

Reference:	FOI.3796.20
Subject:	Travel expenses
Date of Request:	13 August 2020

Requested:

Please include the information for each of the following periods: 2019-20; and April 2020 to the present day:

1. The total cost of travel expenses for staff including travel by flight, train and car.
2. The details of the top three most expensive trips, including their cost, mode of travel as well as arrival and departure destinations.

Response:

1. Hywel Dda University Health Board (UHB) provides, within the table below, the total cost for travel expenses for staff, for the periods requested. Data can only be provided for complete months.

Financial year	Cost
2019/20	£3,631,068.03
Apr 2020 to 31 July 2020	£645,479.19

2. The UHB has a robust expenses system, which manages employee expense claims. However, the reporting functionality within the system will not be able to extract the information exactly as requested.

The UHB provides, within the table, the details of the three (3) most expensive expense items, as recorded on the UHB's e-expenses system, for the periods requested.

Cost	Mode of travel	Reason
£685.67	Aeroplane	Conference/Exhibition
£619.96	Aeroplane	Meeting
£600.26	Car	Course **

** Please note the expense costs recorded for the course were attributable to an extensive course which required travel to various sites over a period of months. The mileage was incurred over several separate journeys but reported as one claim due to it being related to the one course.