



**Sir Gus O'Donnell KCB**

Secretary of the Cabinet and  
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Dr Tony Wright MP  
Public Administration Select Committee  
Committee Office  
7 Millbank  
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30 June 2009

*Dear Tony,*

As you know, earlier this year we published for the first time ever details of hospitality received by departmental board members. This was part of a process of wider consideration of how the Civil Service plays its part in meeting the understandable expectations of accounting to the taxpayer for the use of public money.

I am therefore writing to tell you about the next stage of this process which is for the publication of business expenses incurred by the most senior officials in departments – Director General (DG) and above and non-executive members of departmental boards. This will capture about the top 250 of the most senior appointments across Government departments. The publication will provide an itemised breakdown of travel, hotel and other costs, including hospitality given. Alongside this departments will also be publishing information on hospitality received by DGs and above for the same quarter. This information will be published and updated online by departments on a quarterly basis.

The first publication will cover the period 1 April to 30 June 2009, and will be published by departments as soon it is ready after the end of this month. In order to demonstrate my commitment to this publication I have decided to publish details of my expenses today. It will of course be updated at the end of the month to reflect any additional spend. Information for departments, including the rest of the Cabinet Office senior team, will be published as soon as possible.

*Yours ever,  
Gus*

**Gus O'Donnell**



**CABINET OFFICE - Sir Gus O'Donnell, Cabinet Secretary**  
**Business Expenses: April – June 2009**

DATES	DESTINATION	PURPOSE	TRAVEL				OTHER (Including Hospitality Given)	Total Cost £
			Air	Rail	Taxi / Car	Accommodation / Meals		
15 - 16.04.09	Edinburgh	Attend Cabinet in Edinburgh, visit Civil Servants working in Edinburgh and East Kilbride	£68.20	£276.00 (Edinburgh to London & Heathrow Express)		£106.80	£451.00	
23 - 24.04.09	Sunningdale, Berkshire	Host Bi-Annual meeting of Top 200 civil servants at the National School of Government		£10.60			£10.60	
07.05.09	Sunningdale, Berkshire			£18.60			£18.60	
22.05.09	Plymouth	Launch of Civil Service South West Initiative. Also visit civil servants in Insolvency Office & Child Support Agency		£229.00			£229.00	
12.06.09	Nuffield College, Oxford	Attend Nuffield College annual meeting and lecture		£24.00			£24.00	
Apr- June							£130.50 Newspapers	
Apr - June		Use of Official Secure Car					£19,408.86	

The figures may not include some costs that have yet to be invoiced and they are also subject to annual audit by the Comptroller and Auditor General.

**Cabinet Office**  
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Date	Organisation Name	Type of Hospitality Received
29 April	ITV	Lunch
11 May	Gardant	Breakfast
18 May	PWC	Lunch
19 May	SHINE	Charity Dinner
20 May	Centre for Policy Studies	Lunch
20 May	Confederation of British Industry	Annual Dinner
12 June	Nuffield College	Dinner
24 June	Institute for Government	Dinner and Speech

