



An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2

Department of Foreign Affairs and Trade
Dublin 2

22 September 2015

Mr. Ken Foxe

Our Ref: FoI/Req//15/077

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:

Copies of statements for all official credit cards used by the Department, excluding embassies abroad, for the period 1 January 2014 to the date of this request.

I refer also to the acknowledgement of your request which was sent to you on 31 August 2015.

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). There are two official credit cards operational under each of the two Votes as follows:

Vote 28:

Official credit card 1 - held by the Head of Travel Section, Finance Division
Official credit card 2 - held by the Head of the ICT Unit

Vote 27:

Official credit card 3 - held by the Accountant, Finance Division
Official credit card 4 - held by the Private Secretary to the Minister of State for Development, Trade Promotion and North- South Co-operation

I am the deciding officer for your request. I have identified 63 records from our files that fall within the scope of your request. I have granted you access to all of these records (with account numbers redacted). 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