NHS

**Doncaster and Bassetlaw
Teaching Hospitals**

NHS Foundation Trust

Re: Your request made under the Freedom of Information Act 2000

1) What finance system do you currently have in place?

   Oracle

2) What HR system do you use.

   ESR

3) How many employees (full and part time) do you have?

   Fixed Term – 498

   Permanent – 6,317

4) What processes or solutions do you have in place for employees to submit and reclaim expenses?

   Employee submit and reclaim expenses via Employee online this is an electronic solution supported by Allocate Software.

5) What improvements (if any) are planned for this process in the next 24 months

   None at present – subject to system development through Allocate Software

6) How many expense claims are submitted on average per year

   £8,750

7) Are employees able to compile, submit and approve expenses remotely?

   Yes

8) Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

   No

9) What is your current Approval Process for Expenses

   Employees with budgetary control responsibilities are responsible for approving expense claims, in line with trust policy limits.

10) How many miles are travelled monthly

   Approx. 14,000

11) Do you have an expense policy in place

   Yes

12) What percentage of expenses are checked

   100% of expenses are checked by managers before approval

13) How do staff book travel

Our general office arranges any travel arrangements.

14) Do you use a Travel Management Company to book travel

   No

15) What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.

   £778,263