



Animal &
Plant Health
Agency

Animal and Plant Health Agency
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www.gov.uk/apha

Our Ref: ATIC2568

[REDACTED]
{By Email}

05 November 2021

Dear [REDACTED]

PROVISION OF REQUESTED INFORMATION

Thank you for your request for information about business miles which APHA received on 21 October 2021. Your request has been handled under the Freedom of Information Act (FOIA) 2000.

The information you requested and the response is detailed below:

"I am writing to politely request the following information under the terms of the Freedom of Information Act (FOIA):

- How many business miles have been travelled by your employees using their own car (grey fleet) in the financial year 2018-2019?
- How many business miles have been travelled by your employees using their own car (grey fleet) in the financial year 2019-2020?
- How much money has been reimbursed back to employees for those business miles for grey fleet in the financial year 2018-2019?
- How much money has been reimbursed back to employees for those business miles for grey fleet in the financial year 2018-2019?

APHA is an executive agency for the Department of Environment Food and Rural Affairs (DEFRA) and does not hold this information.

- Does your organisation have an employee travel policy for business travel, which may include other additional modes of transport such as train, car rental etc.?
- How much does your organisation reimburse its employees per mile?

I would be grateful if you could provide this information in an electronic format."

APHA follow the defra travel policy, including guidance on when to use alternatives such as car hire / cycling see info below:

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

Road travel

You should use public transport where possible and only use a vehicle when absolutely necessary.

UK carbon emissions from transport are growing and the Defra has targets in place to reduce our own carbon footprint from business travel.

Is it possible for you to car share with another staff member?

Car hire

A hire car should be used for all journeys over 85 miles.

Cycling

Have you considered cycling to meetings, site visits and between Defra buildings? Travelling by bicycle offers a carbon neutral way of travelling as well as a guaranteed time of arrival. What's more, it's great for your health too. With many Defra buildings having cycle parks and showers facilities, it's never been easier to cycle to work at Defra.

More and more people agree that four wheels are bad and two wheels are good. There are lots of reasons why cycling on official business makes good sense:

- **It's fast.** With volumes of traffic in almost every city, cycling is the quickest and most stress-free way to get around.
- **It'll save you money.** All you need is a bike and a helmet and you may want to use it for cycling to work. Defra will help you with your purchase as you can apply for an advance for the purchase of a bicycle and equipment.
- **It'll make you money!** Did you know that you can claim 20 pence per mile travelling on your bike for official business?
- **It's good for your health.** The Department of Health recommends that people should take part in moderately intensive activity lasting 30 minutes at least five days a week and cycling is an excellent form of aerobic exercise.
- **It's good for the environment.** A five mile journey in an average sized car will emit 1.3 kg of CO₂. The equivalent journey on a bicycle is carbon neutral and will burn about 200 calories!
- **It's convenient.** Defra provide cycle facilities on most of their sites. These often include showers, lockers and security. Cycle lanes and bike parks also make your journey easier. London Cycling Campaign.

Mileage allowances

The following reimbursement rates apply to mileage travelled on official business. Where applicable, rates are appropriate regardless of the engine size of the vehicle.

Vehicle	Reimbursement rate
Private cars and vans- no public transport rate	Up to 10,000 miles – 45p mile Over 10,000 miles – 25p mile
Private cars and vans- public transport rate	25p mile
Private Use Car Scheme Rate	11p mile
Pedal Cycle Rate	20p mile
Motorcycles	24p mile
Passenger/Equipment Supplements (privately-owned vehicles only)	5p mile per passenger 3p mile for equipment carried in a vehicle.

Information disclosed in response to this FOI request is releasable to the public. In keeping with the spirit and effect of the FOI and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

An Annex is attached which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

ACCESS TO INFORMATION TEAM

Email: enquiries@apha.gov.uk

Annex

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can also be used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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Complaints

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 11 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to the Access to Information Manager at the address at the top of this letter or email enquiries@apha.gov.uk and the team will arrange for an internal review of your case.

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner's Office (ICO) for a decision. Please note that generally the ICO cannot make a decision unless you have first exhausted APHA's own complaints procedure. The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Coronavirus

If you need to contact the ICO during the Coronavirus pandemic, it's best to do so online. Please click [here](#) for contact details. You can also call them on 0303 123 1113.