

An Roinn Gnóthai Eachtracha agus Trádála  
Baile Átha Cliath 2

---

Department of Foreign Affairs and Trade  
Dublin 2

02 August 2016

Mr. Craig Hughes

:

---

**Our Ref: FoI/Req/2016/096**

Dear Mr Hughes

I refer to your recently submitted request for information, made under the terms of the Freedom of Information Act 2014, in which you requested:

*A breakdown of costs incurred in sending officials between Irish Aid offices in Limerick and Dublin between the dates 01/01/15 to 31/12/15.*

I have decided to grant your request and the data is contained in the table below.

The central aim of the Department of Foreign Affairs and Trade's travel policy is to minimise official travel costs and achieve value for money for expenditure necessarily incurred, consistent with the effective discharge of official duties.

The Department operates detailed internal travel guidelines and procedures which ensure cost effective travel. These guidelines comply fully with the Department of Finance circulars and guidance on travel and subsistence.

Total travel and Subsistence paid to Irish Aid staff travelling between Dublin and Limerick over the period requested was €188,724. This is further analysed in the table below into travel, hotel, subsistence and other costs below as per your request.

Travel and Subsistence Costs – Irish Aid Staff January 1 2015 to 31 December 2015

Hotel And Accommodation Costs	27,493
Rail & Bus Fares	37,380
Subsistence Costs	86,631
Mileage Costs	32,898
Other Travel Expenses	1,382
Taxi Fares	2,940
	188,724

An Roinn Gnóthaí Eachtracha agus Trádála  
Baile Átha Cliath 2

---

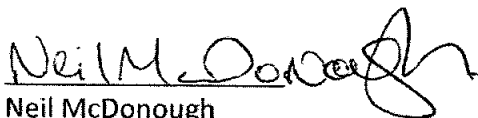
Department of Foreign Affairs and Trade  
Dublin 2

**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](mailto: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](mailto: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



Neil McDonough  
Finance Division  
Department of Foreign Affairs and Trade