

FOI Release

Information released under the Freedom of Information Act

Title: Travel and accommodation expenditure 2015

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Information request

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 its 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?

Information released

I am writing to advise you that we have completed a search of our paper and electronic records, and I can confirm that the Agency holds the information you have requested.

1. Over the calendar year 2015, the UK Space Agency spent on travel costs;

Air travel	Road travel	Rail travel
£105,128.33	£54,213.39	£180,407.98

2. Over the Calendar year 2015, the UK Space Agency spent the following on Accommodation;

Accommodation (Domestic)	Accommodation (Foreign)
£40,381.02	£84,766.30

3. Over the calendar year 2015, the UK Space Agency used the services of a travel management company.
4. The travel management company used during calendar year 2015 was Hogg Robinson Group. This contract ceased on the 22nd of April 2016. The replacement contract was awarded to Clarity, becoming the preferred booking route from 1st of February 2016.
5. This is a framework contract. The details of the charges/Service Level Agreement are managed by Cabinet Office and our governing Department, the Department for Business, Innovation and Skills.
6. The UK Space Agency does not have visibility over the savings realised by the provision of the travel management company.