

26 April 2023

Dear

ATISN 17330

Thank you for your request which was received on 27 March 2023. You asked for the following information:

1. A copy of the Travel and Subsistence (T&S) policy for the Welsh Government, including details on allowances for overnight accommodation for the UK & Ireland and international accommodation requirements.
2. Is there a nominated travel agency which is used to book travel for Government employees?

A copy of the T&S policy is attached with this response. There has been no change in policy to reflect inflation/cost of living rises and the policy has only received minor changes to provide clarity on secondary workplaces and electric vehicle mileage rates.

A travel management contract is in place with Gray Dawes (originally CTM travel) to provide an online system for booking hotels, B&Bs, rail and air travel. Staff may book train or air travel outside of the Gray Dawes contract if, for example, the price is cheaper and/or the booking may be urgent.

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 e-mail: Freedom.ofinformation@gov.wales

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

Telephone: 0303 123 1113

Website: www.ico.org.uk

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

Yours sincerely