



**Your ref:**  
**Our ref:** RFI 6915  
**Date:** 14 October 2014

Dear

**REQUEST FOR INFORMATION: Expenditure on Taxis and Hotels**

Thank you for your request for information about expenditure on taxis and hotels, which we received on 24 September 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

**You asked:**

I would like to get the figures for the following for each of past 2 years:

- Spending on taxis for staff and the number of such claims.
- Spending on hotels for staff and the number of such claims.

**In response:**

Spending on Taxis

A single claim made via Defra's expenses system can consist of many lines, including costs for multiple taxi journeys, subsistence (food and drink) and other expenses incurred. The figures for the Number of Transactions provided in the table below therefore reflect individual taxi journeys, rather than the number of claims.

Financial Year	Taxi Expenditure (£)	Number of Transactions
2012/13	62,613	5,338
2013/14	71,516	5,475

## Spending on Hotels

Defra staff are normally required to book hotel accommodation through a contracted travel services provider in advance of their stay, rather than paying at the hotel and then claiming back the expenditure in arrears. The table below sets out the number of individual transactions relating to hotels in the years requested. These transactions include credits (refunds made to the Department when a booking is cancelled) as well as payments, so the numbers shown cannot be treated as showing solely the number of expenditure transactions. The definition of 'hotels' includes bed and breakfast accommodation and medium-term lodgings. The split by financial year is based on when the department incurred the expense, rather than when the stay took place.

<b>Financial Year</b>	<b>Hotel Expenditure (£)</b>	<b>Number of Transactions</b>
<b>2012/13</b>	649,930	10,286
<b>2013/14</b>	835,785	16,633

In keeping with the spirit and effect of the FOI and in keeping with the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you. I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact the address below.

Yours sincerely

**Defra FOIA and EIRs Team**  
[InformationRequests@defra.gsi.gov.uk](mailto:InformationRequests@defra.gsi.gov.uk)

## Annex A

### Copyright

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## Annex B

### Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF