



CARDHOLDER STATEMENT

TAX INVOICE
GST NO. 93 259 688

27 January 2024

Mr M R Workman
Ministry for the Environment
P O Box 10362
Wellington 6143

Westpac Cards Services
53 Galway Street
Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026



Business Mastercard®

Account summary

Opening Balance	\$158.10
Payments & Credits	\$158.10 CR
Purchases, Cash Advances, Charges & Interest	\$508.45
Closing Balance	\$508.45

Card number: 9(2)(k)
Account number:
Statement period: 28/12/2023 to 27/01/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jan 24	13900099000119996258380	Direct Debit Payment	158.10 CR
17 Jan 24	MT240180140000010410751	TICKETS*2024 Te Ho Auckland NZL	402.50
23 Jan 24	MT240240140000010486402	Petals Network Pty Lim Armidale NSW	105.95

Mastercard is a registered trademark and the circles design is a trademark of Mastercard International Incorporated.

Transactional information

Please retain copies of your receipts and proof of purchases to verify them against this statement, and retain your statement as a permanent record of transactions. If you would like to dispute a transaction, please contact us.

Westpac Business Mastercard Conditions of Use and applicable fees apply. See westpac.co.nz/business/products-services/credit-cards/business-mastercard/ for details.



Memo

To: Laura Dixon

From: Martin Workman

Date: 14/02/2024

Re: MasterCard (January)

Dear

Please find attached the following expense invoice for your approval. I confirm that this expenditure is in conformance with my delegations and Ministry Policies and Procedures (unless stated).

Summary of attachments:

Description <i>e.g. mobile phone, taxi</i>	Amount (\$)	Programme number / project code / account code	Trip number (only for international travel)	Notes (i.e. exception to policy requested, any personal expenditure claimed, hospitality)	Date of receipt
Ticket to Te Hono Māori event	\$402.50	338/70401/3345		Attending the Te Hono Māori Te Pou Tuangāhuru hui	17/01/2024
Bereavement flowers for staff member	\$105.95	302/07595/3375		Bereavement flowers for James Palmer	23/01/2024

Sincerely

Approved

Manager/Approver's **Name:** Laura Dixon

Date: 15.02.2024



CARDHOLDER STATEMENT

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Account summary

Opening Balance	\$508.45
Payments & Credits	\$508.45 CR
Purchases, Cash Advances, Charges & Interest	\$272.12
Closing Balance	\$272.12

Card number: 9(2)(k)
Account number:
Statement period: 28/01/2024 to 27/02/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Feb 24	13900099000219996821040	Direct Debit Payment	508.45 CR
30 Jan 24	MT240310248000010072136	economybookings.com Riga Rix 66.45 USD, Foreign Currency Fee \$2.72 NZD Included	111.94
01 Feb 24	MT240340138000010232646	Paihia Fish and Chip Paihia NZL	23.18
02 Feb 24	MT240340138000010379940	The Old Packhouse Kerikeri NZL	22.00
23 Feb 24	MT240540246000010036798	SP The Flower Barrow Taradale, Nap HKB	115.00

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Memo

To: Laura Dixon

From: Martin Workman

Date: 12 March 2024

Re: MasterCard (February)

Dear Laura

Please find attached the following expense invoice for your approval. I confirm that this expenditure is in conformance with my delegations and Ministry Policies and Procedures (unless stated).

Summary of attachments:

Description <i>e.g. mobile phone, taxi</i>	Amount (\$)	Programme number / project code / account code	Trip number (only for international travel)	Notes (i.e. exception to policy requested, any personal expenditure claimed, hospitality)	Date of receipt
Rental car hire	111.94	714/71400/3860		Rental car hire for cultural support person at NICF. This differs to the receipt as it was just for the deposit	30/01/2024
Meal – dinner	23.18	302/07595/3823		Meal while attending NICF hui	01/02/2024
Meal – breakfast	22.00	302/07595/3823		Meal while attending NICF hui	02/02/2024
Bereavement flowers for staff member	115.00	302/07595/3375		Bereavement flowers for James Palmer	23/02/2024

Sincerely

Approved / Declined

Manager/Approver's **Name:** Laura Dixon

Date: 13/03/24



CARDHOLDER STATEMENT

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27 May 2024

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Auckland 1010
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Business Mastercard®

Account summary

Opening Balance	\$0.00
Payments & Credits	\$0.00
Purchases, Cash Advances, Charges & Interest	\$481.25
Closing Balance	\$481.25

Card number: 9(2)(k)
Account number:
Statement period: 28/04/2024 to 27/05/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
02 May 24	MT241250140000010216228	Burger Fuel Tauranga Tauranga NZL	24.20
16 May 24	MT241380140000010375991	Auckland Transport Henderson NZL	5.00
16 May 24	MT241380140000010391207	NZ Transport Agency-To Palm Nth NZL	4.60
16 May 24	MT241380140000010547663	Tacoteca Auckland Auc	41.82
17 May 24	MT241390140000010087366	Ophelia Cambridge NZL	31.47
19 May 24	MT241410133000010340714	Budget Rent A Car Auckland NZL	374.16

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Memo

To: Laura Dixon

From: Martin Workman

Date: 20 June 2024

Re: MasterCard (May)

Dear Laura

Please find attached the following expense invoice for your approval. I confirm that this expenditure is in conformance with my delegations and Ministry Policies and Procedures (unless stated).

The reason why there is a charge for a rental car instead of it going through Tandem, is because the car was accidentally booked for pick up in the central city, instead of the airport, and there was no time to change the booking.

