



# TRAVEL POLICY

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## Introduction

This policy applies to all employees based in the United Kingdom and is intended to provide guidelines and establish procedures when incurring business travel expenditure on the company's behalf.

Travel expenditure is one of the largest items in this company's expense budget. This travel policy is designed to ensure that all staff can book and travel with a minimum of inconvenience, whilst keeping the overall spend to a reasonable level.

## Do You Need to Travel?

Prior to making any travel arrangements, employees should first consider whether their travel is absolutely necessary in order to encourage good life-work balance, avoid unnecessary cost for the client or the company and where possible, reduce the environmental impact.

Travellers are encouraged to consider the following:

**Effective diary management** – diaries should be coordinated wherever possible to maximise the benefit from the travel undertaken.

**Telephone or videoconferencing** – often these can satisfy the objectives of a meeting just as effectively as face-to-face meetings. Telephone and video conferencing can easily be set up and provides a cost-effective alternative to travel.

**Tele-working** – when there is no need to be a specific location: employee should consider where they can most effectively work which requires the least amount of travel, but still ensures effective working and networking -- e.g. working from home, local office, etc. Mobile technology facilities are available such as laptops, Dial-in, mobile phones and link up to broadband hotspots.

**The environmental impacts of travel** – does your mode of transport consider the necessary work-life balance, cost and environmental impact e.g. with a long car journey or flight be better taken by train? Consideration should be given ...