



Foreign &  
Commonwealth  
Office

**Human Resources Directorate**  
Foreign and Commonwealth Office  
King Charles Street  
London SW1A 2AH

03 July 2017

Website: <https://www.gov.uk>

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0554-17**

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

- *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?*

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.

Expense claims are made on-line via a self service system.

All claims under £200 are approved automatically up to a maximum total limit of £2,000 per financial year. Staff must keep all original receipts for three years for any future audit check. Claims above £200 are signed off by an officer's line manager and are not included as part of the annual £2,000 limit.

All expenses a member of staff claims as part of their official duties must be reasonable, actual, and stand-up to scrutiny. Staff involved in approving an expense claim must ensure these criteria are met.

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.