

**The Grant-in-aid for
Royal Travel by Air and Rail**

Annual Report 2004-05

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INTRODUCTION

The Memorandum of Understanding dated 25th March 1997 between the Lord Chamberlain and the Permanent Secretary of the Department of Transport (now the Department for Transport), sets out the basis on which the Royal Household should use and account for the annual Royal Travel Grant-in-aid provided to it by the Department. The Memorandum of Understanding requires the Private Secretary to The Queen and the Keeper of the Privy Purse, the Royal Household officials with responsibility for the Grant-in-aid, to account for its stewardship in an annual report. The eighth annual report, for the year to 31st March 2005 (also referred to as 2004-05), dated 10th June 2005 is set out herein.

The Royal Travel Grant-in-aid is the annual funding provided by the Department for Transport to meet the cost of official royal travel by air and rail¹. Up to 31st March 1997 these official royal travel costs were met by the Ministry of Defence, the Department of Transport and the Foreign and Commonwealth Office.

Responsibility for the expenditure was transferred to the Household with effect from 1st April 1997. The objectives were to:

- facilitate cost reductions and enhance value for money by matching financial and user responsibility; and
- improve accountability and transparency, and enable a detailed annual report to be published, by giving one organisation responsibility for royal travel expenditure.

It is an important part of The Queen's role as Sovereign, supported by other Members of the Royal Family, to act as a focal point for national life and to bring people together across all sectors of society. In carrying out this role the Royal Family receives thousands of invitations each year from or on behalf of Government, the Church, local authorities and the Armed Services, and a wide range of individual organisations across the private, public, and voluntary sectors. Approximately 2,900 official engagements were undertaken across the United Kingdom and overseas by Members of the Royal Family during the year to 31st March 2005. These involved a significant amount of travel that needed to be undertaken in a way which met efficiency, security and presentational requirements.

A list of the 240 journeys undertaken by Members of the Royal Family and their staff during 2004-05 which had travel costs of £2,500 or more, met from the Royal Travel Grant-in-aid is given as an appendix to this report.

¹ Official travel by car for The Queen is paid for from the Civil List and for The Duke of Edinburgh from his Parliamentary Annuity. Official travel by car for other Members of the Royal Family is paid for from private sources.

SUMMARY

The Grant-in-aid for the year to 31st March 2005 was £5.7 million (£5.9 million in 2003-04). Actual expenditure during the year was £5.0 million (£4.7 million in 2003-04). This represents a reduction of 74% in absolute terms and 77% in real terms¹ during the eight years since the Royal Household assumed responsibility for royal travel expenditure. It is not envisaged that Royal Travel expenditure will reduce further and that future variations in costs will be principally affected by the number of large overseas visits which are determined by the Foreign and Commonwealth Office. The largest tour during the year was that undertaken by The Prince of Wales to Australia, New Zealand and Fiji. The Grant-in-aid for the current year has been increased to £5.9 million. This represents a reduction in absolute terms of 69% from the initial Grant-in-aid in 1997-98.

The principal categories of expenditure met from the Grant-in-aid are as follows.

<i>Year to 31st March</i>	2005	2004
	£m	£m
Helicopters	2.1	2.3
Fixed wing aircraft from civil operators	1.2	0.8
Fixed wing aircraft from 32 Squadron	0.7	0.5
Royal Train and other rail	0.7	0.8
Administration and other	0.3	0.3
	5.0	4.7

At the start of the year, it was agreed between UK Trade and Investment (UKTI) and the Department for Transport to transfer financial responsibility for The Duke of York's overseas travel on behalf of UKTI to the Grant-in-aid. The cost of these journeys in the year was £0.5 million which is the main reason for the increased cost of fixed wing aircraft. UKTI transferred funds of £0.2 million to the Department for Transport as a contribution to this travel. The Duke of York's UKTI travel involved visits to China/Japan, Turkey, the Far East and the Middle East.

¹ 'Absolute terms' refers to the movement in net expenditure before taking account of inflation and 'real terms' after taking account of inflation.

OPERATING AND FINANCIAL REVIEW

TRAVEL CRITERIA

The Grant-in-aid meets the cost of official journeys undertaken by or in support of Members of the Royal Family by air and rail. Travel by senior Members of the Royal Family between residences is categorised as official.

Safety, security, presentation, the need to minimise disruption for others, the effective use of time, and cost are taken into account when deciding on the most appropriate means of travel. Staff may travel with Members of the Royal Family or separately (e.g. to undertake reconnaissance visits or to arrive in advance). 32 Squadron aircraft may be used by senior Members of the Royal Family for private journeys, with the cost of the journey reimbursed at a commercial rate.

The programme of overseas tours is determined by the Foreign and Commonwealth Office and UKTI, and approved by the Royal Visits Committee.

AIR TRAVEL

HELICOPTERS

Flying hours

<i>Year to 31st March</i>	2005	2004
	hours	hours
The Queen's Helicopter	327	389
Charter helicopters	137	169
Total flying hours	464	558

The Queen's Helicopter Flight was formed on 1st April 1998. The decision to establish The Queen's Helicopter Flight continues to be fully justified. In addition to delivering substantial cost savings compared with the previous 32 Squadron Wessex service, the helicopter has proved to be a highly efficient and cost effective travel option. It provides the opportunity for Members of the Royal Family to undertake a number of engagements at different locations on the same day. Travel is also quieter and faster. Helicopter utilisation was particularly high in 2003-04 because of reduced availability of 32 Squadron's HS 125 aircraft (page 100).

The Queen's Helicopter, a Sikorsky S76 C+, is used by the Royal Household under the terms of a ten year operating lease and related maintenance contracts; it can carry six passengers. The variable cost for The Queen's Helicopter, including VAT, was £864 per flying hour (£810 in 2003-04). Charter helicopters provided additional capacity during the year when more than one helicopter was required.

To maintain comparability between helicopter costs and the variable rates charged by the Ministry of Defence for the use of 32 Squadron, variable (rather than total) costs are shown in the list of journeys given in an appendix.

FIXED WING (CIVIL OPERATORS)

Flying hours

<i>Year to 31st March</i>	2005 hours	2004 hours
Small fixed wing aircraft charter	134	69
Large fixed wing aircraft charter	63	40
	197	109

The increase in small fixed wing aircraft charter (those with less than 15 seats) is due to the pattern of overseas tours, which is set by the Foreign and Commonwealth Office. There was a greater use during the year of charter overseas to support in-country flying; these involved the Far East, Africa and the West Indies where it would have been uneconomic to position 32 Squadron aircraft. The bulk of the large fixed wing flying related to The Prince of Wales' visit to Australia, New Zealand and Fiji in February/March.

In order to achieve best value on long haul travel, scheduled flights are frequently taken to the destination country, supplemented by commercial charter or 32 Squadron aircraft within the country. This was used more often in 2004-05 than the previous year.

FIXED WING (32 SQUADRON)

32 Squadron primarily provides air travel for the operational requirements of senior Service Officers but is also available for Members of the Royal Family and Government Ministers primarily. During 2004-05 15% (9% in 2003-04) of 32 Squadron flying, as an average by hour for both types of fixed wing aircraft, was in respect of use by Members of the Royal Family and their staff.

Flying hours

<i>Year to 31st March</i>	2005 hours	2004 hours
BAe 146	218	200
HS 125	230	134
	448	334

Hours include both the flight and any pre/post flight positioning of the aircraft.

A BAe 146 is a four-engined jet which carries 19 to 26 passengers as presently set out; 32 Squadron had two BAe 146s in 2004-05. The hourly variable cost is £2,202 (£2,089 in 2003-04) and VAT is not applied in respect of the BAe 146 because of the large size of the aircraft.

The HS 125 is a twin-engined jet which carries five passengers; 32 Squadron had five HS 125s in 2004-05. The hourly variable cost is £928 (£961 in 2003-04) and VAT is included in respect of the HS125 for both years.

HS 125 aircraft were unavailable for full use by Members of the Royal Family throughout the whole of 2003-04 and the start of 2004-05. This explains the increase in use of the HS 125 in 2004-05 compared with the previous year. This resulted from the Squadron's engagement on their primary operational role in the Middle East coupled with continuing maintenance and serviceability problems experienced by the aircraft upon return to the UK. Although the latter part of the year saw an improvement in usage, the lack of availability at the start of the year meant that replacement aircraft had to be procured from the commercial market at an increased cost of £87,000 to the Grant-in-aid (£62,000 in 2003-04).

RAIL TRAVEL

Royal Train

During the year there have been 19 journeys (18 in 2003-04), with an average distance of 691 miles per journey (736 in 2003-04).

The Royal Train comprises nine coaches, including coaches for Household and railway staff, the Police, communications equipment and electricity supply. Five to eight of the coaches are used at any one time. It enables Members of the Royal Family to carry out busy schedules over an extended period in a secure environment which minimises disruption and inconvenience to the public and provides accommodation and office facilities. The Train is available for use, on a recharging basis, by Government and for national interest purposes. However, its configuration is for overnight travel and it is not suitable for large scale travel and entertaining.

A review of the future of the Royal Train two years ago concluded that it should continue to be used as an integral part of royal travel but that the Household and Department for Transport should actively monitor costs to ensure it is run and maintained in the most cost effective manner possible. During the eight years of the Grant-in-aid, costs have been reduced (a 62% reduction in absolute terms) through a number of initiatives (including rationalisation of the coach fleet and reviews of costs with the railway companies).

To maintain comparability between Royal Train costs and the variable rates charged by the Ministry of Defence for the use of 32 Squadron, variable (rather than total) costs are shown in the list of journeys given in an appendix.

FUTURE DEVELOPMENTS

Royal Train

Following the decision that confirmed the Royal Train should remain an integral part of royal travel, a consultant has been appointed to assist the Household and Department for Transport in a strategic review of the train to ensure that it is operated and maintained in the most cost effective manner.

The Queen's Helicopter

Because of increasing reliance on the use of helicopters as a preferred travel option, the Household and Department will review how best to manage this demand.

Independent air travel review

The Cabinet Office has asked Sir Peter Gershon to carry out an independent review of Ministerial and Royal air travel. This review is expected to be completed in the second half of 2005. Both the Household and Department are contributing to the review.

IT systems databases

During 2004-05 the Royal Households were given access to the enhanced electronic Royal Travel Diary in order to maximise electronic transmission of information. During the current year it is planned to introduce databases from external providers to facilitate more on-line purchasing of scheduled air services.

