4 August 2016.

REF: FOI 2016/253

Dear [Name],

I refer to the request which you made under the Freedom of Information Act 2014 for records held by the Department of Education and Skills:

Under the FOI Act 2014, I am seeking the following:
- copies of all mileage claims (to include the amount paid on dealing with the claim) made by any minister or minister of state at your Department relating to travel undertaken in the calendar year 2016 only,

I made a final decision to grant your request on 4 August 2016.

A schedule of records is attached at the end of this letter. It shows the documents that this Department considers relevant to your request. It also gives you a summary and an overview of the decision as a whole.

Accordingly, copies of the records are now enclosed.

If you are not satisfied with the outcome of your request you may appeal this decision. In the event that you need to make such an appeal, you can do so by writing to the Freedom of Information Unit, Department of Education and Skills, Marlborough Street, Dublin 1. Your correspondence should include a fee of €30 for processing the appeal. (Payment should be made by way of personal cheque or postal money order to the accountant, the Department of Education and Skills. Please note that from 19 September, 2014, the Department of Education and Skills will no longer accept cheque payments from business users in accordance with the Department of Finance Circular 01/2013. For further information regarding payment methods for business users, please email foi@education.gov.ie).

You should make your appeal within 4 weeks from the date of this notification, however, the making of a late appeal may be permitted in appropriate circumstances. A week is defined in the Act to mean 5 consecutive weekdays, excluding Saturdays and public holidays (Sundays are also excluded, as they are not weekdays). The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.
If you have any queries regarding this correspondence you can contact me by telephone at (01) 889 2273.

Yours sincerely,

[Signature]
Lorraine Forde,
Minister of State’s Office.