1/30/2023  | 2/3/2023   | Australia      | 722.34   |
| GWRC)<br>Greater<br>Vellington<br>Regional<br>Council<br>GWRC) | CEO                       | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 1/30/2023  | 2/2/2023   | Australia      | 541.75   |
| Greater  Wellington  Regional  Council  GWRC)                  | Strategy                  | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 1/30/2023  | 2/2/2023   |                | 541.75   |
| Greater<br>Vellington<br>Regional<br>Council<br>GWRC)          | Strategy                  | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 1/30/2023  | 2/2/2023   |                | 541.75   |
| Greater Wellington Regional Council                            | Strategy                  | CONFERENCE | 1 Staff | International | Hotel | Oaks Brisbane on<br>Charlotte Suites | 1/30/2023  | 2/2/2023   |                | 541.75   |
| Greater Vellington Regional Council GWRC)                      | Strategy                  | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/2/2023   | New Zealand    | -1556.31 |
| Greater Vellington Regional Council GWRC)                      | Strategy                  | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/2/2023   | New Zealand    | 1556.31  |
| Greater Wellington Regional Council GWRC)                      | Strategy                  | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/27/2023  | 2/2/2023   | New Zealand    | 1566.31  |
| Greater Vellington Regional Council GWRC)                      | Strategy                  | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/2/2023   | New Zealand    | 1556.31  |
| reater<br>/ellington<br>/egional<br>/ouncil                    | Strategy                  | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/2/2023   | New Zealand    | 1556.31  |
| reater /ellington /egional /ouncil                             | CEO                       | CONFERENCE | 1 Staff | International | Air   | Air New Zealand                      | 1/30/2023  | 2/2/2023   | New Zealand    | 1556.31  |
| reater<br>fellington<br>egional<br>ouncil<br>GWRC)             | Public Transport          | CONFERENCE | 1 Staff | International | Air   | Emirates Airlines                    | 11/14/2022 |            | New Zealand    | 6587.11  |
| Greater<br>Vellington<br>Regional<br>Council<br>GWRC)          | Public Transport          | CONFERENCE | 1 Staff | International | Air   | Emirates Airlines                    | 11/14/2022 |            | New Zealand    | 6587.11  |
| Greater<br>Vellington<br>Regional<br>Council<br>GWRC)          | Public Transport          | CONFERENCE | 1 Staff | International | Air   | Emirates Airlines                    | 11/14/2022 |            | New Zealand    | 6587.11  |
| reater<br>/ellington<br>legional<br>ouncil                     | Public Transport          | CONFERENCE | 1 Staff | International | Hotel | ibis Nottingham Centre<br>Hotel      | 11/22/2022 |            | United Kingdom | 777.06   |
| reater<br>ellington<br>egional<br>ouncil                       | Public Transport          | CONFERENCE | 1 Staff | International | Hotel | ibis Nottingham Centre<br>Hotel      | 11/22/2022 |            | United Kingdom | 777.06   |
| reater<br>ellington<br>egional<br>ouncil<br>eWRC)              | Public Transport          | CONFERENCE | 1 Staff | International | Car   | HERTZ RENT A CAR                     | 11/22/2022 |            | United Kingdom | 425.89   |
| reater<br>/ellington<br>egional<br>ouncil<br>SWRC)             | Public Transport          | CONFERENCE | 1 Staff | International | Hotel | ibis Nottingham Centre<br>Hotel      | 11/22/2022 |            | United Kingdom | 777.06   |
| reater<br>/ellington<br>egional<br>ouncil                      | Public Transport          | CONFERENCE | 1 Staff | International | Hotel | Der Blaue Reiter                     | 11/20/2022 | 11/22/2022 | Germany        | 520.46   |

|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Der Blaue Reiter                    | 11/20/2022 | 11/22/2022 | Germany     | 520.46  |  |
|---|------------------------|------------------|----------------------|---------|---------------|---------|-------------------------------------|------------|------------|-------------|---------|--|
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             | 500.10  |  |
|   | Greater<br>Wellington  | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Der Blaue Reiter                    | 11/20/2022 | 11/22/2022 | Germany     | 520.46  |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/22/2022 | 11/22/2022 | Germany     | 378.1   |  |
|   | Wellington             | Public Transport | CONFERENCE           | 1 Stati | international | All     | Luitiialisa                         | 11/22/2022 | 11/22/2022 | Germany     | 370.1   |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/22/2022 | Spain       | 56.9    |  |
|   | Wellington             |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/22/2022 | Spain       | 56.9    |  |
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             | -       |  |
