



Ministry  
of Defence

[REDACTED]  
DE&S Secretariat

Defence Equipment & Support  
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MOD Abbey Wood  
Bristol BS34 8JH

Tel: [REDACTED]



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[REDACTED]

[REDACTED]

Our Reference:  
FOI2015/09919

Date: 9 Dec 2015

Dear [REDACTED],

Thank you for your enquiry of 10 November 2015 which followed some earlier correspondence relating to Defence Equipment and Support (DE&S) expenses claims and which requested the following information:

*I would like all information held on each individual [DE&S] expense claim. Please amend my request to remove the free text fields in the dataset requested, releasing the following information to me as you suggested:*

- *Date*
- *Amount expensed*
- *Type of duty (e.g. short term detached duty, overseas duty)*
- *Travel type (e.g. miscellaneous travel cost, or private rate mileage allowance)*
- *Subsistence type (e.g. day only, or overnight stay)*

*The past year please.*

I am treating your enquiry as a request for information under the Freedom of Information (FOI) Act 2000. A search for the information has now been completed within the Ministry of Defence (MOD), and I can confirm that information in scope of your request is held. The data requested can be found in the enclosed workbooks; one covering military and one covering civilian staff.

Under Section 16 of the Act (advice and assistance), I have enclosed a copy of the abbreviations used within the workbooks. You may also wish to note that DE&S conducts its business across the UK and internationally, and travel by our military and civilian staff makes a key contribution to achieving defence objectives. We also try to limit business travel by making use of audio and video teleconferencing facilities where appropriate.

All staff incurring business expenses of any kind must demonstrate the highest standards of financial propriety and a level of restraint that is commensurate with being a Crown servant. They must also be sensitive to the need to give full value for money to the taxpayer and maximise the funding available for the front line.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall,

**Defence Equipment & Support**

SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

A solid black rectangular redaction box covering the signature area.