



Vehicle & Operator Services Agency

From: **Information Access**  
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**BY EMAIL**

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Our Ref: **F0001752**

Date: 18<sup>th</sup> March 2009

Dear

## **FREEDOM OF INFORMATION ACT 2000**

I refer to your email of 5<sup>th</sup> March 2008 in which you asked for details of the Travel and Subsistence policy applying to the Vehicle and Operator Services Agency (VOSA).

Attached to the covering e-mail you will find an extract from our Staff Handbook (Chapter 9a) which is the policy applied by VOSA in relation to travel and subsistence within the Agency.

VOSA was set up in 2003 and its creation was the subject of a Statutory Instrument (942 of 2003) as enabled by the Government Trading Funds Act 1973 This Act provides the rules/guidance under which a Trading Fund can be set up. The SI can be found by clicking on the following link. The 1973 Act is not available electronically. [http://www.opsi.gov.uk/si/si2003/uksi\\_20030942\\_en.pdf](http://www.opsi.gov.uk/si/si2003/uksi_20030942_en.pdf).

The main principles for dealing with resources used by Public Sector organisations is set out in a Treasury Publication called Managing Public Money (2007) which can be found by clicking on the following link [http://www.hm-treasury.gov.uk/d/mpm\\_whole.pdf](http://www.hm-treasury.gov.uk/d/mpm_whole.pdf).

If you have any queries about this letter, please contact us, quoting reference **F0001752**.

If you are unhappy with the information supplied, you may ask for an internal review. To request an internal review, please write to:

VOSA Corporate Office,  
Berkeley House,  
Croydon Street,  
Bristol,  
BS5 0DA

or email [vosa.corporateoffice@vosa.gsi.gov.uk](mailto:vosa.corporateoffice@vosa.gsi.gov.uk)

giving the reasons for your dissatisfaction. It will help us if you quote the reference number for your case.

If you do not agree with the outcome of the internal review, you may lodge an appeal with the Information Commissioner ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)). The Information Commissioner is an independent official appointed by the Crown to oversee the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Information Commissioner can consider complaints about any aspect of the way in which requests for information have been handled. Please note: the Information Commissioner would be unlikely to consider your complaint if you have not first requested an internal review.

You can write to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

Yours sincerely

VOSA Information Access