



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

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

6 February 2014

Mr Colin Coyle
The Sunday Times
4th Floor
Bishop's Square
Resmond's Hill
Dublin 2

Our Ref: FoI/Req/15/007

Dear Mr Coyle,

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:

A breakdown of all expenses, including overnight expenses, claimed by each civilian driver employed by the Department in 2014. Please break down the expenses by each driver individually and include relevant receipts /credit card statements.

I refer also to the acknowledgement of your request which was sent to you on 15th January 2015.

I have identified the records that fall within the scope of your request. The records are listed in the schedule attached. I have made a decision to grant all of the records.

Civilian Drivers may be paid Class B subsistence allowances (at the day and/or night rates as appropriate) for necessary absences on official duties from home or headquarters subject to (a) the civil service travel and subsistence regulations and (b) an annual limit, currently €21,500. This amount is not an allowance but the maximum amount that may be claimed in respect of expenses necessarily incurred.

No receipts or credit card statements have been submitted by any civilian driver in respect of expenses necessarily incurred.

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



Colette Appleby