

FUNDING AND EXPENDITURE

It is likely that funding will need to be accessed from a number of different sources, so the travel planner will need to be made aware of how funding can be obtained for supporting travel plan projects and staff support, where necessary.

The travel plan should include plans for long-term management of the travel plan, e.g. handover to community.

POSSIBLE SOURCES OF TRAVEL PLAN FUNDING:

- Ring-fencing revenue from car parking charges
- Top-slicing departmental budgets to support of the delivery of carbon/travel management targets
- Sponsoring the travel plan at a corporate level as part of other corporate delivery functions

+ MORE ABOUT Further advice on the **costs** of implementing a travel plan is given in the Monitoring Guidance, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

“Climate change is now seen as a core driver of corporate social responsibility strategies, recognising shareholder concerns that this is an unavoidable and pressing issue.”

(Essential Guide to Travel Planning, p6)

TRAVEL POLICIES AND ALLOWANCES

“Your travel plan should include actions to strengthen the helpful policies and to remove the damaging ones.”

(Essential Guide to Travel Planning, p16)

Ensuring that decisions are consistent with the travel plan across company operations will ensure that the travel plan has its maximum impact on its objectives. This should include embedding sustainable travel decisions regarding the maintenance and renewal of the physical infrastructure on-site and the built assets of the company. All corporate policies need to be sending the right signals throughout the organisation, influencing the culture of the organisation and ‘the way we do things round here’.



TRAVEL PLAN POLICY LINKS:

- Human resources
- Health, Safety & Welfare, and relevant risk assessments
- Facilities management
- IT procurement
- Environmental management (such as EMAS, ISO14001, Acorn), climate change strategies, carbon reporting, and Corporate Social Responsibility (CSR) reports
- Vehicle fleet procurement and fuel strategies
- Healthy workplace initiatives
- Business continuity management

“Employers who encourage motorcycle use for business purposes should have a full and thorough risk assessment in place, which should be reviewed periodically to ensure continued validity. This applies to all occupational road risks.”

(Guidelines for Motorcycling, p24)

COMPANY POLICY TRAVEL PLAN HEALTH CHECK:

- Business trip policies to ensure sustainable travel choices are prioritised and the establishment/review of a business travel choice hierarchy
- Supply chain management in terms of managing impacts of travel, i.e. deliveries and goods outward
- Documentation of policies covering all modes of travel, e.g. cycling, car club use, taxis, mobile WiFi, flexible working, parking policies and entitlement, venue booking/selection, and international travel policies with respect to air travel (including getting to/from airports, ports and rail/coach stations) and effective travel plan induction processes
- Recruitment policies which encourage the reduction and minimisation of miles travelled, i.e. local recruitment strategy targeting skills that are available locally, local training programmes, or direct recruitment along bus routes to the site
- Accommodation advice/support for new recruits in finding housing near work
- Vehicle management:
 - Regular servicing
 - Review of fleet (business, pool and lease vehicles) at regular intervals for size requirements and CO₂ emissions
 - Fuels, e.g. consider lower-emission alternatives such as LPG, CNG, electric hybrid-engine, hydrogen, or biofuel mixes
 - Review of company car provision and replacement with incentives
 - Bad driver reporting systems
- Corporate environmental standards for procurement, e.g. production and marketing of travel plan materials and facilities to take into account energy conservation/consumption, resource use, recycle-ability, biodiversity, social responsibility.

+ MORE ABOUT Further advice about managing **company travel policies** are given in the Menu of Measures, under Financial Measures and Smarter Working in the Encourage section, and under Better Managing Freight and Deliveries in the Enable section, and also under Using Targets in the Monitoring Guidance, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

Cycling should be positioned as a means of transport for everyday journeys



EXAMPLE BUSINESS TRAVEL CHOICE HIERARCHY

When travelling on business, employees must demonstrate they have considered a hierarchy of business travel choices before their claim for travel expenses/reimbursement can be approved:

1. Is the journey really necessary (e.g. challenge the need for meetings, or can they be achieved by phone or video conferencing)
2. Employees must examine public transport options, walking and cycling. If the time or costs involved in travelling by public transport are more than 30% greater than driving they can choose not to use these options
3. Employees must look on the car sharing website to find anyone they may be able to share a lift with

+ MORE ABOUT Further advice on **car sharing** is given in the Menu of Measures under Financial Measures and Smarter Working in the Encourage section and under Car Parking in the Enforce section, and also in the Monitoring Guidance available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk, as well as on www.carsharesomerset.com.

4. Use a pool car, using company-owned dual fuel engined cars where available
5. Drive on their own using their own car to a meeting, registering their trip on the car sharing website

Employees must demonstrate that they have been through all preceding options in the hierarchy (or that there are other mitigating factors) before they claim back expenses for using their car. You could consider restricting expense claims for very short journeys that could easily be carried out by other means.

“The greenest mile is the mile not travelled.”

(Transport Scotland Travel Plan 2007-09)