MANAGING ROYAL TRAVEL

Operating Approach

The Royal Household's objectives in managing royal travel expenditure are set out in the Memorandum of Understanding between the Lord Chamberlain and the Permanent Secretary of the Department of Transport (now of the Department for Transport). They are:

- (a) to seek to contract in the most economic and efficient way for the supply of air and rail services, consistent with safety, security, and other requirements of royal travel; and
- (b) to ensure that members of the Household take financial considerations fully into account when framing, reaching, or giving effect to decisions which bear upon the Grant-in-aid.

Senior Management

Within the Royal Household, the Royal Travel Office, headed by the Director of Royal Travel, is responsible for organising the provision of travel services and for the in-house helicopter operation. It is supported on the financial side by the Deputy Treasurer to The Queen and the Accountant, Royal Travel. Consultants have been used during the year to advise on air and rail travel matters.

The group responsible for the management of the Grant-in-aid and royal travel on a day to day basis is:

- | | |
|--------------------------------------|---------------------------|
| • Director of Royal Travel | Group Captain Tim Hewlett |
| • Deputy Treasurer to The Queen | Stephen Cawley |
| • Helicopter Manager and Chief Pilot | Chris Pittaway |
| • Helicopter Operations Officer | John Sampler |
| • Senior Travel Officer | Joe Maggs |
| • Accountant, Royal Travel | Graham Finn |

The Queen's Private Secretary, Rt. Hon. Sir Robin Janvrin, has overall responsibility for policy, security and safety matters and the Keeper of the Privy Purse, Alan Reid, for financial and operating matters.

Audit Committee

The Audit Committee comprises three members, Nigel Turnbull (non-executive Chairman and Chairman of the Turnbull Committee which produced the Corporate Governance report on Internal Control), Vice Admiral Sir Tom Blackburn (to 4th February 2005 when he was succeeded by Air Vice Marshal David Walker) and Brigadier Sir Miles Hunt-Davis, and reports to the Lord Chamberlain's Committee. It has overall responsibility for monitoring the effectiveness of the system of internal control, including financial, operational and compliance controls and risk management. In undertaking its responsibilities, the Audit Committee has considered reports from both internal and external auditors and management, and will make recommendations to the Lord Chamberlain's Committee throughout the year.

Employment Policies

The Royal Household is committed to a policy of equality of opportunity in all aspects of employment. Policies to encourage diversity and equal opportunities as well as a statement relating to dignity at work and harassment have been developed and communicated to all staff. Disablement is not regarded as a bar to recruitment or advancement. The Household also uses its best endeavours to provide continuing employment for employees who are disabled whilst the Household employs them and, where appropriate, provides facilities for training and retraining and opportunities for career development and promotion.

Training is provided to promote understanding of the Household diversity policies and disability awareness is a key aspect of this general programme. Specific equal opportunities training is also given in relation to recruitment and performance appraisals. All staff receive an annual review to assess performance and to identify career development opportunities and training requirements.

Equality policies and practices are regularly monitored and action plans developed, if appropriate, to deal with any specific issues.

Considerable emphasis is placed on health and safety and Health and Safety Committees meet regularly.

Regular staff meetings are held to keep employees informed of the performance and objectives of Royal Travel and to discuss other matters of interest or concern to Royal Travel. All employees paid from the Grant-in-aid will receive a summary of this report, whilst the full report is available on the Royal Household website.

INCOME AND EXPENDITURE ACCOUNT

<i>Year to 31st March</i>	Note	2005 £m	2004 £m
Amount of Grant-in-aid Voted by Parliament		5.7	5.9
		<hr/> <hr/>	<hr/> <hr/>
Grant-in-aid drawn down		5.4	4.7
		<hr/> <hr/>	<hr/> <hr/>
Air travel			
Helicopters		2.1	2.3
Fixed wing (civil operators)		1.2	0.8
Fixed wing (32 Squadron)		0.7	0.5
		<hr/> 4.0 <hr/>	<hr/> 3.6 <hr/>
		<hr/> <hr/>	<hr/> <hr/>
Rail travel		0.7	0.8
		<hr/> <hr/>	<hr/> <hr/>
Administration and other		0.3	0.3
		<hr/> <hr/>	<hr/> <hr/>
Total net expenditure	5	5.0	4.7
		<hr/> <hr/>	<hr/> <hr/>
Net funding for fixed assets and working capital	10	0.4	–
		<hr/> <hr/>	<hr/> <hr/>

Total net expenditure in 2004-05 includes £0.2 million in respect of VAT (£0.2 million in 2003-04).

The accounting policies are summarised on pages 106 and 107. The Income and Expenditure Account should also be read in conjunction with the Balance Sheet and Cash Flow Statement on page 105.

The Grant-in-aid not drawn down amounting to £0.3 million (£1.2 million in 2003-04) was retained by the Department for Transport.

The results shown above relate to continuing activities. There are no recognised gains or losses other than included above.

BALANCE SHEET

<i>As at 31st March</i>	Note	2005 £m	2004 £m
Fixed assets	7	0.1	0.1
Current assets			
Debtors	8	0.2	0.2
Cash at bank and in hand		0.3	–
		0.5	0.2
Creditors : amounts falling due within one year	9	(0.2)	(0.3)
Net current assets / (liabilities)		0.3	(0.1)
Total assets less current liabilities		0.4	–
Creditors : amounts falling due after more than one year	9	(0.1)	(0.1)
Net assets / (liabilities)		0.3	(0.1)
Funds contributed by or (required from) the Department for Transport			
Fixed asset reserve		0.1	0.1
Amount funding net assets / (required to meet net liabilities) less fixed assets		0.2	(0.2)
	10	0.3	(0.1)

CASH FLOW STATEMENT

<i>Year to 31st March</i>	2005 £m	2004 £m
Reconciliation of total net expenditure to Grant-in-aid		
Total net expenditure	(5.0)	(4.7)
Increase in debtors	–	(0.1)
Net cash outflow from activities and before financing	(5.0)	(4.8)
Grant-in-aid drawn down	5.4	4.7
Increase / (decrease) in cash	0.4	(0.1)

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the accounts.

a) Basis of preparation

The accounts have been prepared in accordance with applicable accounting standards, and under the historical cost accounting rules. The accounts have been prepared on an accruals basis, in line with the requirements of Government's Resource Accounting.

b) Income

Grant-in-aid from the Department for Transport is taken to the Income and Expenditure Account in the year it is paid.

All other income is accounted for on a receivable basis.

c) Pension costs

The Household operates the Royal Households Group Pension Scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the Grant-in-aid. Contributions to the scheme are charged to the income and expenditure account to spread the cost of pensions over employees' working lives with the Household. Employer's pension contributions are recognised in the Income and Expenditure Account on an accruals basis.

d) Leases

Operating lease rentals are charged to the Income and Expenditure Account on a straight-line basis over the period of the lease.

e) Cost of capital

HM Treasury requires Non-Departmental Public Bodies ('NDPB') to make a notional charge in their accounts for the cost of capital employed in their activities. Since the Royal Household is not an NDPB and on grounds of materiality, it is not considered appropriate to include such a charge in the accounts.

f) Foreign currencies

Transactions denominated in foreign currencies are converted into sterling at the exchange rates on the dates of the transactions. Debtors and creditors denominated in foreign currencies are translated at year end exchange rates, unless the terms of the transaction include contracted rates when those rates are used.

g) Fixed assets

Fixed assets costing over £1,000 are capitalised in the balance sheet. They are depreciated on a straight-line basis starting in the month following that of purchase, at the following rates:

- Information technology equipment Over 3 years
- Helicopter operation equipment Over 5 years

h) Bank overdraft

The Grant-in-aid did not have an overdraft with or any borrowings from its bankers at 31st March 2004. The cashbook deficit arose although there was no overdraft or bank borrowings because cheques are not normally cleared through payee bank accounts until three or four days after they are sent out.

i) Reserves

A fixed asset reserve was set up when the Grant-in-aid was established, anticipating the requirements of Government Resource Accounting. The net annual movement is the difference between fixed assets acquired, disposals and depreciation.

Amount funding net assets represents the net assets available at the year end net of liabilities. This will reduce future Grant-in-aid funding. Amount required to meet net liabilities represents the net liability at the year end payable to third party creditors, net of amounts receivable. This will be settled from future Grant-in-aid funding.

2. SEGMENTAL ANALYSIS

<i>Year to 31st March</i>	Fixed costs		Variable costs		Total costs	
	2005	2004	2005	2004	2005	2004
	£m	£m	£m	£m	£m	£m
Air travel						
Helicopters	1.5	1.6	0.6	0.7	2.1	2.3
Fixed wing (civil operators)	–	–	1.2	0.8	1.2	0.8
Fixed wing (32 Squadron)	–	–	0.7	0.5	0.7	0.5
	1.5	1.6	2.5	2.0	4.0	3.6
Rail Travel						
Royal Train and other	0.3	0.4	0.4	0.4	0.7	0.8
Administration and other	0.3	0.3	–	–	0.3	0.3
Total net expenditure	2.1	2.3	2.9	2.4	5.0	4.7

3. STAFF NUMBERS AND COSTS

Establishment

Staff paid from the Grant-in-aid are as set out below.

<i>As at 31st March</i>	Number of staff	
	2005	2004
Royal Travel Office	3	3
The Queen's Helicopter Flight	9	9
Administration and Accounting	1	1
	<u>13</u>	<u>13</u>

Where staff work part-time or have part of their salary charged to the Civil List or to the Property Services Grant-in-aid (in each case according to time spent) they are recorded according to the proportion of their time paid for by the Royal Travel Grant-in-aid. Those who work for less than 10% of their time on royal travel matters are not included in the above table.

Payroll Costs

<i>Year to 31st March</i>	2005	2004
	£m	£m
Salaries	0.6	0.5
National insurance	0.1	0.1
Pension contributions	0.1	0.1
	<u>0.8</u>	<u>0.7</u>

The salary of the Director of Royal Travel, who is 56, was £58,010 (£55,725 in 2003-04). He is a member of the Royal Households Group Pension Scheme. The increase during the year in his annual pension at 60 was £1,081 and the total accrued annual pension at 60 is £3,867 (£2,786 in 2003-04). 30% of the salary of the Deputy Treasurer to The Queen, who is 58, is borne by the Grant-in-aid, amounting to £28,457 (£26,948 in 2003-04). He is a member of the Royal Households Group Pension Scheme and the increase during the year in his annual pension at 60 was £583 and the total accrued annual pension at 60 is £2,530 (£1,946 in 2003-04). Also included in the above is £7,711 (£3,898 in 2003-04) in respect of the Keeper of the Privy Purse recharged by the Civil List and based on his time devoted to royal travel matters.

Other salaries for higher paid employees fell into the following bands.

