



**Defence Business Services**  
DBS Secretariat  
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Ref: FOI2021/12051

[DBSRES-Secretariat@mod.gov.uk](mailto:DBSRES-Secretariat@mod.gov.uk)

5 November 2021

Dear

Thank you for your email of 12 October 2021 to the Ministry of Defence (MOD), seeking information about Working from home expenses.

You requested the following information:

*"I am writing to request information under the Freedom of Information Act and would like to know the following:*

1. *Do you allow home workers within the Ministry of defence to claim any expenses for working from home?*
- If yes:*
  2. *How many expense claims has your department received since March 2020?*
    - a. *What is the total value of these expenses?*
    - b. *What has been the most expensive claim made?"*

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 the information in scope of your request is held. However, I must advise you that we will not be able to answer your request without exceeding the appropriate limit. This is because to locate, retrieve and extract information in scope of your request, would involve scrutiny of approximately a huge number of Miscellaneous Personal Payments claims. For the period of March 2020 to July 2020 alone, 3,737 Miscellaneous Personal Payments claims were received. It is estimated that scrutiny would take at least five minutes per claim, which for this period alone would be a cost of approximately £7,785.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, and locating, retrieving, and extracting it.

Under Section 16 (Advice and Assistance) I should explain that it is the responsibility of Line Managers within the Department to approve claims made using the MOD form 1108

(Miscellaneous Personal Payments). Only the most basic of free text appears on the centralised system to identify the reason for the claim, such as Reimbursement; Compensation; Costs Incurred; Refund; Other; etc.

It may be possible to narrow down the search if you were to refine your request to a specific Business Unit within the MOD, however it is likely that only claims for items such as equipment needed specifically for working from home during lockdown could be identifiable locally.

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](mailto: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