



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

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Website: <https://www.gov.uk>

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0052-14

Thank you for your request dated 14 January under the Freedom of Information Act. You asked:

I believe that the Foreign and Commonwealth Office issue on a regular basis tables of overseas subsistence rates for Government employees travelling overseas. If possible would like to obtain either a current or a recent copy.

I am writing to confirm that we have now completed the search for the information which you requested. I can confirm that the Foreign and Commonwealth Office (FCO) does not hold the information that you have requested. The FCO does not pay subsistence fees. Staff can claim the actual costs for reasonable expenditure while travelling for example: breakfast, lunch and dinner costs. Any expenses a member of staff claims must be defensible and reasonable. In addition to this, all expense claims submitted have to be backed by receipts and checked by the member of staff's manager or the budget holder. To help managers sign off expense claims, our overseas posts, each maintain a local Geographical Expenditure Guide that outlines likely reasonable costs in that particular country or region. If you would like the Expenditure Guide for a particular country please let us know.

I would like to reassure you that the FCO has strict guidelines on expenditure in accordance with the Civil Service Management code. We are committed to ensuring that travel is as cost effective as possible and we continually look for ways to get better value from our spend on travel in the context of our wider work on reducing overheads and resources devoted to corporate services. Where possible and appropriate, we encourage secure video-conferencing around the Foreign and Commonwealth Office (FCO) network in a further effort to reduce the number of flights needed. However, face to face meetings are a vital part of diplomatic work and this necessarily involves travel.

Yours sincerely,

Human Resources Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.