|   | Greater<br>Wellington  | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/22/2022 | 11/22/2022 | Germany     | 378.1   |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/22/2022 | 11/22/2022 | Germany     | 378.1   |  |
|   | Wellington             | Public Transport | CONFERENCE           | 1 Otali | International | All     | Luitilansa                          | 11/22/2022 | 11/22/2022 | Commany     | 570.1   |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/22/2022 | Spain       | 56.9    |  |
|   | Wellington             |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Regional<br>Council    |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Hotel Miramar Barcelona             | 11/15/2022 | 11/20/2022 | Spain       | 1802.93 |  |
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            | •          |             |         |  |
|   | (GWRC)                 |                  |                      | 10. "   |               |         |                                     |            |            |             |         |  |
|   | Greater<br>Wellington  | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Hotel Miramar Barcelona             | 11/15/2022 | 11/20/2022 | Spain       | 1802.93 |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | D. L.F. T.       | CONFEDENCE           | 1 Staff | International | Hotel   | Hotel Miramar Barcelona             | 11/15/2022 | 11/20/2022 | Snoin       | 1802.93 |  |
|   | Wellington             | Public Transport | CONFERENCE           | 1 Stati | international | riotei  | riotei wiramar barceiona            | 11/13/2022 | 11/20/2022 | Орані       | 1002.93 |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/20/2022 | Spain       | 775.9   |  |
|   | Wellington             | r ablic manaport | CONTENENCE           |         |               |         |                                     |            |            |             |         |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council<br>(GWRC)      |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/20/2022 | Spain       | 775.9   |  |
|   | Wellington             |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Regional<br>Council    |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Lufthansa                           | 11/20/2022 | 11/20/2022 | Spain       | 907.9   |  |
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      |                  |                      | 10:4    |               | l latat | F D. lata bas Observation           | 40/00/0000 | 44/0/0000  | A           | 4450.77 |  |
|   | Wellington             | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Four Points by Sheraton<br>Brisbane | 10/30/2022 | 11/2/2022  | Australia   | 1158.77 |  |
|   | Regional               |                  |                      |         |               |         | Dispanc                             |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 11/2/2022  | 11/2/2022  | Australia   | 1188.96 |  |
|   | Wellington             | r ablic manaport | CONTENENCE           |         |               |         |                                     |            |            |             |         |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 10/30/2022 | 10/30/2022 | New Zealand | 536.65  |  |
|   | Wellington             |                  |                      | ll .    |               |         |                                     |            |            |             |         |  |
|   | Regional<br>Council    |                  |                      | V .     |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 10/30/2022 | 10/30/2022 | New Zealand | 610     |  |
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      | 1.040#  | Intervent     | A:-     | Ala Naur 7 1 1                      | 10/00/000  | 40/00/000  | New Zeel    | F00.05  |  |
|   | Greater<br>Wellington  | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 10/30/2022 | 10/30/2022 | New Zealand | 536.65  |  |
|   | Regional               |                  | l.                   |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 10/30/2022 | 10/30/2022 | New Zealand | -536.65 |  |
|   | Wellington             | . abiic mansport | COM ENEMACE          |         |               |         | HOW EXCHANGE                        | .0/00/2022 | .010012022 | v Louisiiu  | -550.05 |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)<br>Greater      | Public Transport | CONFERENCE           | 1 Staff | International | Air     | Air New Zealand                     | 9/16/2022  | 10/4/2022  | New Zealand | 5758.39 |  |
|   | Wellington             |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council<br>(GWRC)      |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CONFERENCE           | 1 Staff | International | Hotel   | Motel One Berlin-                   | 9/17/2022  | 9/24/2022  | Germany     | 2249.71 |  |
|   | Wellington             |                  |                      |         |               |         | Alexanderplatz                      |            |            |             |         |  |
|   | Regional<br>Council    |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Greater                | Public Transport | CLIENT MEETING/EVENT | 1 Staff | International | Air     | Air New Zealand                     | 9/6/2022   | 9/10/2022  | New Zealand | 1286.11 |  |
