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REF: FOI2020/04576

13 May 2020

Dear 

Thank you for your email of 14th April 2020 requesting the following information:

- “1. Have there been investigations relating to expense compliance in your department in the last 24 months?*
- 2. If so, how many?*
- 3. Do you have a clear expense policy in place at your department?*
- 4. What has been your departments employee expenses spend over last 2 financial years?*
- 5. Does your department have software in place that allows staff to book trips and submit expenses, or are they expected to book it by their own means?”*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below, at annex A.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

Annex A:

Questions:

1. Have there been investigations relating to expense compliance in your department in the last 24 months?
No, but we have had an internal audit on our processes that gave a “Substantial” assessment
2. If so, how many?
N/A
3. Do you have a clear expense policy in place at your department?
Yes
4. What has been your departments employee expenses spend over last 2 financial years?
£459k for out of pocket expenses and £2,125k for travel related expenses. These are for both years in total.
5. Does your department have software in place that allows staff to book trips and submit expenses, or are they expected to book it by their own means?
Yes, we have a system provided through our contract for the provision of travel and hotels and a separate system for out of pocket expenses provided free by our credit card provider.