<i>Year to 31st March</i>	Number of staff	
	2005	2004
£70,001 – 75,000	1	1
£65,001 – 70,000	1	1
£60,001 – 65,000	–	1
£55,001 – 60,000	1	1
£50,001 – 55,000	1	–

4. PENSION ARRANGEMENTS

Until 31st March 2002, all full-time permanent employees were entitled to be members of a scheme managed by trustees on behalf of the Royal Household (the Royal Households Group Pension Scheme). The pension scheme provides benefits based on final pay and is non-contributory for employees. Full-time permanent employees joining from 1st April 2002 are entitled to be members of the Royal Household Defined Contribution (Stakeholder) Pension Scheme. Information about the schemes is set out below.

Royal Households Group Pension Scheme

All full-time permanent employees, who joined before 31st March 2002 are entitled to be members of the Royal Households Group Pension Scheme which is managed by trustees on behalf of the Royal Household. The scheme provides benefits which are based on final pay and is non-contributory for employees.

The contribution rate for the scheme is based on triennial valuations undertaken by a qualified independent actuary using the projected unit method. The most recent completed valuation was as at 1st January 2003. The assumptions which have the most significant effect on the results of the valuation are those relating to the rate of return on investments and the rates of increases in salaries and pensions. It was assumed that the real investment return would be 3.95% per annum, that real salary increases would average 1.5% per annum and that pensions would increase at the rates specified in the scheme rules.

The most recent actuarial valuation showed that the total market value of the assets of the scheme was £11.8 million and that this value of the assets was sufficient to cover 73% of the benefits that had accrued to members, after allowing for expected future increases in earnings. Following this valuation, the employer's contribution rate in respect of staff employed by the Grant-in-aid was set at 22.4% with effect from 1st January 2003 until 31st December 2003 and 22.8% from 1st January 2004, plus an index linked annual payment of £98,000 shared by both the Property Services and Royal Travel Grants-in-aid.

The scheme has several employers and in the latest valuation it is not possible to identify the Grant-in-aid's share of the underlying assets and liabilities in the scheme. As permitted by paragraph 5.3 of FRS 17 'Retirement Benefits', this scheme will continue to be accounted for as if it were a defined contribution scheme.

Royal Household Defined Contribution (Stakeholder) Pension Scheme

Full-time permanent employees joining from 1st April 2002 are entitled to be members of the Royal Household Defined Contribution (Stakeholder) Pension Scheme ("the Stakeholder Scheme"), which is a stakeholder arrangement administered by Legal & General. The Stakeholder Scheme is non-contributory for employees and the Royal Household pays contributions into the fund for each employee. The current rate of contribution is 15% of pensionable salary. Benefits are based on contribution levels linked to investment returns over the period to retirement. Employees can, if they wish, make their own contributions up to the Inland Revenue limits.

5. TOTAL NET EXPENDITURE

Total net expenditure is stated after charging:

<i>Year to 31st March</i>	2005	2004
	£m	£m
Helicopter operating lease	0.5	0.5

The Auditors' remuneration for the audit was £23,000 (£21,000 in 2003-04). During 2004-05 and 2003-04 no other services were provided by the Auditors except for the audit.

6. RELATED PARTY TRANSACTIONS

Material transactions during the year with other entities controlled by officials on behalf of The Queen are set out below.

	2005	2004	2005	2004
	£m	£m	£m	£m
	Balance due to:		Charged by:	
The Civil List	–	–	–	0.1

The Civil List is regarded as a related party. Charges to Royal Travel are mainly management fees charged by the Civil List for various services including accountancy, payroll, personnel, catering, cleaning and the provision of press office, internal audit and information systems services.

None of the key staff employed by Royal Travel has undertaken any material transaction with Royal Travel during the year.

7. FIXED ASSETS

	Helicopter operation equipment £m
Cost	
At 1st April 2004	0.2
At 31st March 2005	<u>0.2</u>
Depreciation	
At 1st April 2004	0.1
At 31st March 2005	<u>0.1</u>
Net book value	
At 31st March 2005	<u>0.1</u>
At 1st April 2004	<u>0.1</u>

The helicopter operation equipment principally comprises additional navigation equipment, an auxiliary fuel tank and safety upgrade fitted to the Sikorsky S76 C+, and helicopter landing site improvements.

8. DEBTORS

<i>As at 31st March</i>	2005 £m	2004 £m
Recharges	0.1	0.1
Prepayments	<u>0.1</u>	<u>0.1</u>
	<u>0.2</u>	<u>0.2</u>

9. CREDITORS

<i>As at 31st March</i>	2005 £m	2004 £m
Amounts falling due within one year:		
Bank overdraft	–	0.1
Suppliers	<u>0.2</u>	<u>0.2</u>
	0.2	0.3
Amounts falling due after one year:		
Other creditors	<u>0.1</u>	<u>0.1</u>
	0.3	0.4
Analysis of creditors:		
In one year or less	0.2	0.3
Between two and five years	<u>0.1</u>	<u>0.1</u>
	0.3	0.4

10. RESERVES

Funds contributed by or (required from) the Department for Transport	£m
As at 1st April 2004	(0.1)
Net funding for fixed assets and working capital	<u>0.4</u>
As at 31st March 2005	0.3

11. COMMITMENTS

At 31st March 2005, there were commitments in respect of the fixed costs of the Royal Train and the helicopter safety system, amounting to £0.3 million, which will be paid from the Grant-in-aid during 2005-06 (£0.3 million at 31st March 2004).

In addition, annual commitments under the helicopter operating lease and associated contracts are as follows:

<i>As at 31st March</i>	2005 £m	2004 £m
Expiring in 2-5 years	0.7	0.7

FIVE YEAR INFORMATION

Income and Expenditure Account

<i>Year to 31st March</i>	2005	2004	2003	2002	2001
	£m	£m	£m	£m	£m
Amount of Grant-in-aid Voted by Parliament	5.7	5.9	5.4	6.0	7.3
Grant-in-aid drawn down	5.4	4.7	4.2	4.8	4.9
Air travel					
Helicopters – fixed costs	1.5	1.6	1.5	1.4	1.7
Helicopters – variable costs	0.6	0.7	0.6	0.5	0.3
Fixed wing (civil operators) – variable costs	1.2	0.8	0.4	1.5	0.7
Fixed wing (32 Squadron) – variable costs	0.7	0.5	0.5	0.5	1.8
	4.0	3.6	3.0	3.9	4.5
Rail travel					
Royal Train – fixed costs	0.3	0.4	0.4	0.4	0.3
Royal Train – variable costs	0.4	0.4	0.5	0.3	0.3
	0.7	0.8	0.9	0.7	0.6
Administration and other	0.3	0.3	0.3	0.3	0.3
Total net expenditure	5.0	4.7	4.2	4.9	5.4
Net funding for fixed assets and working capital	0.4	–	–	(0.1)	(0.5)

Performance Indicators

<i>Year to 31st March</i>	2005	2004	2003	2002	2001
	%	%	%	%	%

Funding

Movement in total net expenditure in:

• absolute terms	+4.8	+11.9	-13.9	-8.0	-37.3
• real terms	+2.0	+9.6	-16.0	-10.1	-38.5

Mileage Cost

Total cost per mile travelled:

• by air	£12	£14	£10	£12	£18
• by rail	£49	£48	£42	£52	£42

Supplier Payments

Percentage paid within:

• 30 days	93	93	95	96	91
• 40 days	97	97	99	97	98
• 50 days of receipt of invoice	99	99	99	98	99

Staff Numbers

	13	13	13	14	14
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STATEMENT ON INTERNAL CONTROL

A system of internal control is in place to safeguard the assets purchased from and the funds of the Grant-in-aid and to give reasonable assurance that Royal Travel policies are implemented and its aims and objectives met.

The system of internal control is based on an ongoing process designed to (a) identify and evaluate the nature and extent of the risks to the achievement of the aims and objectives for operations funded from the Grant-in-aid, set out in its five year plan, and (b) manage these risks efficiently, effectively and economically. For reasons of cost and practicality the system of internal control is intended to manage rather than to eliminate the risks and to give reasonable rather than absolute assurance.

The Keeper of the Privy Purse has considered the following principal systems in reviewing the effectiveness of the system of internal control for the Grant-in-aid.

- **Control environment:** the operations funded from the Grant-in-aid have organisational structures with clearly defined levels of responsibility and authority and appropriate operational and financial reporting procedures. The Keeper of the Privy Purse delegates responsibility for the day to day running of the Grant-in-aid to the Management Group. The employees paid from the Grant-in-aid perform their duties with reference to agreed policies covering confidentiality and security, health and safety, and codes of conduct. Operating procedures and controls are documented for key processes in comprehensive Desk Instructions.
- **Financial reporting and information systems:** there are comprehensive planning and financial reporting procedures for expenditure from the Grant-in-aid, which include the preparation of an annual budget and a five-year plan, both of which are approved by the Lord Chamberlain's Committee. Quarterly results are reported against budget. Significant variances to budget and key performance indicators are examined quarterly by the Management Group to assess progress towards objectives and appropriate action is taken where required. Forecasts are regularly updated throughout the year, taking into account performance for the year to date.
- **Risk management:** the identification of major financial, legal, regulatory and operational risks within the operations funded from the Grant-in-aid has been continued during the year with the assistance of the Management Group and Internal Audit. A risk and control assessment was completed, which involves identifying the types of risks faced by the Grant-in-aid and weighting them in terms of potential impact and likelihood of occurrence. The Risk Register, which is derived from the risk and control assessment, documents the major risks and the controls, insurance and/or strategies in place to manage such risks. A method of management reporting on the effectiveness of the controls in operation, and internal audit testing of the controls in operation are in place. The Risk Register is also revised and monitored in regular meetings by management.

- **Audit and supervision:** the Grant-in-aid is subject to extensive supervision and control. The Royal Household's management of the Grant-in-aid is subject to supervision by the Department for Transport. The Household has an internal audit function which operates to standards defined in the Government Internal Audit Manual. The continuing risk assessment process undertaken by management forms the basis of the annual internal audit plan, which is approved by the Audit Committee. Progress in implementing internal audit recommendations is monitored by management and copies of internal audit reports are made available to the Department for Transport. The Internal Audit Manager reports to the Committee annually on the adequacy of the internal control system and on whether any losses arising through misconduct, fraud or any other irregularity have been identified.