There are no receipts for the two smallest amounts, because one is for parking with pay by plate and a receipt wasn't given, and the other one is for a toll road. I have rung up requesting the receipts for these transactions, but it will take roughly 10 working days for my request to be actioned. I was in Auckland visiting staff.

Summary of attachments:

Description <i>e.g. mobile phone, taxi</i>	Amount (\$)	Programme number / project code / account code	Trip number (only for international travel)	Notes (i.e. exception to policy requested, any personal expenditure claimed, hospitality)	Date of receipt
Dinner in Tauranga	24.20	302-07595-3725		Travelling to attend NICF hui	02/05/2024
Parking	5.00	302-07595-3725		Parking in Auckland	No receipt
Toll road charges	4.60	302-07595-3725		Driving from Hamilton to Palmerston North	No receipt
Meal	41.82	302-07595-3725		Lunch in Auckland	16/05/2024
Meal	31.47	302-07595-3725		Dinner in Auckland	17/05/2024
Rental car	374.16	302-07595-3865		Wrong pick-up point booked necessitated a new rental car	16/05/2024

Sincerely

Approved / ~~Declined~~

Manager/Approver's **Name:** Laura Dixon

Date: 21/06/2024



CARDHOLDER STATEMENT

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27 June 2024

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Auckland 1010
Phone: 0800 888 111
From overseas: +64 9 914 8026



Business Mastercard®

Account summary

Opening Balance	\$481.25
Payments & Credits	\$481.25 CR
Purchases, Cash Advances, Charges & Interest	\$385.85
Closing Balance	\$385.85

Card number: 9(2)(k)
Account number: 9(2)(k)
Statement period: 28/05/2024 to 27/06/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jun 24	13900099000619996633990	Direct Debit Payment	481.25 CR
11 Jun 24	MT241650140000010212865	NZ National Fieldays Hamilton NZL	30.90
21 Jun 24	MT241740140000010088585	Pekaren New Plymouth NZL	25.85
21 Jun 24	MT241740140000010247323	Air NZ Online Auckland NZL	306.80
21 Jun 24	MT241740140000010595487	Uber* Trip Christchurch NZL	12.80
26 Jun 24	MT241790140000010382755	NZ Transport Agency-To Palm Nth NZL	9.50

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Memo

To: Laura Dixon From: Martin Workman Date: 9/07/2024

Re: MasterCard – June 2024

Dear Laura,

Please find attached the following expense invoice for your approval. I confirm that this expenditure is in conformance with my delegations and Ministry Policies and Procedures (unless stated):

Summary of attachments:

Description <i>e.g. mobile phone, taxi</i>	Amount \$	Programme number/project code/account code	Trip number (only for international travel)	Notes (i.e. Exception to policy requested, any personal expenditure claimed, hospitality)
1. NZTA toll – driving through Palmerston North/Hamilton for Fielddays	9.50	710/71000		NZTA Toll.pdf
2. Uber in Christchurch from airport.	12.80	710/71000		Uber CHCH.pdf
3. Air NZ ticket purchased New Plymouth to WLG.	306.80	710/71000		E-Ticket booking ref E5PBLH.pdf
4. Pekaren New Plymouth	25.85	710/71000		Pekaren.pdf
5. Ticket purchased for NZ National Fieldays Hamilton NZL	30.90	710/71000		tickets.fieldays.co.nz-tickets-0VX2X68Q9H9MF.pdf
6.				
7.				
8.				
9.				
10.				

Sincerely,

Holly MacKay
Personal Assistant to Martin Workman

Approved / Not Approved

Comments: _____

Director/Dep Sec Approver's name and signature _____



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Account summary

Opening Balance	\$385.85
Payments & Credits	\$385.85 CR
Purchases, Cash Advances, Charges & Interest	\$1,356.37
Closing Balance	\$1,356.37

Card number: 9(2)(k)
Account number:
Statement period: 28/06/2024 to 27/07/2024
Credit limit: \$5,000.00

Transactions

DATE	REFERENCE	DETAILS	AMOUNT \$
19 Jul 24	13900099000719996670490	Direct Debit Payment	385.85 CR
03 Jul 24	MT241860140000010568718	generatormz.com Auckland City NZL	1,356.37

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Memo

To: Laura Dixon

From: Martin Workman

Date: 11 September 2024

Re: MasterCard (July)

Dear Laura

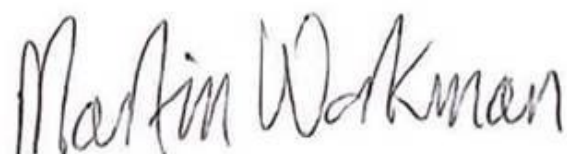
Please find attached the following expense invoice for your approval. I confirm that this expenditure is in conformance with my delegations and Ministry Policies and Procedures (unless stated).

My credit card was wrongly charged for an event that was for another business unit. I have attached the initial invoice, the email clarifying the incorrect charge, as well as the refund notice. I'm hoping that the refund will appear on the credit card for the following month.

Summary of attachments:

Description <i>e.g. mobile phone, taxi</i>	Amount (\$)	Programme number / project code / account code	Trip number (only for international travel)	Notes (i.e. exception to policy requested, any personal expenditure claimed, hospitality)	Date of receipt
Catering & room hire for TP away day	\$1,356.37	302/07595/2110		Wrongly charged and seeking a refund	29.05.2024

Sincerely



Approved / Declined

Manager/Approver's **Name:** **Date:**