



University of East Anglia

Information Services Directorate

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 592 431
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

04 February 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-042)

We have now considered your request of 01 February 2016 for the following information:

- (a) How much money in total did your University spend reimbursing its staff for business travel in financial year 2014/15?*
- (b) How many miles were claimed during this same period?*
- (c) What reimbursement rates were these miles paid at?*

Unfortunately, on this occasion, we are not able to provide the information you have requested. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, relates to your request in its entirety. Because each question is connected to the same topic, if the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

While we could readily provide an answer to question (c), to provide a response to question (b) would require us to manually review each claim form submitted to us over the 2014/15 year. We could answer (a) if it would be acceptable to include subsistence claims in our response, as travel and subsistence costs are coded together on our finance system. However, as you require only business travel costs we would again need to review each claim form manually to extract this information.

It is this manual review process which would cause us to exceed the appropriate limit. We have previously received requests for similar information¹, where we established that checking each form and recording the relevant information would take approximately 5 minutes per form. We have calculated that 100 to 130 expenses claims forms are received each week, and therefore estimate 5,000 to 6,500 are received per year, based on 50 weeks. Even allowing for the lower number of forms, this equates to over 416 hours of work.

¹ For example: https://portal.uea.ac.uk/documents/6207125/8239304/FOI_15-014.pdf/

We hope this response explains our position and would be happy to respond to any revised request you may wish to submit. If you are not satisfied you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia