

Travel Policy Framework

Executive Summary

- What is the spirit of the policy and what behaviours is it trying to drive?
- State document date and version number
- State who the policy applies and whether temporary/subcontractors are included
- State internal business travel leader including contact details
- Mandate use of travel management company
- State is the employee's responsibility to have valid passport, licences, insurances and visas prior to booking



People

- ✓ Emergency assistance plan
- ✓ Booking ecosystem and guidelines
- ✓ Travel wellness tips
- ✓ Time zone management
- ✓ Hours travelled outside core work time
- ✓ Traveller satisfaction scoring
- ✓ Travel insurance details
- ✓ Traveller profile completion guidance
- ✓ High risk destination guidance
- ✓ Encourage use of hotels with gym facilities

Planet

- ✓ Company net zero plan
- ✓ Company ESG certification plan
- ✓ Travel CO2 reporting requirements
- ✓ Most sustainable travel option taken
- ✓ Support use of public transport / cycling
- ✓ Air vs rail
- ✓ Eco hotel list
- ✓ CO2 offsetting
- ✓ CO2 removal
- ✓ Virtual vs F2F meetings guidance

Performance

- ✓ Air class
- ✓ Hotel rate caps
- ✓ Rail class & peak/ off peak steer
- ✓ Hotel payment preference and inclusions
- ✓ Reason codes for travel
- ✓ Advanced purchase targets
- ✓ Link to company expense policy
- ✓ Changes/cancellations guidance
- ✓ Flexible ticketing guidance
- ✓ Approval process