In his review of the effectiveness of the system of internal control, the Keeper of the Privy Purse takes account of the work of the internal auditors and managers who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. The Keeper of the Privy Purse has been advised on the implications of the result of the review of the effectiveness of the system of internal control by the Audit Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Alan Reid
Keeper of the Privy Purse
10th June 2005

STATEMENT OF THE KEEPER OF THE PRIVY PURSE'S FINANCIAL RESPONSIBILITIES

Under the terms of the Memorandum of Understanding dated 25th March 1997 and the Financial Memorandum dated 13th June 1997 the Keeper of the Privy Purse is responsible for ensuring that:

- the administration of the Grant-in-aid fully accords with Government Accounting and other guidance that may be notified to the Royal Household by the Department for Transport;
- the Grant-in-aid is applied only for the purposes approved by the Lord Chamberlain and the Secretary of State for Transport;
- the Household maintains the books and records which are proper and necessary to enable it to discharge its responsibility, as set out in the Financial Memorandum, for the income and expenditure and maintains adequate financial management systems;
- the Grant-in-aid is used economically, efficiently and effectively to secure best value for money, in accordance with propriety and regularity;
- members of the Household take financial considerations fully into account at all stages in framing, reaching and executing decisions in so far as the Grant-in-aid is concerned; and
- proper, effective and timely follow up action is taken to all internal and external audit reports.

The Keeper of the Privy Purse is also responsible for safeguarding the assets paid for from the Grant-in-aid and hence for taking reasonable steps to prevent and detect fraud and other irregularities. He is required to submit, jointly with the Private Secretary to The Queen, this annual stewardship report to the Lord Chamberlain and Secretary of State for Transport.

The Annual Report is also published on the Royal Household website; the maintenance and integrity of the website is the responsibility of the Lord Chamberlain's Committee.

Alan Reid
Keeper of the Privy Purse
10th June 2005

INDEPENDENT EXTERNAL AUDITORS' REPORT TO THE LORD CHAMBERLAIN

We have audited the financial statements comprising the Income and Expenditure Account on page 104, the Balance Sheet on page 105, and the Cash Flow Statement on page 105 which have been prepared using the accounting policies set out on pages 106 and 107.

This report is made solely to the Lord Chamberlain in accordance with our terms of engagement. Our audit work has been undertaken so that we might state to the Lord Chamberlain those matters we are required to state to him in our auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Lord Chamberlain, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Keeper of the Privy Purse and the Independent External Auditors

As described on page 117 the Keeper of the Privy Purse is responsible for preparing the Annual Report, including the financial statements, which includes an account of the stewardship of the Grant-in-aid for Royal Travel by Air and Rail. The Keeper of the Privy Purse is also responsible for ensuring the regularity of financial transactions. Our responsibilities, as independent auditors, are established by our terms of engagement, the Auditing Practices Board and by our profession's ethical guidance.

We report to you our opinion as to whether the financial statements are fairly presented and have been properly prepared on the stated basis. We also report to you our opinion on certain other matters specified in our engagement letter and listed at (a) to (g) under our opinion below.

We review whether the statement on pages 115 and 116 reflects the Royal Household's compliance with HM Treasury's guidance *Corporate Governance: statement on internal control* in respect of the Grant-in-aid for Royal Travel by Air and Rail and we report if it does not. We are not required to form an opinion on the effectiveness of the Royal Household's internal controls for the Grant-in-aid.

We read the other information contained in the Annual Report, including the statement on internal control and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Keeper of the Privy Purse in the preparation of the financial statements, and of whether the accounting policies are consistently applied and adequately disclosed and conform with Government Accounting and other guidance applicable to the Grant-in-aid.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Opinion

In our opinion the financial statements on pages 104 and 105 have been properly prepared on the basis of the accounting policies set out on pages 106 and 107, and present fairly the state of affairs of the Grant-in-aid at 31st March 2005 and the total net expenditure in the year then ended.

As required by our terms of engagement we are able to report that, in our opinion, in all material respects:

- (a) proper books and records have been maintained during the year under review by the Royal Household in respect of Grant-in-aid income, expenditure and balances;
- (b) the financial statements are in agreement with the books of account and other relevant records;
- (c) the requirements of Government Accounting, as notified to the Royal Household by the Department for Transport, have been complied with;
- (d) all information and explanations which we think necessary for the purpose of our audit have been obtained;
- (e) the information contained in the Annual Report relating to net expenditure from 1st April 2003 to 31st March 2005, and relating to the balance sheets at 31st March 2004 and 31st March 2005, on pages 106 to 112 is consistent with the underlying books and records of the Royal Household;
- (f) the Grant-in-aid has been expended only for the purposes authorised by Parliament and described in more detail in the Financial Memorandum dated 17th May 2002 issued by the Department for Transport to the Royal Household; and
- (g) the Royal Household has observed the reporting requirements of the Financial Memorandum during the year under review.

KPMG LLP
Chartered Accountants

London
10th June 2005

APPENDIX: JOURNEYS COSTING £2,500 OR MORE

The journeys listed in this appendix are only those undertaken by air or rail and funded from the Royal Travel Grant-in-aid. They account for approximately 40% of all royal engagements in 2004-05. The appendix does not detail journeys which cost less than £2,500 for the whole party, or include journeys by car. It should also be noted that the costs shown below for The Queen's Helicopter and the Royal Train are the variable costs only. Fixed costs are not included because they are payable irrespective of whether The Queen's Helicopter or Royal Train is used and do not result from undertaking specific journeys. Costs for chartered and scheduled air and rail represent the total cost of the journey (because all costs are variable). The costs of journeys include those relating to positioning, where applicable. A key to the abbreviations is given on page 135.

