



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

25/01/2019

Our Ref: FOI/Req/2019/004

Dear Requester,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department.

I refer also to the acknowledgement of your request which was sent to you on 22 January 2019.

The answer to your request is as follows:

A list of all the overseas trips taken by for the Minister for official Department engagements in 2017 and 2018.

A list of overseas trips taken for official engagements in 2017 and 2018 are attached in Schedule 1

One record is excluded under Section 42 (h) of the Act; "records relating to the President"

A list of the costs associated with the Minister – and/or any departmental staff that accompanied the Minister on the trip; IE flights, accommodation, transfers, etc.

The following is a list of costs associated with the Minister and accompanying staff on overseas trips:

- Flights
- Accommodation
- Subsistence
- Mileage
- Car Hire
- Car Parking Charges
- Miscellaneous Expenses
- Taxis
- Rail/Train/Luas/Bus Tickets

Note: Where meals are provided for they are deducted from subsistence at the appropriate rate.

A copy of all the expenses claimed by the Minister – or other departmental staff - associated with overseas travel for official Department engagements in 2017 and 2018.

Travel claims are now processed by the National Shared Services Office (NSSO) and not this Department. Hence it is not possible to provide copies of expenses claimed. However, I attach in Schedule 2 an extract from NSSO reports of expenses claimed in each of the years 2017 & 2018.

Four records are excluded under Section 42 (h) of the Act; "records relating to the President"



If possible please include a brief description of the purpose for the trip.

A brief description for each trip is described in each of the attached Schedules.

The Department complies with the Department of Public Expenditure and Reform guidelines on official travel. The central aim of the Departmental travel policy is to minimise official travel costs and to achieve value for money for expenditure necessarily incurred, consistent with the effective discharge of official duties.

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

Brian Hanniffy

Finance Division

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