

Sustainable Travel Hierarchy



Does the meeting need to take place face to face?

Can you attend the meeting virtually or can it be achieved over the phone.

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?

There are a range of websites to help you plan door-to-door bus and rail journeys all over the world. Visit the [BU Sustainable Travel Guidance](#) to see some of the best

Can you car share with other colleagues?

If multiple colleagues are invited to the meeting, do you all need to attend? If so, can you travel together?

Can you include other meetings in the area to maximise the benefit of the journey?

Are there opportunities to arrange additional visits that you or colleagues are planning on making in the future?

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 on sustainable business travel including planning tips and online resources, please refer to the [BU Sustainable Travel Guidance](#)