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	S76	1 Apr	BP - Sheffield - York - GP	3,097
<i>Open ice Sheffield and new buildings at York St. John College, visit English Institute of Sport, and attend Royal College of Paediatrics and Child Health Spring Meeting</i>				
The Princess Royal	S76	2-3 Apr	GP - Shrewsbury - Ditton Priors - Chelmarsh - Daresbury - Aintree - GP	2,909
<i>Open new Teaching Block at Wakeman School, visit Environment Agency's new flood defence work and Oak Farm, and other engagements</i>				
The Queen and The Duke of Edinburgh	Eurostar	5 Apr	Waterloo International - Paris	0
<i>State Visit to France</i>				
The Prince of Wales	Charter helicopter	5 Apr	HG - Gloucester - BP	4,031
<i>Celebrate 100th Prince's Trust Teams, visit Smithfield Market and other engagements</i>				
The Princess Royal	S76	5-7 Apr	GP - various destinations in Scotland	6,899
	BAe 146	7 Apr	Carlisle - LYN	3,120
<i>Open RNIB Scotland's new Employment and Learning Centre, visit Scottish Association for Marine Science Laboratory and St Andrew's Ambulance Association's National Headquarters, and other engagements</i>				
The Queen and The Duke of Edinburgh	Royal Train	7-8 Apr	Euston - Liverpool	16,438
	BAe 146	8 Apr	Liverpool - NHT	2,753
<i>Attend Maundy Service and other engagements</i>				
The Duchess of Gloucester	Charter helicopter	7 Apr	KP - New Milton. Lymington - KP	2,883
<i>Open New Forest District Council offices and new premises of Dorcas Project, and visit Oakhaven Hospice Trust</i>				
The Prince of Wales	S76	8 Apr	Holyrood - Perth. Dundee - Birkhall	2,794
<i>Open Memorial Gates to Her Majesty Queen Elizabeth The Queen Mother, attend celebration of work of The Prince's Trust and visit GA Engineering (Scotland) Limited</i>				
The Earl of Wessex	S76	14-15 Apr	BSP - St Mary's - St Austell - BSP	3,255
<i>Visit Five Islands School, open renovated St Mary's Tourist Information Centre and new Mobility Workshops, and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	Charter helicopter	15 Apr	GP - Thorncote Green - GP	4,710
<i>Visit Pony Club Centre and present rosettes</i>				
The Duke of Gloucester	S76	17 Apr	KP - Heaton Park - KP	2,607
<i>Attend 200th Anniversary Celebrations of Manchester Artillery, and other engagements</i>				
The Duke of York	Scheduled flight	19-30 Apr	LHR - Beijing. Tokyo - LHR	37,853
	BAe 146		Beijing - Shanghai - Tokyo - Sakhalin - Tokyo	85,878
<i>UKTI / FCO visit to China, Japan and Russia to promote British interests and foster relations</i>				
The Duke of Edinburgh	Charter helicopter	20 Apr	Wood Farm - Berkhamsted - WC	4,477
<i>Visit Berkhamsted Collegiate School and open new indoor sports centre</i>				
The Prince of Wales	S76	20-21 Apr	Birkhall - Halkirk. Castle of Mey - Buckie. Keith - Fyvie Castle - Birkhall	7,288
<i>Lead "Seeing is Believing" visit of business leaders, visit Buckie Shipyard, tour site of proposed North East of Scotland Traditional Skills Training Centre, and other engagements</i>				
The Princess Royal	Charter helicopter	20 Apr	GP - Wye - BP	5,829
<i>Attend LEAD International Session and other engagements</i>				
The Princess Royal	Charter flight	22 Apr	NHT - Blackpool - NHT	6,500
<i>Attend Royal British Legion Women's Section Annual Conference and other engagements</i>				
The Princess Royal	Charter flight	23 Apr	NHT - Gutersloh - LYN	7,855
<i>Mark 10th Anniversary of Royal Logistics Corps at Princess Royal Barracks and visit 51 Army Education Basic Skills Centre</i>				
Staff (The Earl of Wessex)	Scheduled flight	25-30 Apr	LHR - Senegal - Cameroon - LHR	3,791
<i>Reconnaissance for official visit to Senegal and Cameroon</i>				
The Duke of Edinburgh	Scheduled flight	26-27 Apr	LHR - Toronto - LHR	12,814
<i>Visit to Canada to attend Young Canadian's Challenge Fortieth Anniversary Gala of The Duke of Edinburgh's International Award Association</i>				
The Prince of Wales	Royal Train	26-28 Apr	ABZ - Mistley - Plymouth	44,908
<i>Visit Mistley Quayside Maltings, launch 'Invest in Fish South West', visit Riverford Organic Farm and Exeter Historic Buildings Trust restoration project, and other engagements</i>				
The Queen	S76	27 Apr	WC - HMS Invincible - WC - Newmarket	2,520
<i>Visit HMS Invincible and other engagements</i>				
The Earl of Wessex	Charter helicopter	27-28 Apr	BSP - Nottingham. Gainsborough - BSP	6,251
<i>Visit Nottinghamshire County Football Ground and Nottinghamshire County Council, open William Farr Church of England Comprehensive School's Galileo Block, and other engagements</i>				
The Duke and Duchess of Gloucester	Scheduled flight	27-30 Apr	LHR - Tunisia - LHR	5,667
<i>FCO visit to Tunisia to promote British interests and foster relations</i>				
The Prince of Wales	Charter helicopter	29 Apr	HG - Poundbury	4,031
<i>Receive Members of Parliament on tour of Poundbury Development and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	Charter helicopter	30 Apr	BP - Aldershot - GP	4,926
<i>Attend Exercising of the Freedom of Rushmoor to commemorate the One Hundred and Fiftieth Anniversary of the British Army in Aldershot</i>				
The Prince of Wales	Charter helicopter	4 May	HG - Odiham - BP	4,031
<i>Visit RAF Odiham and other engagements</i>				
The Princess Royal	Charter helicopter	4 May	GP - Blackburn - Lancaster - GP	7,464
<i>Visit Linzi Jay Limited and HM Prison Lancaster Castle, and other engagements</i>				
The Duke of York	BAe 146	6 May	NHT - Leuchars - EDI - NHT	4,686
<i>Attend meeting at Royal and Ancient Golf Club, as Captain of the Royal and Ancient Golf Club in 2004, and Scottish Development International Dinner (cost £5,322 less £636 reimbursed)</i>				
The Duke of York	BAe 146	11 May	NHT - Belfast	3,401
<i>Attend Department for Economy, Trade and Investment Dinner, visit Portrush Golf Club, as Captain of the Royal and Ancient Golf Club in 2004, and other engagements (cost £4,037 less £636 reimbursed)</i>				
The Duke of Kent	HS 125	16 May	NHT - Rome	3,753
<i>Attend Memorial Services at Anzio Beachhead Cemetery and Monte Cassino</i>				
The Prince of Wales	Charter helicopter	18 May	HG - Richmond	3,135
<i>Visit Royal Ballet School, Samaritans Central London Branch and other engagements</i>				
The Countess of Wessex	Charter helicopter	19 May	BSP - Thurnscoe. Wakefield - BSP	3,975
<i>Visit Robert Odgen School and Caring for Life, and other engagements</i>				
The Duke of York	S76	20 May	KP - Pembroke - BP	3,053
<i>Visit Ledwood Mechanical Engineering Limited and Mustang Marine Limited, and other engagements</i>				
The Prince of Wales	Charter flight	21-22 May	LYN - Madrid - LYN	24,870
<i>Attend Wedding of His Royal Highness The Prince of Asturias and Dona Letizia Ortiz Rocasolano</i>				
The Duke of Edinburgh	HS 125	24 May	NHT - Kinloss - NHT	2,630
<i>Visit RAF Kinloss</i>				
The Duke of York	Charter flight	24-29 May	NHT - Ankara - Adana - Sakirpasa - Istanbul - Amman - Marka - Aqaba - LHR	50,100
<i>UKTI visit to Turkey and FCO visit to Jordan to promote British interests and foster relations</i>				
Staff (The Princess Royal)	Scheduled flight	24-29 May	LHR - Nairobi - LHR	2,878
	Charter flight	25-29 May	Nairobi - Wajir - Nairobi	709
<i>Reconnaissance for official visit to Kenya</i>				
The Queen and The Duke of Edinburgh	Royal Train	26-27 May	Euston - Halifax	17,127
	BAe 146	27 May	Leeming - EDI - ABZ	6,239
<i>Visit Halifax High School, Halifax Town Hall, Piece Hall and Market Place, and visit Ripon to celebrate its 400th anniversary</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Prince of Wales	BAe 146	1-3 Jun	LYN - Glasgow - Southampton	7,340
	S76	2-3 Jun	Glasgow - Holyrood - Barrowstounness - Glasgow - Holyrood - Stirling	1,728
	S76	3 Jun	Portsmouth - HG	3,082
<i>Visit Royal Scottish Academy of Music and Drama and Erskine Hospital, give Garden Party for National Health Service staff in Scotland, receive briefing on Glasgow Centre for Population Health, and other engagements</i>				
The Duke of York	S76	1 Jun	Leuchars - Faslane - Dundee	3,485
<i>Visit HM Naval Base Clyde and open Dundee Sea Cadet Unit</i>				
The Princess Royal	Charter helicopter	2 Jun	KP - Ipswich - BP	3,903
<i>Attend Suffolk Show</i>				
The Duke of Kent	Charter helicopter	2 Jun	KP - Sywell - Loughborough. Leicester - KP	4,270
<i>Visit Loughborough University and open Leicestershire Constabulary Custody Suite</i>				
The Earl of Wessex	HS 125	3 Jun	NHT - Paris	1,251
	Scheduled flight	3-8 Jun	Paris - Dakar. Johannesburg - LHR	7,199
	Charter flight	6-8 Jun	Dakar - Yaounde - Ondangwa - Lanseria	12,036
<i>FCO visit to Senegal, Cameroon, and South Africa to promote British interests and foster relations</i>				
The Countess of Wessex	Charter helicopter	3 Jun	BSP - Shepton Mallet - BSP	3,050
<i>Attend Royal Bath and West Show and other engagements</i>				
The Prince of Wales	BAe 146	4-5 Jun	LYN - Deauville. Caen - LYN	7,157
	S76	5 Jun	Coquainvilliers - Creully	1,757
The Queen, The Duke of Edinburgh, and The Duke of Kent	BAe146	5 Jun	NHT - Deauville	1,468
The Queen and The Duke of Edinburgh	S76	6 Jun	Vauville - Courseulles - Bayeux - Caen - Arromanches - Vauville - Deauville	864
The Duke of Edinburgh and The Duke of Kent	BAe 146	6 Jun	Deauville - NHT	3,120
<i>Attend 60th Anniversary of D-Day Landings in Normandy</i>				
The Duke of Gloucester	Charter helicopter	5-6 Jun	KP - Ouistreham - Vauville - Courseulles - Bayeux - Caen - Arromanches - Deauville	8,224
	S76	6 Jun	Deauville - KP	1,051
<i>Attend 60th Anniversary of D-Day Landings in Normandy</i>				
The Prince of Wales	Charter helicopter	10 Jun	HG - Yate - Oxford - KP	4,120
<i>Visit Brimsham Green School and Dragon School, unveil plaque to Nicholas Knatchbull and other engagements</i>				
The Duke of Kent	Charter helicopter	10 Jun	KP - Milton Keynes - Duxford - KP	4,187
<i>Visit Bletchley Park and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Prince of Wales	Charter flight	11-12 Jun	NHT - Washington - NHT	85,080
<i>Attend State Funeral of President Ronald Reagan</i>				
The Earl and Countess of Wessex	HS 125	17-18 June	Farnborough - EDI - Leuchars - Farnborough	2,939
<i>Hold National Youth Orchestras of Scotland Twenty Fifth Anniversary Dinner, visit Craigie High School, and other engagements</i>				
Staff (The Queen)	Scheduled flight	20 Jun - 1 Oct	LHR - Berlin - Dusseldorf - LHR	2,624
<i>Reconnaissance for visit to Germany</i>				
The Duke of Edinburgh	Charter helicopter	21 Jun	WC - Cambridge	2,767
<i>Attend Honorary Degree Congregation and open Fitzwilliam College's new Auditorium and other engagements</i>				
The Prince of Wales	BAe 146	22-23 Jun	LYN - Jersey - Guernsey - NHT	4,404
<i>Attend ceremonies to commemorate 800th anniversary of loyalty to Crown, view Gorey Harbour front regeneration work, unveil Her Majesty The Queen's Golden Jubilee Needle and other engagements</i>				
The Earl of Wessex	S76	22 Jun	BSP - Wolverhampton	1,195
	Charter helicopter	23 Jun	Walsall - BSP	3,487
<i>Visit Royal Wolverhampton School, Penn Hall School, Jane Lane Special School and Union of Muslim Organisations, and other engagements</i>				
The Duke of Kent	HS 125	22-23 Jun	NHT - Dresden - NHT	2,633
<i>Attend ceremonies to mark the raising of the Cross and Orb onto dome of rebuilt Frauenkirche, and other engagements</i>				
The Duke of York	BAe 146	25 Jun	Farnborough - Yeovilton - Farnborough	2,936
<i>Attended Wings Parade at Royal Naval Air Station Yeovilton</i>				
The Princess Royal	Charter helicopter	25 Jun	GP - Newport - Cosford - GP	4,243
<i>Open new teaching facilities at Harper Adams University College and visit RAF Cosford</i>				
The Duchess of Gloucester	Charter flight	25 Jun	NHT - Le Touquet - Kortrijk - NHT	7,340
<i>Launch Rose of Picardy and attend Reception to celebrate The Queen's Birthday and Centenary of Entente Cordiale</i>				
The Princess Royal	Charter helicopter	26 Jun	GP - KP - GP	2,833
<i>Attend Olympic Torch Relay</i>				
The Queen	BAe 146	28 Jun	NHT - EDI	4,221
<i>Take up residence at Holyrood and undertake engagements in Scotland</i>				
The Duke of Edinburgh	BAe 146	28 Jun	Marham - EDI	5,322
<i>Take up residence at Holyrood and undertake engagements in Scotland</i>				
The Countess of Wessex	Charter helicopter	28 Jun	BSP - Northiam - Bexhill - BSP	2,604
<i>Visit the Oaks, Frewen College Junior School and St Mary's Wrestwood Children's Trust</i>				
The Princess Royal	BAe 146	28-30 Jun	LYN - Gibraltar - LYN	15,965
<i>FCO visit to Gibraltar to promote British interests and foster relations</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Duke of York	HS 125	29-30 Jun	NHT - Belfast City. Aldergrove - Leuchars. EDI - NHT	2,226
	Charter helicopter	30 Jun	Leuchars - Eymouth - Holyrood	4,072
<i>Attend Hillsborough Castle and Holyroodhouse Garden Parties, visit Scottish International Sailing Craft Association and Aquastars Recreational Diving Company, attend 250th Anniversary Dinner for Staff of the Royal and Ancient Golf Club, and other engagements (HS 125 cost £2,862 less £636 reimbursed)</i>				
The Princess Royal	Scheduled flight	30 Jun - 3 Jul	LHR - Nairobi - LHR	26,608
<i>FCO visit to Kenya to promote British interests and foster relations</i>				
The Queen and The Duke of Edinburgh	S76	1 Jul	Holyrood - Arbroath. Cortachy Castle - Holyrood	4,882
<i>Visit Royal Marines Condor and Angus Digital Media Centre, open Community Access and Learning Centre and other engagements</i>				
