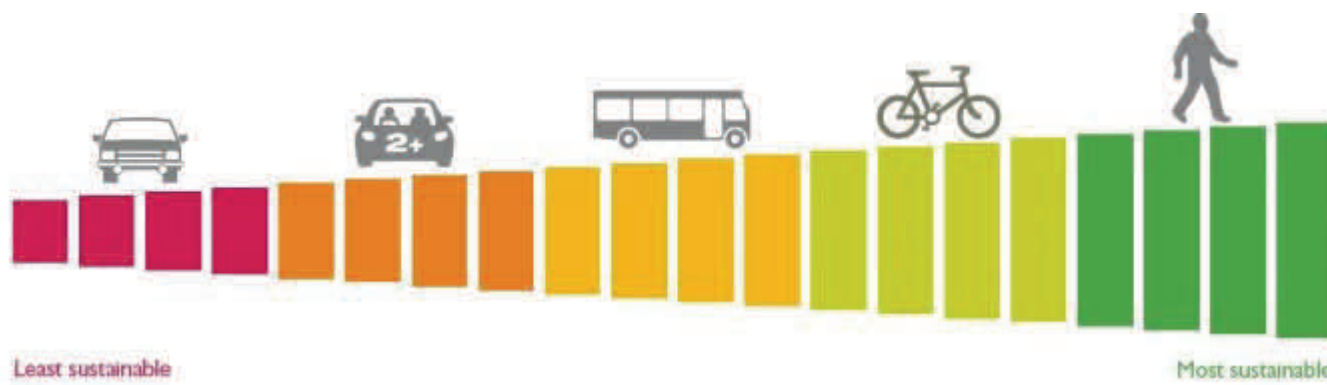


Owner:	Environmental Officer/Estates/Environment & Energy Team
Version number:	1
Date of approval:	21/10/2013
Approved by:	Head of Procurement
Effective date:	22/10/13
Date of last review:	New
Due for review:	21.10.14

Sustainable Travel Hierarchy



Does the meeting need to take place face to face?

Can it be done over the phone or via teleconferencing?

Is the meeting close enough to walk or cycle to?

If you are cycling don't forget you can claim 15p per mile for business travel.

Can you take public transport to the meeting?

Plan your door to door journey, and calculate your CO₂ emissions, on [Transport Direct](#)

Can you car share with other delegates going to the meeting?

Is there a delegate list, if so do you all need to attend? Can you travel together?

If you have to use a car, can you arrange other meetings in the area in order to maximise the benefit of the journey?

Don't forget to follow the principles of [economic driving](#)

Is it closer to travel to your meeting from home rather than your work base?

Don't make unnecessary journeys, plan ahead and take relevant documentation and equipment with you if you can.

For more information about Sustainable Travel please e-mail

TPlanGroup@bournemouth.ac.uk