|   | Wellington<br>Regional |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      | 4.01-#  | Internal      | A1      | Ala Nama 7 and                      | 0/= 1000   | 0/40/005   | N 7         | 40010   |  |
|   | Greater<br>Wellington  | Public Transport | CLIENT MEETING/EVENT | 1 Staff | International | Air     | Air New Zealand                     | 9/5/2022   | 9/10/2022  | New Zealand | 1854.51 |  |
|   | Regional               |                  |                      |         |               |         |                                     |            |            |             |         |  |
| Ī | Council                |                  |                      |         |               |         |                                     |            |            |             |         |  |
|   | (GWRC)                 |                  |                      |         |               |         |                                     |            |            |             |         |  |

|                                 |                      | ı                       |         |               |         |                     | 0/0/0000  |           |             |          |   |
|---------------------------------|----------------------|-------------------------|---------|---------------|---------|---------------------|-----------|-----------|-------------|----------|---|
| Wellington                      | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Air     | Air New Zealand     | 9/6/2022  | 9/10/2022 | New Zealand | 1286.1   | 1 |
| Regional<br>Council             |                      |                         |         |               |         |                     |           |           |             |          |   |
| (GWRC)<br>Greater               | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Hotel   | The Westin Brisbane | 9/6/2022  | 9/9/2022  | Australia   | 935.3    | 8 |
| Wellington<br>Regional          |                      |                         |         |               |         |                     |           |           |             |          |   |
| Council<br>(GWRC)               |                      |                         |         |               |         |                     |           |           |             |          |   |
| Greater<br>Wellington           | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Hotel   | The Westin Brisbane | 9/6/2022  | 9/9/2022  | Australia   | 888.6    | 7 |
| Regional<br>Council             |                      |                         |         |               |         |                     |           |           |             |          |   |
| (GWRC)<br>Greater               | Dublic Transport     | CLIENT MEETING (C. (C.) | 1 Staff | International | Hotel   | The Westin Brisbane | 9/6/2022  | 9/9/2022  | Australia   | 841.9    | 5 |
| Wellington                      | Public Transport     | CLIENT MEETING/EVENT    | , 54411 |               | . 10101 | ocom brispane       | 31012022  | 31312022  | Journal     | 041.93   |   |
| Regional<br>Council             |                      |                         |         |               |         |                     |           |           |             |          |   |
| (GWRC)<br>Greater<br>Wellington | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Hotel   | QT Canberra         | 9/5/2022  | 9/6/2022  | Australia   |          | 0 |
| Wellington<br>Regional          |                      |                         |         |               |         |                     |           |           |             |          | ٩ |
| (GWRC)                          |                      |                         |         |               |         |                     | 0.0000    | 0.000000  |             |          |   |
| Greater<br>Wellington           | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Hotel   | QT Canberra         | 9/5/2022  | 9/6/2022  | Australia   | 396.7    | 2 |
| Regional<br>Council             |                      |                         |         |               |         |                     |           |           |             |          |   |
| (GWRC)<br>Greater               | Public Transport     | CLIENT MEETING/EVENT    | 1 Staff | International | Hotel   | QT Canberra         | 9/5/2022  | 9/6/2022  | Australia   |          | 0 |
| Wellington<br>Regional          |                      |                         |         |               |         |                     |           |           |             | <b>*</b> |   |
| Council<br>(GWRC)               |                      |                         |         |               |         |                     |           |           |             | 1        |   |
| Greater<br>Wellington           | Catchment Management | CONFERENCE              | 1 Staff | International | Hotel   | Rydges Canberra     | 7/25/2022 | 7/29/2022 | Australia   | 981.44   | 4 |
