

Our Ref: FOI2016-063

Date: May 2016

**Subject: Travel and accommodation**

This request asked about SFO expenditure on travel and accommodation.

The SFO holds this information by financial year. Figures provided are for the year ended 31 March 2016.

The figures have yet to be audited.

*1. How much was spent in 2015 by the agency on travel costs for all staff and Directors broken down by road, rail and air?*

	Road, Rail & Air: 2015-16 Draft Figures					Total
	Rail	Air	Car Hire	Mileage	Taxis	
UK Travel	39,768	9,639	22,888	3,316	11,218	86,829
Overseas Travel	6,399	90,403			1,713	98,515
<b>Total</b>	<b>46,166</b>	<b>100,042</b>	<b>22,888</b>	<b>3,316</b>	<b>12,931</b>	<b>185,344</b>

*2. How much was spent in 2015 by the agency on accommodation for all staff, and Directors broken down by domestic and foreign expenditure?*

Accommodation: 2015-16 Draft Figures	
Hotels	
UK Travel	68,791
Overseas Travel	32,279
<b>Total</b>	<b>101,071</b>

*3. Does the department use the services of a travel management company to minimise these costs to the taxpayer?*

The SFO uses a Government approved supplier through the Crown Commercial Services framework.

*4. If yes to question 3, which travel management company does the department use currently?*

Redfern Travel Ltd.

*5. If yes to question 3, how much has the outside company been paid in respect of its services (excluding travel and accommodation charges) in 2015?*

Transaction fees of £1,750 including VAT are included within the above expenditure figures for Question 1 and 2. In addition, a Government Procurement Service charge of 0.05% equating to £1,348 including VAT was applied by Redfern from April 2015 to February 2016. Therefore the total fees paid were £3,098.

NB: The GPS charge is not included within the figures in Questions 1 and 2.

*6. If yes to question 3, how much has the employment of an external travel management company saved the department in 2015?*

The SFO does not hold this information.

Redfern provide periodic reports of savings against nominal costs of bookings however the main saving to the department has been in the provision of a service which would otherwise take up a considerable amount of time to provide internally.

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