



Medicines & Healthcare products Regulatory Agency

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

Our Ref: **FOI2025/00374**

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 staff expenses.

Please include the following information for the last four financial years, 2021-22, 2022-23, and 2023-24:

- * The total amount claimed in expenses by senior staff annually.*
- * A breakdown of expenses by category (e.g., travel, accommodation, meals, hospitality, subsistence, training, etc.).*
- * The total amount claimed by the most expensive individual claimant (job title only) in each of those years.*
- * If available, a breakdown of expenses for members of the senior leadership team (e.g., Chief Executive, Directors), including job titles and total expenses per individual per year.*

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

MHRA Response

We confirm that we hold the information you have requested and have provided as an attached annex as an excel spreadsheet.

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. MHRA staff incur expenses when travelling for work to

carry out official duties away from their normal place of work. These costs—such as transport, accommodation, or meals—are claimed in line with our policies and are reimbursed.

MHRA has an Expenses and Hospitality policy which 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 encourages travel as per the Sustainable Travel Hierarchy. Where flights are a necessity, the policy permits business class flights when the flight is over 7 hours or a night flight over 6 hours. Staff should take public transport wherever possible, however there are exceptional circumstances where taxis are allowed for example when overseas or journeys before 6.30am or after 9pm.

Some staff hold Government Procurement Cards (GPC) which can be used for low-value, business-related purchases where it's more efficient than using traditional procurement routes. They must only be used for approved work-related expenses, and are subject to strict limits, oversight, and regular audit to ensure transparency and value for money. Our GPC policy is regularly updated, and all GPC and Expense claims are approved by a line manager and are subject to audit by the Finance team.

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 and subsistence.

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

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

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