| Regional<br>Council             |                      |                         |         |               |         |                     |           |           |             |          |   |
| (GWRC)<br>Greater               | Catchment Management | CONFERENCE              | 1 Staff | International | Air     | Air New Zealand     | 7/25/2022 | 7/29/2022 | New Zealand | 1941.8   | 1 |
| Wellington<br>Regional          | gement               |                         |         |               |         |                     |           |           | _           |          |   |
| Council<br>(GWRC)               |                      |                         |         |               |         |                     |           | _ `       |             |          |   |
| Transier                        |                      |                         | :       | :             |         |                     |           |           |             | :        |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         | < 4                 |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         | *                   |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         | 1             |         |                     |           |           |             |          |   |
|                                 |                      |                         |         | 1             |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         | 1             |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
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|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
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| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
| 2                               |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |
|                                 |                      |                         |         |               |         |                     |           |           |             |          |   |

| The dates of these flights | The number of people who took each flight. | The cost | of the airfares    | The purpose of travel           |
|----------------------------|--|----------|--------------------|---------------------------------|
| 7/12/2019                  | 1  | \$       | 357.52             | Seminars                        |
| 14/11/2019                 | 1  | \$       | 437.32             | Not Recorded                    |
| 23/10/2019                 | 1  | \$       | 452.51             | Not Recorded                    |
| 1/12/2019                  | 1  | \$       | 869.13             | Not Recorded                    |
| 8/10/2019                  | 1  | \$       | 309.51             | Seminars                        |
| 8/10/2019                  | 1  | \$       | 716.73             | Seminars                        |
| 13/11/2019                 | 1  | \$       | 334.50             | Not Recorded                    |
| 8/11/2019                  | 1  | \$       | 487.52             | Training                        |
| 26/10/2019                 | 1  | \$       | 405.92             | Not Recorded                    |
| 12/10/2019                 | 1  | \$       | 367.22             | Seminars                        |
| 28/11/2019                 | 1  | \$       | 279.61             | Seminars                        |
| 5/11/2019                  | 1  | \$       | 501.51             | Training                        |
| 23/10/2019                 | 1  | \$       | 619.93             | Not Recorded                    |
| 10/11/2019                 | 1  | \$       | 492.01             | Not Recorded                    |
| 26/02/2020                 | 1  | \$       | 346.71             | Seminars                        |
| 28/02/2020                 | 1  | \$       | 418.22             | Seminars                        |
| 2/03/2020                  | 1  | \$       | 672.83             | Not Recorded                    |
| 29/04/2023                 | 1  | \$       | 1,965.25           | Conference                      |
| 25/11/2022                 | 1  | \$<br>\$ | 886.53             | Training/ conference            |
| 17/11/2022                 | 1  |          | 597.10             | Training/conference             |
| 25/08/2023                 | 1  | \$       | 799.35             | CLIENT MEETING/EVENT            |
| 10/08/2023                 | 1  | \$       | 520.13             | CONFERENCE                      |
| 2/11/2022<br>30/10/2022    | 1<br>1                                     | \$       | 1,188.96<br>536.65 | CONFERENCE<br>CONFERENCE        |
| 30/10/2022                 | 1  | \$<br>\$ | 610.00             | CONFERENCE                      |
| 7/08/2023                  | 1  | \$       | 358.82             | CONFERENCE                      |
| 23/06/2023                 | 1  | \$       | 897.53             | TRAINING                        |
| 21/06/2023                 |  | \$       | 841.84             | TRAINING                        |
| 30/01/2023                 | 1  | \$       | 1,556.31           | CONFERENCE                      |
| 30/01/2023                 | 1  | \$       | 1,346.31           | CONFERENCE                      |
