

**Department for Work and Pensions (DWP)**  
**Central Freedom of Information Team**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX@xxx.xxx.gov.uk

**Our reference: FOI 1849**

**Date:** 11 May 2017

Dear G Harrison,

Thank you for your Freedom of Information request received on 28 April 2017.

You asked:

1. Please provide copies of all of your internal and external policies and procedures regarding Special Expenses Variation applications
2. Please provide the number of applications for Special Expenses variations from Paying Parents that you received either in the calendar year 2016, ideally broken down by month, but a total figure will suffice if you are unable to provide a broken down figure
3. Please provide the mileage rate (pence per mile) that your own employees may claim on expenses when on Child Maintenance Service or DWP business related trips
4. Please provide your expenses reimbursement policy for employees who use public transport when on Child Maintenance Service or DWP business related trips

**DWP Response:**

1. Please find attached with this response the relevant extracts from our *Policy, Law and Decision Making Guide*.
  - Annex A - Variations Overview
  - Annex B - Boarding School Fees
  - Annex C - Certain Payments
  - Annex D - Changes to a Special Expenses Variation
  - Annex E - Contact Costs
  - Annex F - Long Term or Illness Disability of a Relevant Other Child
  - Annex G - Prior Debts Variation
2. In the year covering the period December 2015 to November 2016, there were 6,640 requests relating to special expenses variations on CMS following an application from a paying parent. The monthly values are provided in the table below:

Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
380	470	540	480	560	510	540	480	600	610	620	670

The increases in the latest months are consistent with an increase in the CMS caseload.

Figures have been provided to November 2016, the last month for which published figures on CMS are available; these published figures can be accessed online at:

<https://www.gov.uk/government/statistics/2012-statutory-child-maintenance-scheme-aug-2013-to-nov-2016-experimental>

Please note that figures have been rounded to the nearest ten.

3. The table below shows mileage rates that DWP colleagues can claim when undertaking official duties:

Mileage rates (amount per mile)	Higher standard rate (up to 1,000 / 6,000 miles)	£0.45
	Lower standard rate (over 1,000 / 6,000 miles)	£0.25
	Motor cycle	£0.24
	Passenger supplement (per passenger)	£0.02
	Pedal Cycle	£0.20
	Candidates for civil service posts - motor cars	£0.25
	Candidates for civil service posts - motor cycles	£0.24

4. Please find attached with this response, Annex H, a copy of DWPs Business Travel guidance.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

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### **Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to: DWP, Central FoI Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF  
[www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745