

May 28, 2015

Freedom of Information Officer,  
Department of Foreign Affairs and Trade,  
76/78 Harcourt Street,  
Dublin 2

Dear sir/madam:

In accordance with Section 7 of the Freedom of Information Act, I request access to records which are non-personal.

I request the following records:

- Statements for credit cards paid for and used by the department, its staff and ministers, for transactions between January 1, 2015 and the date of this letter.
- A record of amounts spent on travel and accommodation for Ministers and department staff in the same period. This should outline the cost, dates and types of travel/accommodation for each staff member/minister as well as the reasons for travelling.

My preferred form of access is to receive copies of the record via email.

Where necessary, I am willing to receive redacted records that block out sensitive credit card numbers and information that cannot be released under the Freedom of Information Act.

I appreciate your time in considering my request.

Sincerely,

Wayne O'Connor

