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| [REDACTED] | Area G-G  OAG  Victoria Quay  Edinburgh EH6 6QQ  29 June 2017 |

[REDACTED]

**Freedom of Information Request**

Thank you for your email of 13 June 2017 requesting information under the Freedom of Information Act 2000 (FOIA).  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)

Having completed our search for information I will answer your questions in the order you have asked them.

1. Yes, the Office of the Advocate General (OAG) have specific rules in place regarding booking staff travel. OAG follows the policy of the Scottish Government for Travel and Subsistence, with minor amendments to the rates for subsistence for overnight accommodation. The Scottish Government policy can be found here:

<http://intranet/InExec/SEAndMe/Travel/subsistence/Rules/Introduction>

2. No, staff do not book their own trips. All travel is booked through the Scotland Office (SO) travel team.

3. As above, the Scotland Office travel team book all travel for OAG staff.

4. Any travel expenses incurred which are not booked by SO i.e. airport car parking are required to be signed off by a Line Manager.

5. Staff do not claim train or air travel. Bookings are made by SO in accordance with our travel policy.

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

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