

Sustainable **Business Travel**



**Save
money.
Save the
World.**

Save money. Save the World.



The introduction of a sustainable business travel policy has also been proven to save organisations money and increase employees' productivity.

Why should we carry out business travel?

Journeys made by employees as part of their work duties should be an integral part of your sustainable travel objectives, as arrangements for business travel can influence how your employees travel to work.

You can consider three main types of sustainable business travel initiatives:

- Reducing the need to travel (this is covered in a separate toolkit sheet);
- Encouraging employees to use alternatives to the car; and
- Making essential car travel more efficient, for example, improving the fuel efficiency of company vehicles.

What are the benefits of more sustainable business travel?

Business travel is a large consumer of resources:

- Material costs / consumables – fuel, vehicle wear and tear, public transport fares;
- Other costs – tax, insurance, taxi fares, parking costs, accommodation and subsistence; and
- Less tangible costs / issues - lost working time, safety issues and employee stress.

Benefits of sustainable business travel

✚ For your organisation	✚ For your employees
Save Money	Improve staff choice
Save money by ensuring employees use the most cost effective travel modes.	Improve staff choice by providing a range of travel options for business journeys.
Improve productivity	Exercise
Improve productivity by ensuring employees spend less time travelling, or by enabling them to use their travel time productively such as working during train journeys.	By encouraging the use of active modes such as walking and cycling, you are offering employees an opportunity to build exercise into their daily life.
Reduce carbon emissions	
Reduce carbon emissions by making your business travel more efficient.	
Corporate Social Responsibility	
Contribute positively to your organisation's Corporate Social Responsibility CSR credentials.	
Employee motivation and health	

Encouraging alternatives to the car:

- Select meeting and training venues with **good access by public transport and / or walking**;
- Issue policy statement which advocates use of **sustainable modes**, reinforced by requirement for approval for car travel;
- **Promote cycling** through provision of pool bikes and cycle mileage rate;
- **Provide information** on public transport, walking and cycling routes and journey times;
- **Provide an inter-site shuttle bus service** where there are large numbers of staff regularly travelling between two or more sites; and
- Introduce a **simple system** for employees to obtain corporate rail travel tickets.

Managing business travel makes good business sense.



50%
or more



reduce
footprint

Providing less stressful options for travel and promoting active travel can improve **employee motivation and health and reduce stress.**