

July 2017



**REFERENCE: 17FOI 49**

You requested the following information:

- **Is the expense process at your department paper-based (eg do staff have to physically) submit paper receipts?**
- **Is the expense process at your department spreadsheet (e.g: Excel) based?**
- **How many people are required to sign off a member of staff's expenses at your department?**

We have handled your request under the Freedom of Information Act 2000.

**Wales Office staff use the Ministry of Justice On-Line Expense System to reclaim expenses incurred on official duties. The department has a travel and subsistence policy which provides clear guidance to staff when making expense claims. All expense claims have to be supported by original receipts and are approved by the line manager of the claimant.**