

Dear Sirs,

Under Freedom of Information Scotland, I wish to receive the following information in 20 working days;

1. please break down the detail of expenses in the relevant category to show travel, (plane, train, car), accommodation (hotels) food, drink, gifts, etc. and all figures to include VAT where relevant.
2. please state the agreed rate per mile paid to your CEO of Colleges Scotland for travel expenses.
3. please state how many miles your current CEO of Colleges Scotland has claimed between taking up position and current date?

Please provide this detail year on year since the current CEO took up position.

Should any of the points above be insufficiently clear, please ask me as soon as possible for clarification.

I shall look forward to receiving this information within the allocated 20 working days.

Yours faithfully,