The Duke of York	Charter helicopter	1 Jul	KP - New Brighton - KP	6,710
<i>Visit Liverpool Chamber of Commerce and Sab Wabco Limited</i>				
The Earl of Wessex	Charter helicopter	1 Jul	BSP - Mansfield. Worksop - BSP	3,884
<i>Lay foundation stone at new Information and Communication Technology Learning Centre, open Farm Unit Enviro Centre, visit Boughton Pumping Station and other engagements</i>				
The Duke of York	S76	2 Jul	KP - Aberdovey - Harlech - KP	2,794
<i>Visit Outward Bound Centre, Aberdovey Wharf redevelopment project and other engagements</i>				
The Duke of York	S76	7-8 Jul	KP - Cranswick - Hull. Knowsley Hall - Preston - Clitheroe. Padiham - Glasgow	5,430
<i>Visit Blue Keld Springs, Kingston Communications, Yorkshire Electronic Services Group, AFOS Limited, Panaz Limited and other engagements</i>				
The Princess Royal	Charter helicopter	7 Jul	KP - Manston - Dover - Port Lympne - GP	5,923
<i>Visit Ministry of Defence Fire Services Central Training Establishment, attend Rural Housing Trust Seminar, and open Lympne Place Home Farm Trust</i>				
The Princess Royal	Charter helicopter	8 Jul	GP - Hull - Harrogate - Full Sutton - Linton-on-Ouse	7,316
	HS 125	8-9 Jul	Linton-on-Ouse - EDI - Glasgow - LYN	2,398
<i>Visit Sailors' Families' Society and Mobility Roadshow, attend Royal College of Psychiatrists' Annual Meeting, and other engagements</i>				
The Princess Royal	HS 125	10 Jul	LYN - Vienna - LYN	4,082
<i>Attend State Funeral of Federal President of Republic of Austria</i>				
The Prince of Wales	Royal Train	11-13 Jul	London - Tal-y-Can - Carmarthen	35,831
	S76	13-14 Jul	Llansteffan - various destinations in Wales - Port Talbot	3,644
<i>Meet residents affected by flooding in November 2003 in Trefriw and Llanrust, open "100 per cent Shotton," visit new wing of Prince Charles Hospital and Clynyfwr Countryside Centre, attend Working Meeting with Welsh Assembly, and other engagements</i>				
The Princess Royal	S76	12 Jul	GP - Falmouth - KP	3,024
<i>Visit National Maritime Museum and Beacon Community Regeneration Project, and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
Princess Alexandra	HS 125	12-15 Jul	NHT - Warton - NHT	2,630
<i>Preside at Ceremonies for conferment of Bachelor Degrees and Honorary Degrees at Lancaster University</i>				
Staff (The Prince of Wales)	Scheduled flight	12-16 Jul	LHR - Mostar - LHR	3,845
<i>Reconnaissance for official visit to Bosnia-Herzegovina</i>				
The Earl of Wessex	Charter helicopter	14 Jul	BSP - Redcar - Kirkby - Moorside - KP	7,665
<i>As part of The Queen's Award for Enterprise Theme Day, visit Uniqeuma Limited and Zetechnics Limited</i>				
The Princess Royal	Charter helicopter	14 Jul	KP - Nottingham - Mansfield - KP	4,343
<i>As part of The Queen's Award for Enterprise Theme Day, visit Malmic Lace Limited, Clinphone Group Limited, and IMC Geo Physics Limited</i>				
The Duchess of Gloucester	Charter helicopter	14 Jul	KP - Bristol - Cannington - Wellington - KP	4,059
<i>As part of The Queen's Award for Enterprise Theme Day, visit Cyton Biosciences Limited, Sustrans, Yeo Valley Organic Company Limited, and Fox Brothers and Company</i>				
The Duchess of Gloucester	Charter helicopter	15 Jul	KP - Bromsgrove - KP	4,964
<i>Open Kevin McNamara Room at Multi-Agency Resource Centre and other engagements</i>				
The Duke of Gloucester	Charter helicopter	18 Jul	KP - Monmouth - KP	4,488
<i>Take salute and present medals at parade of Royal Monmouthshire Royal Engineers (Militia), and other engagements</i>				
The Earl and Countess of Wessex	Charter flight	19 Jul	NHT - Liverpool - LHR	6,840
<i>Open Eco Visitor Centre and Marine Way Bridge, visit Southport Pier and Botanic Gardens, and other engagements</i>				
The Queen and The Duke of Edinburgh	Royal Train	20-21 Jul	Euston - Llandridnod	16,221
	S76	21 Jul	Builth Wells - KP	1,296
<i>Visit Royal Welsh Centenary Show, present Society Medals, Honorary Memberships and Champion Cup, and other engagements</i>				
The Prince of Wales	Charter helicopter	20 Jul	HG - KP	2,739
<i>Visit Cabmen's Shelter and give reception for London Taxi Drivers</i>				
The Duke of York	S76	20 Jul	KP - Cambridge	1,239
	Charter helicopter	20 Jul	Cambridge - Cardington - KP	2,906
<i>Visit Marshall's of Cambridge, Cambridge Regional Newspapers, Cambridge Regional College, and Advanced Technologies Group</i>				
The Duke of Kent	Charter helicopter	20 Jul	KP - Farnborough - KP	3,506
<i>Visit Farnborough International Air Show</i>				
The Duke of York	Charter helicopter	22 Jul	KP - Grimethorpe - Sheffield - York - Linton-on-Ouse	5,272
<i>Visit Sash UK, ATI Alhvac Limited, Advanced Manufacturing Research Centre (Boeing) and other engagements</i>				
The Prince of Wales	BAe 146	23 Jul	LYN - Mostar - LYN	13,763
<i>FCO visit to Bosnia and Herzegovina to promote British interests and foster relations</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	S76	23 Jul	GP - Millport - Ayr - Turnberry	4,033
<i>Attend Scotia Arrives, World Bowling Championships and Turnberry Lighthouse, and other engagements</i>				
The Prince of Wales	Charter helicopter	26 Jul	HG - KP	3,252
<i>Give The Prince's Trust Reception</i>				
The Duke of York	S76	26 Jul	WC - Bude - Weston Super Mare - KP	2,506
<i>Visit RNLI Lifeboat Station, Gecko Head Gear Limited, Tripos Research and other engagements</i>				
The Prince of Wales	Charter helicopter	27 Jul	KP - Nottingham - Luton - Sandringham	6,289
<i>Open Queen's Medical Centre new Emergency Department and Nottingham City Hospital's Nottingham Breast Institute</i>				
The Countess of Wessex	Charter helicopter	27 Jul	BSP - Rugeley - BSP	3,442
<i>Visit Girl Guiding UK's Magic Camp, Cannock Chase Hospital and Rugeley Leisure Centre</i>				
The Duke of Edinburgh	S76	28 Jul	Sturminster Marshal - Cardiff - Sandringham	2,578
<i>Attend Welsh Football League's Centenary Dinner</i>				
The Princess Royal	S76	29 Jul	GP - Millom - Barrow-in-Furness - Windermere - GP	2,621
<i>Visit HM Prison Haverigg, attend Royal Windermere Yacht Club Centenary Celebrations, and other engagements</i>				
The Queen	BAe 146	30 Jul	NHT - ABZ	5,505
<i>Travel to residence</i>				
The Prince of Wales	Charter flight	2 Aug	LYN - Wick	14,950
<i>Open Hoy Water Treatment Plant and view exhibition of Society of Caithness Artists</i>				
The Duke of Edinburgh	HS 125	9-11 Aug	Carlisle - Southampton - EDI	4,641
<i>Hold Elder Brethren's Reception onboard THV Patricia, open Seaview Duver Coast Protection Scheme and other engagements</i>				
The Prince of Wales	Charter flight	18 Aug	ABZ - St Mawgan - ABZ	11,950
<i>Visit flood victims and emergency services at Boscastle</i>				
The Prince of Wales	BAe 146	1-3 Sep	ABZ - Belfast City. Aldergrove - Paderborn - ABZ	18,534
<i>Visit Old Belmont School, RAF Aldergrove and 1st Battalion The Queen's Dragoon Guards, and other engagements</i>				
The Princess Royal	HS 125	4 Sep	LYN - Chalon - LYN	2,568
<i>Attend International Special Air Services Brigade Memorial Service</i>				
The Prince of Wales	BAe 146	7 Sep	ABZ - Manston - ABZ	11,744
<i>Visit Risborough Barracks to meet Regular and Reservist soldiers training for deployment to Iraq</i>				
The Duke of York	HS 125	7 Sep	NHT - Stockholm - NHT	3,818
<i>Visit Ericsson Headquarters, Vodafone, Vasa Museum and other engagements</i>				
The Duke of Gloucester	Scheduled flight	7-11 Sep	LHR - Brunei - LHR	8,081
<i>FCO visit to Brunei to attend Wedding of His Royal Highness Prince Haji Al-Muhtadee Billah, and other engagements to promote British interests and foster relations</i>				
The Princess Royal	HS 125	9-10 Sep	NHT - Birmingham - Baldonnel - Shannon - Baldonnel - LYN	2,699
<i>Open British Broadcasting Corporation's Birmingham Mailbox Studios, visit University of Limerick, Festina Lente Foundation, Leopardstown Park Hospital, and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
Staff (The Duke of York)	Scheduled flight	12-17 Sep	LHR - Denver - Seattle - LHR	5,623
<i>Reconnaissance for official visit to United States of America</i>				
The Princess Royal	Charter helicopter	13 Sep	GP - Broncroft - GP	4,553
<i>Visit Minchinhampton Riding for the Disabled Association and attend Animal Health Trust Dinner</i>				
The Prince of Wales	Royal Train	14-15 Sep	London - Hayle	20,622
	Charter helicopter	15 Sep	St Mawgan - HG	6,071
<i>Open phase one of regeneration of Harvey's Foundry, visit Peninsular Medical School and Newquay Development area</i>				
The Princess Royal	Charter helicopter	14 Sep	GP - Southampton - West Cowes - Bucklers Hard - GP	3,360
<i>Attend Southampton International Boat Show, launch Royal Yachting Association Onboard Programme, visit Lister House and other engagements</i>				
Staff (The Duke of York)	Scheduled flight	14-17 Sep	LHR - Moscow - LHR	2,857
<i>Reconnaissance for official visit to Moscow</i>				
The Princess Royal	Charter helicopter	15 Sep	GP - Birmingham - GP	3,035
<i>Open extention to Royal Grammar School, visit Short Breaks Service, and other engagements</i>				
The Prince of Wales	Charter helicopter	16 Sep	HG - Dorchester - HG	3,469
<i>Tour Poundbury Development with members of Welsh Assembly</i>				
The Princess Royal	Charter helicopter	16 Sep	GP - Cuckfield - Worthing - Billingham - Battle - GP	4,890
<i>Present The Queen's Jubilee Award for Voluntary Organisations, visit Battle Abbey, and other engagements</i>				
The Prince of Wales	BAe 146	18-19 Sep	LYN - Soesterberg - ABZ	8,625
<i>Attend commemoration of 60th Anniversary of Battle of Arnhem</i>				
The Princess Royal	BAe 146	20-22 Sep	LYN - Malta - LYN	17,249
<i>FCO visit to Malta to promote British interests and foster relations</i>				
Staff (The Prince of Wales)	Scheduled flight	20 Sep - 1 Oct	LHR - various destinations in Jordan and Turkey - LHR	10,288
<i>Reconnaissance for official visit to Turkey and Jordan</i>				
The Countess of Wessex	Charter helicopter	22 Sep	BSP - Bruton - Sparkford - Temple Combe - BSP	4,031
<i>Open newly renovated building at Hugh Sexey's Hospital, Norton Library and newly restored gardens at Hazlegrove School, and visit Marchant-Holliday School</i>				
The Duke of Kent	Charter helicopter	22 Sep	KP - Kirkbymoorside. Scarborough - KP	3,874
<i>Open education room and new store facilities at Beck Isle Museum of Rural Life and visit Wykeham Business Centre and St Catherine's Hospice</i>				
The Prince of Wales	BAe 146	26 Sep	ABZ - NHT - EDI	10,093
<i>Attend celebration of 400th Anniversary of first reading of Guru Granth Sahib Sikh Scriptures and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
Staff (The Duke of York)	Scheduled flight	26 Sep - 3 Oct	LHR - Singapore - Brunei - Miri - Kuching - Singapore - LHR	3,883
<i>Reconnaissance for official visit to Singapore and Brunei</i>				
The Prince of Wales	S76	27 Sep	Holyrood - Kilbeg - Kyleakian - Balmoral	6,179
<i>Meet Sabhal Mor Ostaig students and teachers, visit RSG Fabrications and other engagements</i>				
The Prince of Wales	BAe 146	29-30 Sep	ABZ - Villacoublay - ABZ	14,313
<i>Attend gala performance by Royal Ballet and l'Opera National de Paris as part of Entente Cordiale centenary celebrations</i>				
The Princess Royal	HS 125	30 Sep - 1 Oct	NHT - ABZ - LYN	3,094
<i>Visit Wood Recyclability and Aberdeenshire Life Education Centre, open Huntly Nordic and Outdoor Centre, and other engagements</i>				
The Duke of Kent	S76	30 Sep	KP - Thurnscoe - Sandtoft - Thorne - KP	2,751
<i>Visit Century Business Centre, Resource Centre, and Optare Group, and rededicate War Memorial at Thorne Memorial Park</i>				
The Duke of York	Scheduled flight	3-9 Oct	LHR - Denver. Seattle - LHR	23,206
	Charter flight	3 Oct	Aspen - Denver	4,235
<i>UKTI visit to USA to promote British interests and foster relations</i>				
The Princess Royal	S76	4 Oct	GP - HMS Albion - Exeter	2,103
	HS 125	5 Oct	Exeter - EDI - Glasgow - Manchester. Blackpool - NHT	3,326
<i>Launch Secretariat of the Global Network of World Health Organisations Collaborating Centres for Nursing and Midwifery Development, attend London 2012 Board Meeting, visit Worshipful Company of Gunmakers, and other engagements</i>				
The Duke of Edinburgh	Royal Train	8-9 Oct	Peterborough - EDI	19,267
<i>Open new Scottish Parliament Building and other engagements</i>				
The Queen	BAe 146	11 Oct	ABZ - NHT	5,505
<i>Return to residence</i>				
The Princess Royal	S76	11-12 Oct	GP - Durham - Seaham - Hartlepool - Pitlochry - Glasgow - Carlisle - Tunstead - Derby - BP	6,222
<i>Open Yearsley Group's new North East Cold Storage and Distribution Depot, and Tarmac Centre Limited's new cement plant, and other engagements</i>				
The Prince of Wales	Royal Train	14-15 Oct	ABZ - Euston	24,180
	BAe 146	15 Oct	NHT - ABZ	4,955
<i>Hold Investiture and other engagements</i>				
The Duke of York	S76	20-21 Oct	NHT - Manchester - Newcastle - Ashington - Leeds / Bradford - WC	4,969
<i>Launch UKTI's China Strategy, visit Hardy and Greys, Alhmaritec and Seabait, and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Queen	Royal Train	21-22 Oct	Euston - Stockport	15,813
	Charter flight	22 Oct	Manchester - NHT	10,050
<i>Visit Royal School for the Deaf and Communication Disorders, open new University of Manchester and other engagements</i>				
The Prince of Wales	BAe 146	21 Oct	ABZ - LYN	6,606
<i>Return to Residence</i>				
