

Our ref: R00049

16th July 2008

Freedom of Information Request – Travel expenses

Your request is:

“I am writing to ask you for information in relation to SEEDA activities.

- 1. Could you please tell me how much was spent by your Chairman, James Brathwaite, on rail travel for the three years 2005-6, 2006-7, 2007-8?*
- 2. Could you please let me have details of all travel expenses incurred by a) Lewis Scott and b) Rory Pereira for the same three years, broken down by mode of travel?*
- 3. Could you please let me have details of the total travel expenses paid out by SEEDA for each of the three past years broken down by mode of travel?”*

The detailed responses to your questions are set out below.

1. How much was spent by your Chairman, James Brathwaite, on rail travel for the three years 2005-6, 2006-7, 2007-8?

Expenditure on rail travel by Chairman James Brathwaite while on SEEDA business is set out in the table below:

2005/06	2006/07	2007/08
£1,979	£2,701 NB This includes some additional items not computed and so not included in the figure (£2,686) provided in response to your earlier request in October last year.	£4,032.14

2. Could you please let me have details of all travel expenses incurred by a) Lewis Scott and b) Rory Pereira for the same three years, broken down by mode of travel?

a) UK Trade & Investment (UKTI) is the Government organisation that supports companies in the UK doing business internationally and overseas enterprises seeking to set up or expand in the UK.

Lewis Scott is UKTI's International Trade Director for the South East of England. For that purpose Lewis is based at SEEDA's offices in Guildford.

In addition to his role as International Trade Director, Lewis works with SEEDA to deliver services to businesses in the South East, particularly in relation to inward investment.

There are almost 300,000 VAT registered businesses within the South East area. Since the area stretches from Milton Keynes and Oxfordshire to the Isle of Wight and across to East Kent, Lewis Scott's role necessitates a considerable amount of travel. The radial nature of train routes in and out of London means that travel to many parts of the region requires alternative methods of transport. However, public transport is used where possible, particularly for travel to and from London.

For the period requested, UKTI paid all the expenses in 05/06 from April to November 2005. After that, SEEDA paid expenses in relation to both Lewis's Inward Investment activities and for trade activities when he was fulfilling his UKTI International Trade Director role for the South East. The figures provided here are for expenses paid by SEEDA, only. This arrangement resulted from a pilot to develop closer working relationships between the Trade and International Teams, both of which were managed by Lewis Scott over this period.

Travel expenses for Lewis Scott paid by SEEDA only are as follows:

Mode of transport	2005/06 (part year only)	2006/07	2007/08
	£	£	£
Car mileage claims	84.32	1,355.68	317.59
Lease car (provided by SEEDA from 17/11/06)		1,755.53 (annual costs to SEEDA pro-rata'ed for 4.5 months including	4,658.13 (annual costs to SEEDA including Class 1A contributions)

		Class 1A contributions)	
Taxi	236.50	990.16	833.60
Car with driver	0	0	0
Rail	99.20	2,261.44	2,340.30
Air	0	7,342.18	8,086.55
Other modes	0	0	0
Total:	420.02	13,704.99	16,236.17

b) SEEDA does not hold any information regarding expenses incurred by Rory Pereira (Deputy International Trade Director for UKTI in the South East) because SEEDA does not pay any expenses for Mr. Pereira. You will need to contact UKTI directly with this request.

3. Details of total travel expenses paid out by SEEDA for each of the three past years broken down by mode of travel?

The details provided here cover travel expenses claimed by SEEDA staff and SEEDA Board members including the Chairman as well as permitted travel expenses incurred by consultants and others while undertaking work for SEEDA.

The nature of SEEDA's role means that staff are encouraged to spend much of their time out in the region visiting and working with businesses, local authorities and other organisations from Milton Keynes to the Isle of Wight and across to East Kent. Wherever appropriate, public transport is encouraged.

Mode of transport	2005/06	2006/07	2007/08
Own car (mileage claims)	£264,428.74	£286,171.43	£277,119.77
Rail (see note 1)			£187,779.94
Lease cars	£197,624.73	£190,284.10	£164,766.84
Other travel (see note 2)			£120,029.00
Air	£213,067.71	£226,111.09	£110,206.75
Car with driver	£51,867.69	£60,342.04	£62,520.28
Taxi (see note 1)			£39,863.50
UK travel (taxi, rail and other travel) (See note 1)	£303,823.13	£307,158.82	
Total	£1,030,812.00	£1,070,067.49	£962,286.08

Notes

1. From 2007/08 taxis, rail and other have been separately coded on the system. For 2005/06 and 2006/07, these claims were all coded on the system under 'UK travel'. To go back and check all the claims individually to split out the modes would involve work exceeding the appropriate limit of £450 (i.e. more than 18 hours costed at the statutory rate of £25 as set out in the FOI fees regulations.) If you would like us to do this, please let us know and we will issue a fees notice to cover this work.
2. Other travel. This covers a large number of items that were not separately analysed for mode when they were entered onto the Finance system. For example, claims from individual staff members for train, taxi and subsistence for the same trip. (So there is a small element of non-travel.) Items like minibus and coach hire and fuel cards are also included in 'other travel'. To go back and check all the claims individually to split out the modes and other items would involve work exceeding the appropriate limit of £450 (i.e. more than 18 hours costed at the statutory rate of £25 as set out in the FOI fees regulations.) If you would like us to do this, please let us know and we will issue a fees notice to cover this work.