

Date: 7 September 2023

Dear

**ATISN 18812**

Thank you for your request which was received on 7 August 2023. You asked for the information as shown as at Annex 1, in relation to expenses and invoices.

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](mailto: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](http://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

## Annex 1

### Expenses

1. What finance system do you use?

**Welsh Government use SAP as its finance system**

2. What system do you use to manage and process your staff's expenses?

**Welsh Government use Finance desktop (AS/400) for Travel & Subsistence (T&S) and staff expenses.**

3. What is the expense process?

**T&S - The individual makes a claim on the Finance desktop (AS/400). Providing proof of expenditure and travel to the line manager to authorise – senior staff can self- authorise T&S.**

**Reimbursement of expenses - The individual provides confirmation of expenditure to line manager for approval. The certifier raises the payment on the Finance desktop (AS/400), the approver confirms.**

**After system approvals, the T&S and payment jobs are run overnight to feed into SAP and then a payment run is processed in SAP to pay the claimant.**

4. How many expense claims were made in FY22/23? And what was total value of expense claimed in FY22/23?

**Total number of claims in 2022/23 = 21,449**

**Total value of claims in 2022/23 = £980,585**

5. Can you submit expenses remotely?

**Staff can submit claims remotely using their laptops.**

6. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage?

**Welsh Government does not claim VAT on mileage.**

7. What percentage of expense claims are you auditing?

**For monthly monitoring 100% of non-mileage claims and 20% of mileage claims.**

8. Which department is responsible for managing the expense process?

**The expense process is managed by the Finance Systems Support team in the Corporate Shared Service Centre.**

9. Do you have full autonomy for managing your organisation's expense policy and process? If not, which organisation oversees this?

**Yes, we have full autonomy for managing the expense policy and process.**

10. How many FTEs (full time employees) do you have processing expense claims?

**Individuals submit their own claims, which is subject to Line Manager approval. They are then part of the payment run process.**

11. What is the average time to reimburse your staff's expenses?

**It takes 4 business days to process a claim.**

12. How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?

**The Welsh Government publishes Sustainability Reporting within its annual Consolidated Resource Accounts.**

## **Invoices**

1. What system do you use for managing/processing invoices?

**The Welsh Government currently use SAP Purchasing to process invoices.**

2. What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?

**Invoices are received by the central processing team. They are manually logged onto the SAP finance system and matched to the purchase order receipt.**

3. How many invoices were processed in FY22/23?

**The total of invoices paid in the 2022-2023 financial year was 69,664.**

4. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?

**There are 3 data processors who each spend 5 hours per day processing invoices. This is equivalent to 2 FTE's.**

5. What percentage of invoices were paid late in FY22/23?

**The total percentage of invoices paid after 30 days in financial year 2022-2023 was 1.55%.**

6. Do you use Optical Character Recognition (OCR) to scan invoices?

**No**

7. Do you have to manually validate the scanned invoices from the OCR capture?

**N/A**

8. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?

<b>Type</b>	<b>Total Number of Payments</b>	<b>Percentage %</b>
Non-PO	40,467	58.09
PO	29,197	41.91
Grand Total	69,664	100.00

9. Are you claiming VAT on invoices? If so, are you doing this in-house?

**Yes, the Welsh Government reclaim VAT on invoices this is done in-house.**

10. How are you currently reporting on invoice spend?

**Reporting on spend is part of the over £25k transactions published quarterly by Welsh Government.**