



IT Services

15 April, 2016

Dear Mr Masawan,

Freedom of Information (Scotland) Act 2002

Our Ref: 82-16

I refer to your enquiry received by the University on 22 March, 2016 under the Freedom of Information (Scotland) Act 2002 ("the FOISA") asking whether staff travelling on expenses are allowed to take a cab to Leuchars.

I confirm the University holds recorded information relevant to your enquiry and direction is being provided as to where it can be found from an already available source.

The answer to your query can be found in the University's Expenses policy which is available on our website at: <http://www.st-andrews.ac.uk/staff/policy/hr/stafftravelsubsistenceandexpensespolicy/>.

The University has responsibilities to the taxpayer and other stakeholders to provide value for money. Where the University has expended resource to proactively make information available from its publication scheme and the public interest is best served by referring an applicant to that alternative source, then it will do so. In managing this aspect of your information request, the University is applying the exemption available at section 25(1) FOISA *information otherwise accessible*, as it believes that the public interest is best served by directing you to its publication scheme rather than committing additional resource. Please note that this exemption is absolute and does not require validation through application of the public interest test.

Your right to seek a review of how your information request was managed

If you are not satisfied with the University's response and/or our reasoning set-out above, you have the right to request a review of our decision. The time lines in which this right is available are set out in section 20(5)(a) and (b) FOISA. In broad terms the right to seek a review must be exercised no later than 40 working days following receipt of this response.

Any request for review should be put in writing or some other permanent form e.g. an e-mail and should be sent to the University of St Andrews, through the contact details provided below.

A request for a Review should:

- a) state your name and address;
- b) describe the nature of your original request; and
- c) explain the reasons why you are dissatisfied with our response.

IT Services
01334 462776
foi@st-andrews.ac.uk

Freedom of Information / Environmental Information
University of St Andrews
Butts Wynd (Building)
St Andrews
Fife
KY169AJ

Email foi@st-andrews.ac.uk
Telephone +44(0)1334 462776

If you remain dissatisfied with how your request for information has been dealt with following Review, you also have the right to apply to the Scottish Information Commissioner for a decision.

Information relating to your right to seek review is available from the Scottish Information Commissioner's web page at: <http://www.itspublicknowledge.info/YourRights/UnhappyWithResponse.asp> or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

This concludes the University's response.

Yours sincerely

JUNE WEIR
Freedom of Information Officer