

Appendix 10

Business Travel Policies Dossier Template

Business Travel Policies Template

You must submit a business travel policies dossier within three months of occupying your development.

- This document provides the template to base your submission around.

BUSINESS TRAVEL POLICIES – headings

Please provide commentary in the table below and evidence such as copies of HR policies or documents, staff travel information packs, website screenshots, job descriptions, photographs etc.

BUSINESS TRAVEL POLICIES	Commentary	Evidence provided
Business travel hierarchy - favouring smarter travel choices		
Flexible working policies		
Sustainable meeting venues hierarchy		
Bad driving reporting systems		
Employment of a travel plan coordinator and management structure		
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		
Reimbursement rates for all Modes of Travel		