

INTERNAL POLICIES AND OPERATIONAL ASPECTS

ORGANISATIONAL DETAILS

TRAVEL POLICIES	LOCATION:	MAP/ROUTE REFERENCE:		
<i>You should audit each area of provision in a separate copy of the table below, where appropriate.</i>				
DESIRED STATE	ACTUAL STATE	OVERALL IMPRESSION (TICK)		
		Could be improved a lot	Some scope for improvement	No room for improvement
PROVISION:				
• Business travel hierarchy, favouring smarter travel choices				
• Flexible working policies				
• Sustainable meeting venues hierarchy				
• Bad driving reporting systems				
• Employment of a travel plan coordinator				
• Travel plan induction process (providing information about car clubs, car hire, cycling, walking, buses, trains, taxis, lift sharing, flexible/smarter working, home delivery, booking travel and accommodation for business travel etc.)				
• Smarter site-specific travel information on company website				
• Corporate bicycle loan for work trips				
• Discounted cycle purchasing				
• On-site cycle repair sessions				
• Corporate car loan for work trips				