



Date issued: 13 October 2017

Business Travel

I am writing in response to your request for information dated 20 September 2017 in which you requested information regarding Business Travel.

For ease of reference, I have reproduced your questions below and set out our corresponding responses.

We hold information for the 12 month period from 01 July 2016 to 30 June 2017, which is the most up to date complete year data that is available, as our Travel and Subsistence Policy allows claims for mileage to be made up to three months from the date of expense.

1. How many business miles have been travelled by employees using their own car (greyfleet) in the last 12 months

772,704 business miles were travelled between 01 July 2016 and 30 June 2017 by employees using their own car.

2. How much money has been reimbursed back to employees for those business miles for greyfleet in the last 12 months

The value reimbursed for the business miles referred to above was £181,080.

3. Who is responsible for managing the travel policy and sustainability objectives for your institution

Policies relating to Financial Management and Environmental Stewardship (Sustainability) are set by the Board and are managed by the Director of Finance/HR and the Director of Corporate Services respectively

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely