

## FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail to the Scotland Office of 7 September 2009.

You asked for the following information under the Freedom of Information Act 2000:

- The total value of expenses per year claimed by the Head of the Scotland Office, for the period from 1st July 2006 to 1st July 2009,
- The total number of rejected expenses for the above,
- The individual cost of each rejected expense AND the item it refers to.

I am writing to confirm that the Scotland Office has now completed its search for information. Civil servants are reimbursed for their expenses actually and necessarily incurred in the course of official business in accordance with the Civil Service Management Code. The Code may be found at <http://www.civilservice.gov.uk/about/resources/csmc/index.aspx>. The expenses of Scotland Office officials are for the cost of their travel and subsistence while on official business. The Code requires that staff use the most efficient and economic means of travel in the circumstances.

The total reimbursable expenses claimed by the Head of the Scotland Office is shown in the table below:

Financial Year	Total Claimed
2006-07 #	£424.10
2007-08	£5,183.36
2008-09	£7,700.50
2009-10 ##	£1,061.75

# 1 July 2006 to 31 March 2007

## 1 April 2009 to 1 July 2009

The Scotland Office has had no cause to reject any expense claim from the Head of Office, past or present.

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
EDINBURGH  
EH3 7HW

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 contact details are:

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

If you have any queries about this letter please contact me.