| 8/08/2023                  |  | \$       | 778.85             | CONFERENCE                      |
| 23/06/2023                 |  | \$       | 897.53             | TRAINING                        |
| 21/06/2023                 | 1  | \$       | 841.84             | TRAINING                        |
| 30/05/2023                 | 1  | \$       | 805.35             | CONFERENCE                      |
| 16/09/2022                 | 1  | \$       | 5,758.39           | CONFERENCE                      |
| 20/11/2022                 | 1  | \$       | 907.90             | CONFERENCE                      |
| 14/11/2022                 | 1  | \$       | 6,587.11           | CONFERENCE                      |
| 22/11/2022                 | 1  | \$       | 378.10             | CONFERENCE                      |
| 20/11/2022                 | 1  | \$       | 56.90              | CONFERENCE                      |
| 13/08/2023                 | 1  | \$       | 397.13             | CONFERENCE                      |
| 8/08/2023                  | 1  | \$       | 351.82             | CONFERENCE                      |
| 29/08/2023                 | 1  | \$       | 735.35             | CLIENT MEETING/EVENT            |
| 29/08/2023                 | 1  | \$       | 735.35             | CLIENT MEETING/EVENT            |
| 11/02/2024                 | 1  | \$       | 518.63             | WORKSHOP                        |
| 14/02/2024                 | 1  | \$       | 273.42             | WORKSHOP                        |
| 6/09/2022                  | 1  | \$       | 1,286.11           | CLIENT MEETING/EVENT            |
| 1/05/2024                  | 1  | \$       | 1,249.55           | CONFERENCE                      |
| 2/09/2023<br>6/09/2022     | 1  | \$<br>\$ | 553.53<br>1,286.11 | CONFERENCE                      |
| 30/08/2023                 | 1<br>1                                     | \$<br>\$ | 376.92             | CLIENT MEETING/EVENT CONFERENCE |
| 24/08/2024                 | 1  | \$<br>\$ | 973.51             | CONFERENCE                      |
| 21/09/2024                 | 1  | \$       | 521.61             | CONFERENCE                      |
| 21/09/2024                 | 1  | \$       | 137.00             | CONFERENCE                      |
| 21/09/2024                 | 1  | \$       | 15.50              | CONFERENCE                      |
| 14/09/2024                 | 1  | \$       | 298.60             | CONFERENCE                      |
| 13/09/2024                 | 1  | \$       | 425.80             | CONFERENCE                      |
| 1/09/2023                  | 1  | \$       | 379.13             | CONFERENCE                      |
| 20/11/2022                 | 1  | \$       | 775.90             | CONFERENCE                      |
| 14/11/2022                 | 1  | \$       | 6,587.11           | CONFERENCE                      |
| 22/11/2022                 | 1  | \$       | 378.10             | CONFERENCE                      |
|                            |  |          |                    |                                 |

| 20/11/2022 | 1 | \$             | 56.90    | CONFERENCE           |
|------------|---|----------------|----------|----------------------|
| 26/08/2023 | 1 | \$             | 265.82   | CONFERENCE           |
| 30/01/2023 | 1 | \$             | 1,556.31 | CONFERENCE           |
| 14/09/2024 | 1 | \$             | 1,419.61 | CONFERENCE           |
| 11/11/2024 | 1 | \$             | 1,200.93 | CONFERENCE           |
| 27/01/2023 | 1 | \$             | 1,566.31 | CONFERENCE           |
| 11/06/2024 | 1 | \$<br>\$       | 5,265.13 | CONFERENCE           |
| 11/06/2024 | 1 | \$             | 2,819.30 | CONFERENCE           |
| 20/11/2022 | 1 | \$             | 775.90   | CONFERENCE           |
| 20/11/2022 | 1 | \$             | 56.90    | CONFERENCE           |
| 22/11/2022 | 1 | \$<br>\$<br>\$ | 378.10   | CONFERENCE           |
| 14/11/2022 | 1 |                | 6,587.11 | CONFERENCE           |
| 5/09/2022  | 1 | \$             | 1,854.51 | CLIENT MEETING/EVENT |
| 25/07/2022 | 1 | \$             | 1,941.81 | CONFERENCE           |
| 7/08/2023  | 1 | \$             | 793.45   | CONFERENCE           |
| 24/08/2024 | 1 | \$             | 973.51   | CONFERENCE           |
| 30/01/2023 | 1 | \$             | 1,556.31 | CONFERENCE           |
| 29/05/2023 | 1 | \$<br>\$       | 1,473.67 | CONFERENCE           |
| 22/05/2023 | 1 | \$             | 755.85   | CONFERENCE           |
| 21/05/2024 | 1 | \$             | 1,384.95 | CONFERENCE           |
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| Travel Date | Destination | Reason for travel           | Number of staff | Airfare Cost  | Accommodation<br>Cost                   | Other costs               |
|-------------|-------------|-----------------------------|-----------------|---|---|---------------------------|
| 29-Apr-23   | Las Vegas   | Microsoft 365<br>Conference | 1               | \$1,965.25<br>\$886.53<br>\$374.19<br>Total: \$3,225.97 | \$285.69<br>\$659.97<br>Total: \$945.66 | Conference:<br>\$2,880.72 |
| 25-Nov-22   | Sydney      | Training                    | 1               | \$597.10  | \$886.53                                | Uber(s):<br>\$169.54      |