



# AEF TRAVEL POLICY

AEF is committed to minimising the climate impact associated with its own staff travel and the organisation of meetings and events that require others to travel. Specifically, AEF is committed to:

- Prioritising and promoting virtual options for most meetings;
- Discouraging travel by air for as long as air travel remains the most carbon-intensive transport mode through prioritising lower-emission alternatives, such as rail, particularly if the journey is under 4 hours by train;
- Recording all business travel and publishing our travel emissions annually;
- Annually reviewing our travel emissions and assessing any areas where we might be able to reduce them;
- Developing a policy by mid-2023 on whether to purchase offsets that invest in carbon removals and/or SAFs, or whether to make an equivalent donation to charities working on climate change adaptation in countries most at risk from climate change impacts.

## Travel Smart

AEF is working with [Travel Smart](#), an international campaign that aims to encourage organisations to reduce their travel emissions. Through this campaign, AEF helps to share resources, ideas and methodologies to help other organisations create travel policies.

## **Recording and reporting**

To maintain a transparent record, and to monitor performance against the goals above, AEF will record its travel emissions. All staff are required to add their travel to an internal inventory. For the purposes of reporting, we will use [BEIS GHG reporting conversion factors](#). These are updated annually. We are currently using the 2022 version.

This gives us one source for air, road, rail etc. The air figures are split by class of seat, domestic/short/long-haul, and include a multiplier for non-CO2.

### **Further resources:**

Choices made by individuals and businesses to fly less can open up conversations about flying and its alternatives, as well as demonstrate a public appetite for political and policy action. Some [early research](#) has identified a ripple effect, whereby knowing someone who has given up flying because of climate change can significantly influence others to cut back on their own flights. For more information on how your business or organisation can reduce its travel emissions, [check out our resources page](#).