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| [REDACTED] | Area G-GOAGVictoria QuayEdinburgh EH6 6QQ29 June 2017 |

[REDACTED]

**Freedom of Information Request**

Thank you for your email of 07 June 2017 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked:

* Is the expense process at your department paper-based (eg do staff have to physically) submit paper receipts?
* Is the expense process at your department spreadsheet (e.g: Excel) based?
* How many people are required to sign off a member of staff's expenses at your department?

I can tell you that staff in the Office of the Advocate General have to provide papers receipts for all expenses claimed.

Excel spreadsheets are then completed for these expenses.

Line managers sign off staff expenses and claims are then scrutinised by our finance department prior to payment.

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

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