

An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2

Department of Foreign Affairs and Trade
Dublin 2

12 March 2019

Mr. Craig Hughes
3rd Floor Embassy House
Herbert Park Lane
Ballsbridge
Dublin 4

Our Ref: FoI/Req/19/089

Dear Mr Hughes,

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 copy of receipts for the Department credit card. I wish for my request to cover the period 1/5/2016 – 8/2/2019

I refer also to the acknowledgement of your request which was sent to you on 20 February 2019.

The Department's policy on the use of official credit cards is restrictive and credit cards are only authorised for officers who, due to the nature of their work or for particular circumstances, have a compelling business need for an official credit card. Official credit cards may only be used for necessary transactions arising in the course of official business and the credit limit is €5,000. Official credit cards are authorised by the Department's Chief Financial Officer.

The Department of Foreign Affairs and Trade is responsible for two Votes, Vote 28 (Foreign Affairs and Trade) and Vote 27 (International Cooperation). For the period in question, there was one official credit card operational at Headquarters under Vote 28 and two official credit cards operational under Vote 27 as follows:

Vote 28:

Official credit card 1- held by the Head of Travel Section, Finance Division up to October 2017 and by the Accountant, Finance Division since that date.

Vote 27:

Official credit card 2- held by the Accountant, Finance Division

Official credit card 3- held by the Private Secretary to the then Minister of State for the Diaspora and Overseas Development from May 2016 until this credit card was cancelled in August 2017.

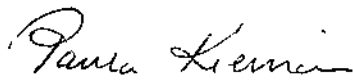
I am the deciding officer for your request. I have identified 97 records from our files that fall within the scope of your request. I have granted you access to all of these records. The records are listed in the attached schedule.

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



Paula Kiernan
Finance Division