



The Scottish Parliament
Pàrlamaid na h-Alba

Information Management and Governance
Scottish Parliament
Edinburgh
EH99 1SP

foi.officer@parliament.scot

15 November 2023

Dear Requester,

REQUEST FOR INFORMATION: 2023-694207

We acknowledge your request for:

A copy of the bill for £10,935.74 incurred by Michael Matheson while in Morocco.

Your request was received on 9 November 2023 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002 (FOI(S)A).

The bill you requested has been supplied and you will note the final amount of the bill is £10,941.74 and includes the £6 data charge incurred on the 3rd January.

The supply of information under FOI does not constitute permission for its use in a way that would infringe copyright.

<https://www.parliament.scot/about/copyright>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance by e-mail at foi.officer@parliament.scot

We are currently working remotely and so would ask you to contact us by email at foi.officer@parliament.scot

Please find below Annex A, which explains how we handle FOI requests and reviews.

Yours sincerely,

Gordon Hobbs
Information Manager

REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Alternatively, please contact the Public Information & Resources Team to request a copy.

<https://www.parliament.scot/contact-us>

Review

If you are dissatisfied with the way in which we have dealt with your request for information you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter stating the reasons for your dissatisfaction and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance.

Post: Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 5281

We welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: foi.officer@parliament.scot

Application to the Scottish Information Commissioner

If on the outcome of any review you are still dissatisfied or if we are unable to resolve any other complaint then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Email: enquiries@itspublicknowledge.info

Telephone: 01334 464610

Website: www.itspublicknowledge.info

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

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Feedback or comment

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

Data Protection

If you wish to find out more about how we use your personal data then you can access our Privacy Notice at the following link:

[Privacy notice: Information rights: Freedom of Information request handling | Scottish Parliament Website](#)

Complaints

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with Public Information and Resources.

How to contact us

Post: The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 5000
0800 092 7500 (Public Enquiries)
0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).

E-mail: info@parliament.scot