

Freedom of Information Request

Ref: 20-627

13 January 2021

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

- 1. What finance system do you currently have in place?**
E-financials

- 2. What HR system do you use**
ESR

- 3. How many employees (full and part time) do you have?**
6944 full-time, 4960 part-time and 2698 bank

- 4. What processes or solutions do you have in place for employees to submit and reclaim expenses?**
Giltbyte E Expenses/Paper Claims

- 5. What improvements (if any) are planned for this process in the next 24 months**
Fully E Expenses

- 6. How many expense claims are submitted on average per year**
8000

- 7. Are employees able to compile, submit and approve expenses remotely?**
Yes

- 8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?**
No

- 9. What is your current Approval Process for Expenses**

Authorisation by Line Manager

10. How many miles are travelled monthly

64604 miles claimed through expenses (based on what was claimed in Dec 2020)

11. Do you have an expense policy in place

Yes

12. What percentage of expenses are checked

All

13. How do staff book travel

Personally

14. Do you use a Travel Management Company to book travel

No

15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.

£1,875,084.08

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Director of Corporate Governance
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust