



An Roinn Gnóthaí Eachtracha agus Trádála
 Department of Foreign Affairs and Trade

03 /3/2017

Our Ref: FoI/Req/17 /023

Ken Foxe

Dear Mr Foxe,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

A list of all the subheads in use in the Department's financial management system and records of all transactions of €5,000 or more with a subtotal for each of the subheadings covering the time period 2016. This information should contain data relating only to the following subheads:

- **Travel and subsistence (A2)**
- **Training and development and incidental expenses (A3)**
- **Postal and Telecommunications Services (A4)**
- **Office equipment and external IT services (A5)**
- **Office premises expenses (A6)**
- **Consultancy services and value for money and policy reviews (A7)**

This should include the following column heads (i.e. fields): payment date; subhead item; cost centre; vendor name; invoice number; line description; amount. I would prefer to receive this information as an Excel spreadsheet.

I refer also to the acknowledgement of your request which was sent to you on 13th February 2017.

In relation to your request for invoice number and vendor name please note the following:

Invoice number is not a record that is easily extracted from our system by way of standardised reports and therefore not included.

Vendor name is not a requirement when entering payments on our Financial System at our Offices overseas. Please note also that some HQ Cost Centre payment do not have a vendor assigned. This is because payments may have originated at an overseas office or it was an issue with the interface with the then service provider as above.

Please note that all flights booked at headquarters are mainly through our service provider Club Travel Limited.

The Department of Foreign Affairs is responsible for two Votes – Vote 28: Foreign Affairs and Trade; and Vote 27 International Cooperation. Please find below a table detailing the total charged to each of the above subheads for 2016;

	Vote 27	Vote 28
Subhead		
	€	€



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Department of Foreign Affairs and Trade

A2	459,244	2,025,549
A3	1,159,476	3,280,018
A4	686,889	6,325,324
A5	253,463	25,219,506
A6	1,443,865	25,444,137
A7	191,494	

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfat.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfat.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely

Leo Blake
