

Mr James McNeel  
request-570@xx

6 January 2011

Our Ref: FOI 2011/03 – F0123683

Dear Mr McNeel,

**Re: Freedom of Information (Scotland) Act 2002 – Request for Information**

Thank you for your email which was received by the University on 6 January 2011 timed 08:35 hours, requesting the following information:

**“Please provide details of expenses for UK travel (including private taxi fares) since March 2010 for Robert Fraser (Finance Office) and the purpose of each trip.**

**Please also provide details of expenses for UK travel (including private taxi fares) since March 2010 for Julie Lee (Finance Office) and the purpose of each trip.”**

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 (“FOISA”). The University acknowledges receipt of your request and confirms a response will be sent to you promptly; and in any event not later than 3 February 2011. The Freedom of Information Office will contact you if we require any further information.

Yours sincerely,

**Data Protection and Freedom of Information Office**



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.

**DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE**

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: [data.protection@xx](mailto:data.protection@xx)

Freedom of Information: Telephone: 0141-330-2523 E-Mail: [foi@gla.ac.uk](mailto:foi@gla.ac.uk)

The University of Glasgow, charity number SC004401