



Ministry of Defence

Ref: FOI2020/04436

Defence Business Services

Secretariat Team
Room 6303
Tomlinson House
Norcross
Thornton Cleveleys
Lancashire
FY5 3WP

E-mail: DBSRES-Secretariat@mod.gov.uk

Mr

11 May 2020

Dear Mr

Thank you for your email of 8 April 2020 requesting the following:

- 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 Ministry of Defence, and I can confirm that all information relating to civilian personnel in scope of your request is held by DBS. In response to your request I can confirm the following:

- 1. Have there been investigations relating to expense compliance in your department in the last 24 months?*

Yes.

- 2. If so, how many?*

This data is not held centrally. Top Level Budget holders (TLB's) within the different business areas of the MOD conduct their own travel and subsistence audits and investigations and the results of these investigations are held by the individual TLB's.

- 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?*

Financial Year 2018/19 - £20,719,323.81

Financial Year 2019/20 - £21,116,599.29

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. The Department has a universal booking and claiming system in place to enable employees to book and claim reimbursement of expenditure.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request 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.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Defence Business Services Secretariat