



Campaign for Better Transport

Travel Policy

At Campaign for Better Transport, we have a track record of driving sustainable transport policy over half a century since our foundation in 1973.

We work with national and local government, the transport industry, business and a full range of relevant stakeholders as the leading voice in England and Wales advocating for sustainable public transport and active travel.

Our areas of priority are rail, bus and tram in England and Wales, and encouraging modal shift from less sustainable modes such as private car and aviation. We incorporate active travel such as cycling and walking as it is a vital part of the mix, while being aware that this area is covered in depth by others.

Why we have a Travel Policy

It is important for us that our employees lead by example, and we therefore show our commitment to promoting sustainable travel to and from the workplace and for business trips. Our aim is that our internal policy serves as an example of good practice for other UK organisations.

Travel to and from the workplace

When travelling to and from our office, we encourage employees always to use public transport or active travel options.

Public Transport

Our office is located at in central London. The office is well served by public transport including national rail, underground, bus and light rail.

Active Travel

Active travel such as cycling and walking is encouraged, either as the sole mode of transport where practical or, more commonly, as part of a mixed-mode journey to and from the workplace.

Incentives

We offer a range of incentives to our employees to encourage sustainable travel:

- **Travelcard loan** - Interest-free loans are available to staff for the purchase of annual season tickets. This is a travelcard loan, so that employees can purchase an annual travelcard for the bus, train and tube, repaid incrementally.
- **Bike-to-work scheme** - All staff have access to the Cyclescheme salary sacrifice programme to purchase bikes for commuting to and from work. Payment is by regular deduction from salary.

Home working

We have a number of staff who work remotely from home, as well as those who work part of the week from home to reduce the need to travel into the office. This further reduces our carbon footprint.

Travel to and from external meetings

When attending external meetings where in-person attendance is required, we ask all staff to use public transport where possible.

Flight Policy

Flying for work purposes is not permitted except with the explicit permission of the CEO and under exceptional circumstances. As our work is focused on transport in England and Wales, it is rare that international travel is involved. Where a rail or other alternative option is available, it is prioritised. For rare instances where flying is the only option, our policies are:

- To use the most modern available airline carrier as the most recent fleets are the best equipped to use SAF (sustainable aviation fuel)¹ and have the lowest impact from their emissions
- To ensure that the carrier is committed to a carbon offsetting scheme²
- To fly standard class, which typically has a lower carbon impact than business/first class.

Travel Policy Toolkit

We offer this policy as a model for organisations of a comparable size. We encourage organisations to adopt a similar policy with our guidance. For larger organisations, such as multinationals based in the UK, we offer an enhanced Travel Policy Toolkit. Get in touch to find out how we can help you.

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¹ Sustainable Aviation Fuels (SAFs) have been identified as one way to help decarbonise aviation, but not all SAFs are good for the planet. Advanced fuels, such as e-fuels produced from additional renewable electricity and air captured CO₂, may help in the fight against climate change, but food and feed crop-based biofuels have negative environmental and climate impacts so must be avoided or we risk solving one problem by creating another.

² We are generally against offsetting except as a last resort.