

June 2017



REFERENCE: 17FOI 48

You requested the following information:

- Does your department have any specific rules in place when it comes to booking staff travel?
- Does your department have software in place that allows staff to book trips, or are they expected to book it by their own means?
- Does your department have a specific person or team that is dedicated to booking travel for staff?
- How many people are involved in auditing MPs expenses each quarter?
- How many working weeks are spent auditing MPs expenses each quarter?
- How long on average does it take to create the final MPs expenses sheet that is published each quarter?

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

A1. Yes, the Wales Office has a Travel and Subsistence Policy which provides clear guidance for all staff on booking travel.

A2. Yes, Wales Office staff book their travel through an online booking tool to the Government approved travel provider.

A3. No.

A4. There are three Wales Office staff whose work includes reviewing and authorising travel and subsistence claims made by Wales Office Ministers in respect of their duties as government ministers. The Wales Office has no role in authorising or auditing MPs' expenses.

A5. See A4 above.

A6. See A4 above.