



8 December 2020

Our Ref: FOI/Req/20/207

Dear Mr Foxe,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department:

Copies of the credit card statements for any cards held centrally in HQ for the period 2019 and thus far in 2020.

I refer also to the acknowledgement of your request which was sent to you on 11 November 2019.

The Department's policy on the use of official credit cards is restrictive and credit cards are only authorised to officers who, due to the nature of their work or for particular circumstances, have a compelling business need for an official credit card. Official credit cards may only be used for necessary transactions arising in the course of official business.

The Department of Foreign Affairs is responsible for two Votes, Vote 27 (International Cooperation) and Vote 28 (Foreign Affairs). This response collates credit card data from both votes. Due to the limitations of remote working I have been unable to access full copies of credit card statements as they are saved centrally in paper files. Instead, I have collated all of the HQ credit card information you have requested into a spreadsheet using data held in our financial management system. For each transaction the vendor, value of the payment and description is provided. The records are listed in the attached schedule. I have made the decision to release all of these records in full.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2 or by email to foi@dfat.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30 (€10 for medical card holders). A copy of the medical card should be provided to avail of the reduced fee. For methods of payment, please contact FOI Unit at foi@dfat.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter O'Brien'.

Peter O'Brien
Finance Division
Tel: (01) 4082310
E-mail: peter.obrien@dfa.ie