



**An Roinn Gnóthaí Eachtracha agus Trádála
Baile Átha Cliath 2**

**Department of Foreign Affairs and Trade
Dublin 2**

22nd August 2016.

Mr. Kieran Dineen,
The Irish Sun,
4th Floor,
Bishop's Square,
Redmond's Hill,
Dublin 2.

Our Ref: FoI/Req/2016/108

Dear Mr Dineen,

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:

Printout of the monthly credit card statements for staff holding department credit cards for 2016, 2015 and 2014.

I refer also to the acknowledgement of your request which was sent to you on 5th August 2016.

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.
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 the Diaspora and International Development at the Department of the Taoiseach and the Department of Foreign Affairs and Trade.

In cases where cardholders have been replaced in their positions, there can be an overlap in the billing periods.

I am the deciding officer for your request. I have identified **110 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

Sally Keogh
Finance Division.