



Department
of Energy &
Climate Change

RE: Freedom of Information

Thank you for your e-mail of 4th April 2013 requesting information on air travel by DECC officials.

Specifically you asked:

How much the Department of Energy & Climate Change has spent since 2008 for its ministers, civil servants and other staff both in annual or financial year totals and itemised per individual trip including destination.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, locating, retrieving and extracting the information.

From our preliminary assessment, 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. In order to provide you with the information on the scale that you have requested would require reviewing individual travel and subsistence claims and individual invoices allocated to the relevant account codes on the Department's finance system.

I can however provide you with data relating to flights booked through the Department's official supplier - this information is at Annex 1.

It is possible that some flights may have been booked directly with carriers by staff or ministers' offices and the costs reimbursed. We do not hold details of such flights centrally. Use of mandated suppliers ensures that the most cost effective and suitable flights are identified.

The data is sorted according to the date of the outward flight. Where a return date is shown this indicates a return ticket was purchased, though it is possible that this field has simply not been completed by the travel management company. Single tickets are purchased where this is the most cost effective and practical mechanism for making a journey. Some details of suppliers are also missing. We have therefore not sorted the information by the country the carrier is registered in.

Information about DECC Ministers' overseas travel is published separately on the Cabinet Office web-site [DECC Ministers' Overseas Travel 2009-10](#) (pages 19 -24) and, from May 2010 onwards, on the National Archives [DECC Ministers' Overseas Travel 2010-12](#).

The Department's policy on Travel provides that:

- staff should only travel if it is absolutely necessary;
- all travel bookings must be made through the official suppliers;
- standard or economy class must be used unless there is a clear business need for a higher class to be approved;
- all claims will need to be approved regardless of grade

Appeal Procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be sent to: Information Rights Unit (foi@decc.gov.uk) or by post to Security & Information Rights Unit (DECC Shared Services), Department for Business, Innovation & Skills, Victoria 3, 5th Floor, 1 Victoria Street, London, SW1H 0ET.

Please remember to quote the reference number above in any future communications.

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.