



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
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Website: <https://www.gov.uk>

03 July 2017

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0556-17

Thank you for your email of 7 June asking for information under the Freedom of Information Act (FOIA) 2000. On 13 June you later refined your request. You asked:

1. *Does your department have any specific rules in place when it comes to booking staff travel?*
2. *Does your department have software in place that allows staff to book trips, or are they expected to book it by their own means?*
3. *Does your department have a specific person or team that is dedicated to booking travel for staff?*
4. *How many people are required to sign off staff travel expenses?*
5. *Is there a cap on the amount staff can claim for certain trips (e.g. national train travel, European air travel or intercontinental travel further abroad)*

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 hold information relevant to your request.

Prior to duty travel being authorised, staff are encouraged to consider thoroughly whether the journey is necessary and whether their objectives could be met by other means, such as video conference or teleconference. Staff are not able to book or incur any duty travel costs without first obtaining approval from their line manager, Resource Management Unit or Budget Holder.

There is no specified cap on the amount staff can claim for travel. However, duty travel is required to be by the most appropriate means and the most economical route available at the time of booking, to ensure maximum efficiency and value for money. The class of travel is limited to economy other than for journeys over 10 hours when business class is permitted. First class travel is prohibited.

An online booking tool is provided by the contracted FCO Travel Management Company (TMC) to allow individuals to book travel through a defined service according to FCO policy. For complex journeys e.g. multi leg destinations, staff are encouraged to use the travel consultants provided by the TMC who are available to answer travel queries and / or arrange bookings in person.

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.