



Wales Office | Swyddfa Cymru

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Ref:09FOI256

4 June 2009

Ms Marge White

[Request-11711-](#)

[XXXXXXXX@XXXXXXXXXXXXXXXXX.XXX](#)

Dear Ms White,

Thank you for your request of 8th May 2009 under the Freedom of Information Act.

You asked for details of travel and subsistence claims made by staff since 2004-05.

Travel and subsistence claims are made by staff who have to travel to attend meetings or to travel between our Cardiff and London offices to carry out their duties. The claims cover costs (within prescribed limits) of hotel accommodation when they have to stay away from home overnight, costs of public transport, meal allowances, taxis when public transport is not available or it is more practical or cost-effective to take them, mileage at set rates (plus any applicable road tolls) when staff use their own cars, a small allowance for personal incidental expenditure when staff are away more than 24 hours, and standard day subsistence rates.

All claims must be approved before payment is made. When receipts are missing an explanation has to be given for the amount claimed and the reason the receipt is lacking before the claim will be approved. No claims have been denied.

Claims may be made covering a number of journeys and overnight stays, in a period of a month or more. The highest claims will reflect the number of transactions in the claim, rather than high unit cost of accommodation etc, because this is subject to limits.

The information requested is on the attached table.

If you are unhappy with the decision made on your request, you may ask for an internal review. You should contact Alan Cogbill, Director of the Wales Office at the above address if you wish to complain.

Cardiff Office / Swyddfa Caerdydd

Wales Office, Discovery House, Scott Harbour, Cardiff Bay, Cardiff, CF10 4HA.
Swyddfa Cymru, Tŷ Discovery, Harbwr Scott, Bae Caerdydd, Caerdydd, CF10 4HA.

Website: www.walesoffice.gov.uk / Gwefan: www.swyddfa.cymru.gov.uk

If you are not content with the outcome of any internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

If you have any queries about this letter, please contact the Wales Office at the above address. Please remember to quote the reference number above in any future communications.

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Year	T & S Highest Claim	Total	% of Budget
2004/05	£ 1,131.50	£ 17,542.80	0.46%
2005/06	£ 914.21	£ 28,537.44	0.69%
2006/07	£ 1,230.12	£ 37,182.38	0.85%
2007/08	£ 514.60	£ 47,779.13	0.90%
2008/09	£ 1,942.13	£ 76,815.20	1.51%

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