The Princess Royal	Charter helicopter	21 Oct	KP - Portsmouth	2,602
	S76	22 Oct	Portsmouth - GP	1,066
<i>Open new Fleet Headquarters, HMS Excellent attend Royal Naval Museum Annual General Meeting and other engagements</i>				
The Duke of Kent	Charter helicopter	21 Oct	KP - Framlingham - Wattisham - Ipswich - KP	3,576
<i>Visit Thomas Mills High School and Debenham High School, open Very Sheltered Housing Scheme, and other engagements</i>				
The Duke of Edinburgh	HS 125	22 Oct-26 Oct	NHT - Simferopol - NHT	6,913
<i>Regimental visit to Ukraine to attend ceremonies to mark commemoration of 150th Anniversary of Crimean War and other engagements</i>				
The Prince of Wales	BAe 146	23 - 31 Oct	LYN - Turin - Istanbul - Ankara - Mardin - Amman - Aqaba - LYN	38,231
<i>FCO visit to Italy, Turkey and Jordan to promote British interests and foster relations</i>				
The Duke of York	HS 125	25-27 Oct	NHT - Moscow - NHT	6,518
Staff (The Duke of York)	Scheduled flight	25-27 Oct	LHR - Moscow - LHR	2,865
<i>UKTI visit to Moscow to promote British interests and foster relations</i>				
The Queen and The Duke of Edinburgh	Charter flight	28 Oct	NHT - Cardiff - NHT	10,100
<i>Visit Baglan Bay Power Station</i>				
The Duke of Edinburgh	Royal Train	28-29 Oct	Euston - Sheffield - Peterborough	16,535
<i>Visit University of Sheffield's Integrated Biologies Laboratories, Magna Science Adventure Centre, and Fluent Europe Limited</i>				
Staff (The Duke of York)	Scheduled flight	29 Oct-5 Nov	LHR - Hong Kong - Kuala Lumpur - Manila - Hong Kong - LHR	4,491
<i>Reconnaissance for official visit to the Far East</i>				
The Earl and Countess of Wessex	BAe 146	1-4 Nov	Farnborough - Warsaw - Krakow - Farnborough	13,396
<i>FCO visit to Warsaw to promote British interests and foster relations</i>				
The Queen and The Duke of Edinburgh	Charter flight	2 - 4 Nov	LHR - Berlin - Dusseldorf - LHR	44,200
<i>State Visit to Germany</i>				
The Prince of Wales and The Duke of York	Charter flight	3 Nov	LHR - Abu Dhabi - Luton	64,850
<i>Attend funeral of Sheikh Zayed bin Sultan AlNahyan (cost £90,850 less reimbursements of £26,000)</i>				
The Prince of Wales	Charter helicopter	4 Nov	Victoria Park - HG	4,022
<i>Attend celebration of 21 years of The Prince's Trust's Business Programme</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Duke of Gloucester	Charter helicopter	4 Nov	KP - Chasetown. Stafford - KP	2,928
<i>Visit Chase Terrace Technology College and open Forest of Mercia Innovation Centre and Lichfield Garrick Theatre, and other engagements</i>				
The Duke of Edinburgh	Royal Train	9-10 Nov	Liverpool - Euston	16,088
<i>Attend The Duke of Edinburgh's Award General Council and Dinner and Senior Serving and retired Officers Briefing, and other engagements</i>				
The Princess Royal	Charter helicopter	10 Nov	BP - Newmarket - GP	4,927
<i>Attend International League for the Protection of Horses Annual Seminar and other engagements</i>				
The Princess Royal	HS 125	11-12 Nov	LYN - ABZ. Lossiemouth - Glasgow - LYN	3,558
<i>Open Shell St Fergus Gas Plant new gas field "Goldeneye," Portsoy Park Project, and Little Sisters of the Poor's Holy Rosary Home, and other engagements</i>				
The Earl of Wessex	Scheduled flight	16-21 Nov	LHR - Grand Cayman. Barbados - LGW	11,164
	Charter flight	18-19 Nov	Grand Cayman - Little Cayman - Cayman Brac - Barbados - Grenada - Barbados	11,252
<i>FCO visit to Cayman Islands and Grenada to visit areas affected by Hurricane Ivan</i>				
The Prince of Wales	BAe 146	17 Nov	LYN - Exeter - NHT	3,303
<i>Visit Okehampton Community Hospital Centre for Health, open new Tiverton Almshouse Trust almshouse development, and other engagements</i>				
The Prince of Wales	Charter helicopter	19 Nov	WC - KP - HG	3,368
<i>Receive Madame Chirac and other engagements</i>				
The Prince of Wales	Royal Train	22-24 Nov	Euston - Bangor - Rhyll. Hooton - Liverpool	30,411
	BAe 146	24 Nov	Liverpool - NHT	2,569
<i>Visit newly restored 16th century Dolbeldyr House and Welsh College of Horticulture, and other engagements</i>				
The Duke of York	HS 125	22 - 23 Nov	NHT - Geneva - Milan - LHR	3,094
<i>UKTI visit to Switzerland and Italy to promote British interests and foster relations</i>				
The Queen and The Duke of Edinburgh	Royal Train	24-25 Nov	Euston - Harwich	13,280
<i>Visit to mark 450th Anniversary of granting Royal Charter to Harwich, visit Halfpenny Pier, Electric Palace Cinema and University of Essex, and other engagements</i>				
The Duke of York	Scheduled flight	24 Nov - 5 Dec	LHR - Singapore. Hong Kong - LHR	25,236
	Charter flight	28 Nov - 4 Dec	Singapore - Brunei - Kuching - Kuala Lumpur - Manila - Hong Kong	124,745
<i>FCO and UKTI visit to the Far East to promote British interests and foster relations (cost of £125,592 less reimbursements of £847)</i>				
The Prince of Wales	BAe 146	25-26 Nov	NHT - EDI - LYN	5,138
<i>Give Dinner for supporters of The Queen Mother's Memorial Fund for Scotland and present award for Calor Scottish Community of the Year 2004</i>				
The Princess Royal	HS 125	27 Nov	LYN - EDI - LYN	2,553
<i>Attend Scotland v South Africa Scottish Rugby Union match</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Queen, The Duke of Edinburgh, and The Prince of Wales	Royal Train	28-29 Nov	Reading - Bristol - Cardiff - Euston	16,017
<i>Attend Musical Gala Performance to mark the opening of Wales Millennium Centre</i>				
The Countess of Wessex	HS 125	30 Nov	Farnborough - Belfast - Farnborough	2,939
<i>Launch the Meningitis Trust's Counselling Service and Children's Book and visit the Royal National Institute for the Deaf Headquarters</i>				
The Princess Royal	S76	3 Dec	BP - Exeter - GP	2,607
<i>Receive New Zealand All Blacks Rugby Team, open Stephen Pheasant Ergonomics Library and Haldon Stand at Exeter Racecourse</i>				
The Princess Royal	S76	7 Dec	GP - Claydon	1,224
	Charter helicopter		Debach - KP	2,905
<i>Open Suffolk Family Carers Information and Support Centre, Haysel House, and Ablits Meadow Housing Scheme, and other engagements</i>				
The Prince of Wales	Royal Train	9-10 Dec	Euston - York	17,861
	S76	10 Dec	York - Muker - Middleton - Chatsworth	3,327
<i>Attend Reception for the Not Forgotten Association, give Dinner for Soil Association Appeal, open York College, visit Swaledale Woollens and other engagements</i>				
Staff (The Queen)	Scheduled flight	6-11 Dec & 12-21 Mar	LHR - Calgary - Edmonton - Regina - Toronto - LHR	13,015
<i>Reconnaissance for Visit to Canada</i>				
The Princess Royal	S76	15 Dec	BP - Exeter - GP	3,010
<i>Open Devon Record Office, attend Working Clumber Spaniel All-Aged Field Trials and other engagements</i>				
The Prince of Wales	BAe 146	6 Jan	LYN - London City. NHT - ABZ	9,359
<i>Meet Business Action on Homelessness and Crisis clients, volunteers, and staff, and visit London Buddhist Vihara</i>				
Staff (The Duke of York)	Scheduled flight	10-20 Jan	LHR - Riyadh - Jeddah - Kuwait - Abu Dhabi - Dubai - LHR	2,699
<i>Reconnaissance for official visit to Middle East</i>				
Staff (The Princess Royal)	Scheduled flight	12-21 Jan	LGW - Antigua - Kingston - LGW	2,596
<i>Reconnaissance for official visit to Antigua, Monserrat, British Virgin Islands and Jamaica</i>				
The Prince of Wales	HS 125	14 Jan	ABZ - Carlisle - ABZ	3,404
<i>Visit those affected by flooding in Cumbria and members of emergency services</i>				
Staff (The Earl of Wessex)	Scheduled flight	15-20 Jan	LHR - Montevideo - Santiago - LHR	4,554
<i>Reconnaissance for official visit to Uruguay and Chile</i>				
Staff (The Duke of York)	Scheduled flight	23-28 Jan	LHR - Tokyo - LHR	4,082
<i>Reconnaissance for official visit to Japan</i>				
The Prince of Wales	BAe 146	25 Jan	ABZ - Marham	5,872
<i>Travel to residence</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Prince of Wales	Charter helicopter	26 Jan	Sandringham - KP	4,459
<i>Receive members of 1st Battalion, The Black Watch</i>				
The Princess Royal	Charter helicopter	26 Jan	BP - Batley - Otley - Wakefield	5,381
	HS 125	26 Jan	Leeds Bradford - LYN	1,624
<i>Open Carlinghow Princess Royal Primary School and Wharfedale Hospital, and visit Wakefield Samaritans</i>				
The Earl of Wessex	HS 125	27 Jan	Farnborough - Krakow - Farnborough	3,950
<i>Visit Auschwitz to mark Sixtieth Anniversary of Liberation of Auschwitz-Birkenau Concentration Camp</i>				
The Prince of Wales	Charter helicopter	28 Jan	BP - Birmingham - Chatsworth	6,705
<i>Visit Royal Centre for Defence Medicine</i>				
The Prince of Wales	BAe 146	2 Feb	East Midlands - St Mawgan - NHT	4,588
<i>Visit areas affected by floods in August 2004</i>				
The Prince of Wales	Charter helicopter	4 Feb	BP - HG	3,574
<i>Attend International Business Leaders Forum Council Meeting and other engagements</i>				
The Duke of Edinburgh	HS 125	7 Feb	Marham - EDI - Marham	2,939
<i>Confer Honorary Degrees at University of Edinburgh Graduation Ceremony</i>				
The Prince of Wales	Charter helicopter	7 Feb	KP - Kemble	3,607
<i>Open Commonwealth Information Centre, attend national finals of 'Celebrate Success' Awards and other engagements</i>				
The Princess Royal	S76	7-8 Feb	GP - St Helens - Daresbury - Llandudno - Mold - GP	3,097
<i>Open Remploy Limited's new facility and Chester and Ellesmere Port Division Headquarters, launch Carers Development Project, and other engagements</i>				
The Princess Royal	S76	10-11 Feb	GP - Northwood - Polstead - Lowestoft. Bury St Edmunds - Wattisham - King's Lynn - Peterborough - GP	4,205
<i>Attend Rural Housing Trust Planning Seminar, open Queen Elizabeth Hospital Critical Care Unit, visit Lowestoft Citizens Advice Bureau and other engagements</i>				
The Duke of York	Scheduled flight	12 Feb	LHR - Abu Dhabi	5,159
	BAe 146	13-28 Feb	Abu Dhabi - various locations in the Middle East - NHT	69,458
<i>UKTI/FCO visit to United Arab Emirates, Saudi Arabia, Kuwait, Oman and Qatar to promote British interests and foster relations (cost £72,116 less reimbursements of £2,658)</i>				
The Princess Royal	HS 125	12 Feb	LYN - EDI - LYN	2,630
<i>Visit Royal Logistics Corps and attend Scotland v Ireland Rugby International</i>				
The Duke of Kent	Charter helicopter	15 Feb	KP - Ross-on-Wye. Hereford - KP	2,647
<i>Attend re-dedication of Old Corn Exchange and visit Fred Bulmer Centre</i>				
The Duke of Edinburgh	Royal Train	16-18 Feb	Euston - EDI - Euston	21,669
<i>Visit Digital Curation Centre, attend Duke of Edinburgh's Award Reception and Sports Leaders UK Reception</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	Scheduled flight	21-27 Feb	LHR - Antigua. Kingston - Montego Bay - LHR	19,206
	Charter helicopter	21-23 Feb	Antigua - Monserrat - Beef Island - Antigua	7,315
	Charter flight	23-25 Feb	Antigua - Beef Island - St Thomas - Kingston	14,060
<i>FCO visit to Monserrat, British Virgin Islands and Jamaica to promote British interests and foster relations</i>				
Staff (The Prince of Wales)	Scheduled flight	23 Feb	LHR - Colombo	4,015
The Prince of Wales	Charter flight	27 Feb - 12 Mar	LHR - Colombo - Perth. Fiji - Tokyo - LHR	292,229
<i>FCO visit to Australia, New Zealand and Fiji (cost £379,929 less reimbursements of £87,700)</i>				
The Queen and The Duke of Edinburgh	Royal Train	24-25 Feb	London - Bristol - Slough	14,902
<i>Tour Bristol City Council Building, visit Bristol Laboratory for Advanced Dynamics Engineering, view Earthquake Laboratory, name railway engine "Royal Sovereign" and other engagements</i>				
The Earl of Wessex	Scheduled flight	27 Feb - 4 Mar	LHR - Montevideo - Santiago - LHR	22,517
<i>FCO visit to Uruguay and Chile to promote British interests and foster relations</i>				
The Duke of York	S76	3-4 Mar	WC - Hull. Wiggington - York - Batley - Harewood - Roydhouse - WC	3,413
<i>Visit Rofin-Sinar (UK) Limited, Magnum Services, Guardian Industries, York Central Interactive Centre Batley Grammar School, and other engagements</i>				
The Princess Royal	Charter helicopter	8 Mar	GP - Bushey - Ugley - Hitchin - Luton - GP	5,263
<i>Open John Owen Sports Centre, and Leonard Chesire Hertfordshire Home and Young Person's Unit, visit Safer Luton Partnership and other engagements</i>				
The Princess Royal	HS 125	13 Mar	LYN - EDI - LYN	2,707
<i>Attend Scotland v Wales Rugby International</i>				
The Duke and Duchess of Gloucester	BAe 146	16-17 Mar	NHT - Cork - NHT	4,221
<i>Attend Lord Mayor's Charity Ball, visit Lewis Glucksman Gallery, Cork City Courthouse and attend St Patrick's Day Parade, and other engagements</i>				
The Duke of York	HS 125	17 Mar	NHT - Inverness - NHT	2,553
<i>Attend Royal Irish Regiment St Patrick's Day Parade</i>				
Staff (The Duke of York)	Scheduled flight	19-24 Mar	LHR - Bangkok - LHR	3,278
<i>Reconnaissance for official visit to Thailand</i>				
The Prince of Wales	Royal Train	21-22 Mar	Kemble - Cumbria	23,463
<i>Visit Yorkshire Dales Millennium Trust projects, travel along Settle to Carlisle railway line, and other engagements</i>				
The Queen and The Duke of Edinburgh	Royal Train	23-24 Mar	Euston - Wakefield	15,182
	Charter flight	24 Mar	Leeds/Bradford - NHT	10,050
<i>Attend Maundy Service and other engagements</i>				
The Prince of Wales	S76	24 Mar	Cockermouth - Kendal - Birkhall	4,998
<i>Visit MJ Cabinet Makers, Mitchell's Auction Mart and Auction Mart Learning Centre, meet farmers affected by recent floods, and other engagements</i>				

