

**Department of Energy & Climate
Change**

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16 May 2012

Our reference: FOI 12/0648

Dear

Re: Freedom of Information Request

Thank you for your freedom of information request of 23 April 2012 in which you asked the following:

“Please let me know if any ministers or senior civil servants have taken leave while abroad on government business. If so what contribution have they made to travel expenses.

If ministers please name them. Over a period of twelve months.”

If any of the Department’s Ministers decide to take leave while abroad on government business they would be expected to pay the additional travel expenses themselves. I have carried out a search of our paper and electronic records and I have established that we do not hold the information.

The Department does not maintain a central register of occasions where staff have taken leave while abroad on government business. We estimate that it will take us in excess of 3.5 working days to determine appropriate material and locate, retrieve and extract the information in reference to your request. Therefore, this element of your request will not be processed further.

Should a member of staff chose to take leave while abroad on government business our expectation would be that they meet additional travel expenses resulting from this choice.

Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you wish to request an internal review, please contact me.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

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

If you have any queries about this letter, please contact me quoting the reference number above.

Yours sincerely,