

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-0014 - Overseas Trips
Date: 26 January 2017 15:35:30
Attachments: [FOI 17 0014 - Overseas Trips.pdf](#)
[Further Information - Right to Review & Appeal.pdf](#)

Dear [REDACTED]

Thank you for your information request of 4 January 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

Under the Freedom of Information (Scotland) Act 2002 I would like to request the following information:

1) The number of foreign trips which have been made by staff in the last three years.

135 trips made in the period 1 Sept 2015 to 31 December 2016 (16 months) and please see the attached spreadsheet for information relating to your request.

a) Please include the destination, duration of trip, detail/name of hotels used and the reason why staff went on trips, for example to attend a conference.

Unfortunately, ACC is unable to provide an accurate response to your request as it would prove too costly to do within the context of the fee regulations.

To accurately answer your request, we would have to manually check each travel application in order to establish the duration of the trip, name of hotel and reason for travel. We would also need to look at the subsistence payments made to each employee for each trip as the hotels are not always paid for by ACC and subsistence is paid to cover this.

It is estimated that it will take approximately 20 minutes per application to retrieve the information from 135 applications at the cost of £675.

In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby give notice that we are refusing your request under the terms of Section 12 - Excessive Cost of Compliance - of the FOISA.

Please note: we have changed the way we record this information and cannot provide information prior to September 2015. Therefore, ACC is unable to provide you with this information as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

2) The cost of sending staff on foreign trips in the last three years.

£99,450.

a) Please break this down by year, and show the cost claimed back or used on expenses -so for example on food, drink and transport while away.

The above cost covers flights paid by the Council's Travel Section on behalf of the employee and does not include subsistence paid, Corporate Credit Cards used or expenses claimed. As explained above, in order to accurately answer your request, we would have to review 18 months of statements for all staff who are travelling abroad with Corporate Credit Cards. 135 Travel and Subsistence forms would need to be checked to see if expenses had been claimed. (This is assuming expenses are claimed within 1 month of travel which is often not the case) As well as, all Foreign currency subsistence payments would need to be checked.

As you can appreciate, this task would significantly exceed the prescribed sum as outlined in the Freedom of Information (Fees Required for Disclosure) (Scotland) Regulations 2004 and consequently, we are not in a position to undertake this work for you in terms of section 12 of the Act – excessive cost of compliance.

Please note: we have changed the way we record this information and cannot provide information prior to September 2015. Therefore, ACC is unable to provide you with this information as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

We hope this helps with your request.

Yours sincerely,

Nicky Leiper
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
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