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REFERENCE: 14FOI 103

You requested the following information:

- 1. How many first class flights in total did civil servants in your department take during each of the following financial years as part of their work – 2011/12, 2012/13 and 2013/14.**
- 2. Please provide a list of all such first class flights taken during each of the above years, including the departure and arrival airports, the reason for each flight and the cost of each of flight.**
- 3. What are the rules governing whether a civil servant can or should take a first class flight as part of their work as opposed to a standard economy flight?**

We have handled your request under the Freedom of Information Act 2000 and our response to your question is set out at Annex A.

Freedom of Information Request: Questions and Answers

Q1. How many first class flights in total did civil servants in your department take during each of the following financial years as part of their work- 2011/12, 2012/13 and 2013/14?

A. No first class flights were taken in 2011/12, 2012/13 or 2013/14.

Q2. Please provide a list of all such first class flights taken during each of the above years, including the departure and arrival airports, the reason for each flight and the cost of each of flight.

A. NA. Please refer to Q1.

Q3. What are the rules governing whether a civil servant can or should take a first class flight as part of their work as opposed to a standard economy flight?

A. Employees are only entitled to Economy or Business class travel. Economy Class should be used as standard by all staff. However when accompanying Ministers, Business Class may be used with approval from the Director.