

Sandra Mallon,
The Irish Daily Mail,
3rd Floor, Embassy House,
Ballsbridge,
Dublin 4.
20/1/2014

Freedom of Information Unit,
To whom it may concern:

I am making this request under the Freedom of Information Act. I am seeking the following:

1. The itinerary of a trip taken by Tanaiste Eamon Gilmore and President Michael D Higgins to South Africa in December. (Official business, meetings with dignitaries, visits to locations of interest, leisure time and entertainment etc.)
2. The names of any officials, staff or family members that accompanied Tanaiste Gilmore and President Michael D Higgins on the trip.
3. The total cost of the trip.
4. A breakdown of the costs (flights – including which airline and which seat type, accommodation, restaurant bills, gifts, taxis, and other transport, gratuities offered etc)
5. Itemised copies of receipts in possession of the Oireachtas Commission relating to expenses claimed by Tanaiste Gilmore and every other member of the delegation, including President Michael D Higgins.
6. Itemised copies of receipts from use of any official credit cards on the trip.

You can send me the information by e-mail: _____ or by hard
copy, whichever is most desirable for your department.

If you have any further questions please contact me on _____

Regards,

Sandra Mallon

SANDRA MALLON
News Reporter

