T&E travel policy
2023
A Travel Smart Journey
1. **Target & reporting**
   - 60% intensity travel emissions reduction **by 2023**, from 2019 levels
   - **Climate impact budget** per department
     - 1 tonne per person
   - Corporate travel reporting & tracking through **Travel Perk**
     - including air travel and its non-CO2 effects

2. **New culture of purposeful travel**
   - Decision tree
   - Forecast, prioritise and plan
   - Hold more online events/meetings

3. **Modal shift**
   - **Staff should use train for trips under 8h**, and where night trains are available
   - Rail programme support
2. Purposeful travel: **Forecast & prioritise**

1. Forecast the key events for your team

2. Assess which ones:
   a. Really bring an added value to your activity
   b. Can be attended **online**
   c. Can be reached by train
   d. Limit long-haul flights as much as possible

3. Select the ones to be attended physically
   a. Staff should use train for trips under 8h
   b. Calculate the travel emissions through TravelPerk
   c. Prioritise direct flights
   d. **One representative per team**, whenever possible
   e. Do not exceed the threshold of your team’s climate impact budget
2. Purposeful travel: the decision tree

- Staff encouraged to take train journeys even if the duration exceeds 8h
- Guidance & support on shift to rail will provided
- 1st class for all trains over 5h

1. What is the relative importance of the event for achieving my team's objectives? What would happen if I didn't attend?
2. Do I have an important role in the event?
3. Am I the only person from my organisation/department attending?
4. Are there no other ways through which I could obtain the information presented there?

Forecast & prioritise the events to be attended by members of your department according to your climate budget

T&E's Travel policy
Make the most of the journey with the following tips:

- **Add to your agenda “Working on a Train”** as soon as you know you will be on a train. This would incentivise colleagues to look for another time to do a call.

- If the Wifi in the train is not working well try to use the phone number given on Zoom or Google meet to call by phone. This may allow you to connect.

- If you were planning to share slides during the video call, send them before to your discussion partner.

- Take this time to catch-up on long reads. Download them on your computer before going in the train.

- Do not forget your headphones to isolate yourself.

- Do not forget that if your journey is above 5 hours, you can choose first class and have a more comfortable set-up.
2023
Journey to Travel Smart