

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act 2002 (the "Act") dated 12 October 2016. Under that request, you requested the following information:

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

In response to your request please find below the relevant information:

**Shona Struthers - CEO
Personal Expenses Analysis**

	FY 14/15 Aug '14 - Jul '15 £	FY 15/16 Aug '15 - Jul '16 £	FY 16/17 Aug '16 - Sep '16 £	Total £
Travel	1,113.92	957.30	130.28	£ 2,201.50
Accommodation	-	-	-	£ -
Food	80.55	4.70	-	£ 85.25
Drinks	27.47	15.44	2.50	£ 45.41
Entertainment	36.90	-	-	£ 36.90
Newspapers	-	9.10	1.40	£ 10.50
Professional Fees	259.00	264.00	-	£ 523.00
Other	14.99	-	59.95	£ 74.94
TOTALS	£ 1,532.83	£ 1,250.54	£ 194.13	£ 2,977.50
Mileage Claimed (Miles)	1,594	1,350	42	2,986

Notes:

Shona Struthers was appointed CEO of Colleges Scotland on 18 August 2014

Mileage is paid at 45p per mile for the first 10,000 miles in the tax year and then at 25p per mile thereafter

For FY 16/17 only claims for August and September 2016 have been processed as at the date this report was produced

Your Right to Seek a Review of the Response

If you are not satisfied with our response or our reasoning set out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to Shona Struthers at the address noted below. The request should:

- (a) detail your request for a review of our decision to be undertaken;
- (b) describe the nature of your original request; and
- (c) explain the reasons why you are dissatisfied with our response.

Shona Struthers
Colleges Scotland
Argyll Court
Castle Business Park
Stirling
FK9 4TY

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether Colleges Scotland has handled your request properly.

Information relating to your right to seek a review is available from the Scottish Information Commissioner's web page at:

<http://www.itspublicknowledge.info/YourRights/Askingforareview.aspx>

Or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road,
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
e-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

This concludes Colleges Scotland's response to your information request.

Yours sincerely

Shona



Shona Struthers
Chief Executive

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07703 974 675

shona.struthers@collegesscotland.ac.uk
www.collegesscotland.ac.uk

Argyll Court, Castle Business Park, Stirling, FK9 4TY