

17 September 2014

James Halinson

Sent by email: [request-227973-7aee47cd@whatdotheyknow.com](mailto:request-227973-7aee47cd@whatdotheyknow.com)

Dear James,

**Freedom of Information request: Travel Policy and Expenses - ref PSU - 70**

Thank you for your Freedom of Information request submitted on the 02 September 2014 in which you requested the following:

**Your Request:**

*I would appreciate if you can provide a copy of your travel policy. Additionally I would appreciate if you can provide the total amount of travel expenses incurred by employees during the past 3 calendar years. A total amount is sufficient but if you are able to break this down by travel type (e.g. road, rail, flight) that would be helpful.*

**Our response:**

I can confirm that ESRC does hold the information that you have requested. Our response is detailed below:

Please find in the table below the travel expenses for ESRC for 2011/12, 2012/13 and 2013/14.

ESRC TRANSPORT DATA	2011/12 Costs	2012/13 Costs	2013/14 Costs
TOTAL YEARLY COSTS	£171,137	£184,901	£277,999

Unfortunately, ESRC didn't record travel expense data broken down by mode of transport so the above data is the total spend on travel for each requested year. The totals include public transport, vehicle hire, flights, taxi's and accommodation associated with travel.

Also, please find attached to your email, the Travel, Subsistence and Expenses policy for ESRC as requested. This document incorporates the policy for travel on Research Council business, including related aspects such as overnight accommodation. The purpose is to achieve travellers' service requirements in the most convenient and cost-effective manner.



POLARIS HOUSE,  
NORTH STAR AVENUE,  
SWINDON, SN2 1UJ  
TELEPHONE 01793 413000  
FACSIMILE 01793 413001  
<http://www.esrcsocietytoday.ac.uk>

I hope this answers your questions.

If you have any queries about this response please contact me, or if you are unhappy with the service you have received in relation to your request and wish to request a review of our decision, please write to:

The FOI Complaints Officer  
Information Services  
PSU  
Polaris House  
North Star Avenue  
Swindon Wiltshire SN2 1UJ  
Tel 01793 413 000  
E Mail: [informationcharter@esrc.ac.uk](mailto:informationcharter@esrc.ac.uk)

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by ESRC. The Information Commissioner can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry/Information Line: Between 9am and 5pm Monday to Friday 0303 123 1113 or 01625 545745

Further information about the Office of the Information Commissioner can be found at <http://www.ico.gov.uk/>

Yours sincerely

Carl Thompson



Information Manager  
Professional Support Unit

Working in support of Arts and Humanities Research Council, Economic & Social Research Council, Engineering & Physical Sciences Research Council



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POLARIS HOUSE,  
NORTH STAR AVENUE,  
SWINDON, SN2 1UJ  
TELEPHONE 01793 413000  
FACSIMILE 01793 413001  
<http://www.esrc.ac.uk>