Household	Method of travel	Date	Itinerary	Cost (£)
The Princess Royal	HS 125	24 Mar	LYN - Glasgow - LYN	2,862
<i>Open Gartcosh Railway Station, launch Multi-Media Bus and other engagements</i>				

Summary of other journeys costing less than £2,500 each by scheduled air and rail

Various	S76	Various	Various (94 journeys)	152,161
Various	Charter helicopter	Various	Various (6 journeys)	12,848
Various	BAe 146	Various	Various (8 journeys)	14,166
Various	HS 125	Various	Various (59 journeys)	104,041
Various	Scheduled flight	Various	Various destinations	43,554
Various	Scheduled rail	Various	Various destinations	34,112
Staff travel to Holyrood	Scheduled flight	Jun	LHR - EDI - LHR	12,247
Staff travel to Balmoral	Scheduled flight	Aug-Sep	LHR - ABZ - LHR	17,112
				2,849,745

Key:

BP	Buckingham Palace
KP	Kensington Palace
WC	Windsor Castle
LHR	London Heathrow
LGW	London Gatwick
ABZ	Aberdeen
EDI	Edinburgh
LYN	Lyneham
NHT	Northolt
HG	Highgrove House
SHP	Sunninghill Park
BSP	Bagshot Park
GP	Gatcombe Park

