



Department
for Environment
Food & Rural Affairs

Area 4C, Nobel House
17 Smith Square
London
SW1P 3JR

T: 03459 33 55 77
helpline@defra.gsi.gov.uk
www.gov.uk/defra

Our ref: RFI 8292
26 May 2016

Dear [REDACTED]

REQUEST FOR INFORMATION: Travel and Accommodation Spending in 2015

Thank you for your request for information, which we received on 27 April 2016, about travel and accommodation spending in 2015. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

Because government organisations report on a financial year basis, we have provided information relating to the financial year running from 1 April 2015 to 31 March 2016. The information provided is for the Core Defra Department only.

The questions you asked, and our responses, are as follows:

1. How much was spent in 2015 by the department on travel costs for all staff, Ministers, Directors and political appointees broken down by road, rail and air?

	2015/16 (£)
Road	128,285
Rail	2,073,712
Air	263,486
Other	217,195
Total	2,682,678

The 'Other' category includes transactions recorded on our financial system as 'Bus & Tube Fares' and therefore not categorisable specifically as road or rail; and travel transactions for which our financial system does record the type of travel involved.

2. How much was spent in 2015 by the department on accommodation for all staff, Ministers, Directors and political appointees broken down by domestic and foreign expenditure?

We have interpreted this question as asking about the costs of overnight accommodation while travelling, rather than asking about the costs of office accommodation provided for staff.

	2015/16 (£)
Domestic	480,976
Foreign	159,005
Total	639,981

3. Does the department use the services of a travel management company?
4. Which travel management company does the department use currently?
5. How much has the outside company been paid in respect of its services (excluding travel and accommodation charges) in 2015?

Defra uses the services of Redfern Travel Limited to provide its travel management function. The company was paid £42,535 in 2015/16, which was offset against the commissions refunded.

2015/16 Redfern Fees	£
Fees paid	42,535
Rail Commissions refunded	-51,674
Hotel Commission refunded	-7,126
Total Rebate	-16,265

6. How much has the employment of an external travel management company saved the department in 2015?

The Redfern Travel Limited contract saved the department £1,048,047 in 2015/16:

2015/16 Travel Saving	£
Fares at full value	2,770,501
Less: Total rail fares paid	1,722,454
Rail fare savings	1,048,047

Information disclosed in response to this FOIA request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

We attach Annex A, which explains the copyright that applies to the information being released to you.

We 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 me.

Yours sincerely,



Information Rights Team

InformationRequests@defra.gsi.gov.uk

Annex A

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

Most documents produced by Defra will be protected by Crown Copyright. Most Crown copyright information can be re-used under the [Open Government Licence](#). For information about the OGL and about re-using Crown Copyright information please see [The National Archives website](#).

Copyright in other documents may rest with a third party. For information about obtaining permission from a third party see the [Intellectual Property Office's website](#).

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 [REDACTED] Head of Information Rights, Area 4C, Nobel House, 17 Smith Square, London, SW1P 3JR (email: InformationRequests@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