

**From:** [Enquiries](#)  
**To:** s.40  
**Subject:** [OFFICIAL] 20160365 - NDA initial response - Travel and accommodation expenditure 2015  
**Date:** 26 May 2016 10:51:00  
**Attachments:** [Capita Savings.xlsx](#)

---

This email is protectively marked **OFFICIAL**

Dear s.40

I'm sorry for the delay in responding. We haven't been able to obtain all the figures from our supplier as yet.

We have a framework contract with Capita which includes Travel booking.

We can't breakdown the figures by grade, so can only provide all staff data.

On our website we publish expenditure and expenses data which includes mileage claims etc and spend on travel cards see: <https://www.gov.uk/government/publications/nuclear-decommissioning-authority-spend-and-expense-data-2015-to-2016>

Attached is the data re. bookings and savings. Please note that the reporting year is April to March so this data is for April 2015 – March 2016.

We are still awaiting the total spend data from Capita and will forward this to you as soon as we receive it.

Regards

Judith Griffin  
Information Access Manager  
NDA, Herdus House, Westlakes Science & Technology Park, Moor Row, CA24 3HU  
Tel. no. 01925802077

**Please note that I work Mon – Thur from 8:30 – 14:30.**

**From:** s.40  
**Sent:** 28 April 2016 09:19  
**Subject:** FOI Request - Travel and accommodation expenditure 2015

To whom this may concern,

I would like to request information to satisfy the following questions:

1. How much was spent in 2015 by the organisation on travel costs for all staff and Directors broken down by road, rail and air?

2. How much was spent in 2015 by the organisation on accommodation for all staff, and Directors broken down by domestic and foreign expenditure?

3. Does the organisation use the services of a travel management company to minimise these costs?

4. If yes to question 3, which travel management company does the organisation use?

5. If yes to question 3, how much has the outside company been paid in respect of it's services (excluding travel and accommodation charges) in 2015?

6. If yes to question 3, how much has the employment of an external travel management company saved the organisation in 2015?

Many thanks in advance

s.40

---

This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

---

This email is protectively marked **OFFICIAL**