



Information Policy & Compliance
bbc.co.uk/foibbc.co.uk/privacy

Ms S Tripathi
Via email: Shruti.Tripathi@londonlovesbusiness.com

31 March 2015

Dear Ms Tripathi

Freedom of Information Act 2000 – RFI201500355

Thank you for your request under the Freedom of Information Act ('the Act') of 3rd March 2015, seeking:

Since January 2010, how much money has the BBC spent on hotels/accommodation for guests and staff?

Spend on hotels is incurred via the following channels:

- The BBC operates centralised systems for the booking of hotels, taxis, flights, rail, and hire cars. This involves using a small number of preferred suppliers in order to help maximise value for money to the BBC. All costs incurred via this channel are settled directly by the BBC, without staff being required to incur any cost individually.
- Bookings may be made directly by BBC staff, the cost of which are reclaimed via expenses, for example when someone is away from base and does not have access to the central booking systems. The BBC's Expenses Policy is published on the BBC's website at http://downloads.bbc.co.uk/foi/classes/policies_procedures/expenses_policy.pdf
- Occasionally costs may have been incurred with a supplier where the booking was not made through the BBC's centralised systems for example for major sporting events where the travel arrangements are coordinated by an events company.

For the purposes of this FOI request, please note:

- We have provided the data for the calendar years 2010 to 2014.
- The BBC's commercial subsidiaries are not subject to the Act (see section 6(1)(b)(ii) of the Act) and therefore, their spend has not been included in the figures disclosed below.

The BBC is covered by the FOI Act only in respect of information held for purposes "other than those of Journalism, art or literature". We are, therefore, not obliged to supply information held for the purposes of creating the BBC's output or information that supports and is closely associated with these creative activities. However, as we are unable easily to separate all of this specific information, we consider some of the information included in the data to be out of scope of the Act and are therefore offering this information voluntarily.

Response

Year	2010	2011	2012	2013	2014
Value	£ 8,633,541	£ 7,776,214	£8,487,300	£ 9,378,214	£ 10,315,695

If you plan to publish or broadcast a story using the information provided in this response please include the following statement from the BBC.

A BBC spokesman said:

"Strict guidelines have seen the average cost per hotel booking cut by over 20% in the last five years.

"BBC journalists and programme-makers need to stay somewhere when they are expected to report on major events and breaking global news or film things like natural history on location around the world."

Appeal Rights

If you are not satisfied that we have complied with the Act in responding to your request, you have the right to an internal review by a BBC senior manager or legal adviser. Please contact us at the address above, explaining what you would like us to review and including your reference number. If you are not satisfied with the internal review, you can appeal to the Information Commissioner. The contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 01625 545700 or see <http://www.ico.gov.uk/>

Yours sincerely

Tracey Morris
Head of Category Sourcing – BBC Procurement