



Medicines & Healthcare products Regulatory Agency

MHRA Central Freedom of
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[MHRA Website](https://www.mhra.gov.uk)

Our Ref: **FOI2025/00375**

19 May 2025

Dear [REDACTED]

Thank you for your Freedom of Information (Fol) request received on 11 April. You wrote:

This is an information request relating to flights taken by staff in your organisation.

Please include the following information for the following financial years 2022/23, 2023/24 and 2024/25:

** A list of all flights taken by employees and board members, including the following details:*

- * The airline*
- * The class (e.g. economy, business, first)*
- * The departure airport and destination*
- * The cost*
- * The dates of travel*
- * The name of the hotels stayed at, if possible*
- * The cost of any other expenses.*

MHRA Response

We confirm that we hold most of the information you have requested. Some of the information we have not been able to provide as part of this response, specifically the name of the hotels and the cost of other expenses. This is because our systems do not link specific hotel and miscellaneous expenses with specific flights.

The majority of the MHRA's running costs come from trading income, which is a combination of statutory fees paid by the industry for regulatory services and charges paid by customers for non-statutory services and goods. The DHSC provides baseline funding to support the provision of services for which the agency does not have the legal powers to levy fees or charges.

The Medicines and Healthcare products Regulatory Agency (MHRA) provides a vital function for public and patient safety within the United Kingdom, a significant part of this work requires both national and international travel.

The MHRA Expenses and Hospitality policy includes guidance on travel and subsistence. This is reviewed regularly to ensure it is in line with HM Revenue & Customs (HMRC) or Department of Health and Social Care (DHSC) guidance. The policy includes guidelines on sustainable travel, where flights are a necessity, the policy permits business class flights when the flight is over 7 hours or is a night flight over 6 hours.

Examples of where travel is required include representing the UK at meetings and conferences on areas of our work including patient safety and support for innovation and economic growth, and the enforcement of medicines and medical devices legislation. We conduct a range of inspections, audits and investigations to ensure manufacturers comply with good manufacturing practice (GMP) and good distribution practice (GDP), this involves visiting manufacturers and distributors of medicines and medical devices in both the UK and worldwide for the safety of UK patients. Our fee structure is set-up to ensure cost-recovery for inspection related travel.

On many occasions the costs associated with taking part in conferences including travel, accommodation, subsistence etc are funded via various routes. These include fees, reimbursement by organisers, and as part of some grant funding.

The information we can provide which details all flights booked through our travel management company is attached as an annex as an excel spreadsheet.

If you have any queries about this letter, please contact us quoting the reference number above.

Yours sincerely,

MHRA Central Freedom of Information Team
Medicines & Healthcare products Regulatory Agency

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing foi.request@mhra.gov.uk or by writing to: MHRA Central Freedom of Information Team, 10 South, Colonnade, Canary Wharf, London, E14 4PU

Any request for an internal review must be received by us within 40 working days of the date of this letter. Please note we are not obliged to provide a review if it is requested after more than 40 working days.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner's Office for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information

Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: [ICO FOI and EIR complaints](#) or telephone 0303 123 1113.

Re-use of our information

The MHRA information supplied in response to your request is subject to Crown copyright. Information created by the MHRA which is disclosed under the Freedom of Information Act is made available for re-use under the Open Government Licence (OGL) v3.0, except where this is otherwise stated. There are some restrictions on re-use under the OGL and these can be viewed here:

<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>