



Llywodraeth Cymru
Welsh Government

Our ref: ATISN 10510

Date: 12 July 2016

Dear ,

Request for Information – ATISN reference 10510

Thank you for your request which was received by the Welsh Government on 14 June 2016. You asked for the following information:

- How many day return rail tickets were claimed for/purchased by the Welsh Government for trips between Llandudno Junction and Cardiff Central for staff in 2015-16?
- What was the total cost for these?

I have determined that to provide the information requested would cost more than the appropriate limit established in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to consider your request and because of this the regulations allow me to refuse to deal with it. The appropriate limit specified for central government in £600.

When calculating whether or not your request exceeds the appropriate limit, I am allowed to consider the time it is likely to take to establish if we hold the information, locate the information, retrieve the information and extract it. If these tasks are estimated to take more than 24 hours of working time, the limit will have been exceeded.

Information relating to journeys undertaken by Welsh Government staff is not collated within a single report. Welsh Government staff are able to recover the costs incurred on official business through a retrospective claim made via an electronic travel and subsistence (T&S) system. Alternatively staff may pay for costs incurred using the Welsh Procurement Card (WPC).

The T&S system requires claimants to record journey details by completing a 'free text' field to enter details of the journey undertaken which means that there is no standard report available to collate this information. Likewise, although, costs incurred on all WPCs are available for review on line, the WPC database does not record location details.

The only way in which the team responsible for managing the T&S and WPC systems could provide the details originally requested is to manually scrutinise every record and in some cases follow up any queries with individual departments. The number of T&S claims for rail tickets processed during 2015/16 was 6,853 and there were 6,626 WPC transactions relating to T&S. Extracting the necessary information from each record takes an individual one minute. It is these numbers that have been used to estimate the total time it would take to provide the information



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requested, 13,479 claims x 1 minute = 224 hrs. to retrieve, review and identify the records requested for the 2015-2016 financial year.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or

Email: FreedomOfInformationOfficer@wales.gsi.gov.uk

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely