



An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2

Department of Foreign Affairs and Trade
Dublin 2

9 July 2015

Mr. Wayne O'Connor

Our Ref: FoI/Req/15/052

Dear Mr O'Connor,

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:

Statements for credit cards paid for and used by the department, it's staff and ministers, for transactions between January 1st 2015 to May 28th 2015 at its headquarters.

A record of the amounts spent on travel and accommodation for the Minister, Ministers of state and their private secretaries for the same period. This should outline the cost, dates and types of travel/accommodation for each individual as well as he reasons for travelling.

I refer also to the acknowledgement of your request which was sent to you on 9th June 2015.

I have identified the records that fall within the scope of your request. The records are listed in the schedule attached. I have made a decision to grant all of the records.

All official travel undertaken by the Minister, Ministers of State and their private secretaries was in accordance with the central aims of the Department's travel policy, which is based on the travel policy for all Government Departments laid down by the Department of Finance (circular 11/81 and letter on foreign travel dated 31/3/1998), which is to minimize official travel costs and to achieve value for money for expenditure necessarily incurred, consistent with the effective discharge of official duties. Travel reservations for the Minister, Ministers of State and their Private Secretaries are made through the Department's travel provider, Club Travel Limited for official travel. On occasion, the Minister and Ministers of State may travel by government jet depending on particular business requirements.

Hotel accommodation at moderately priced hotels is reserved for the Minister, Ministers of State and their private secretaries in the city where the official business is to be transacted. The Minister and Ministers of State may also stay at the official residence of the Ambassador of Ireland or the Consul General of Ireland located where the official business is to be transacted.

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