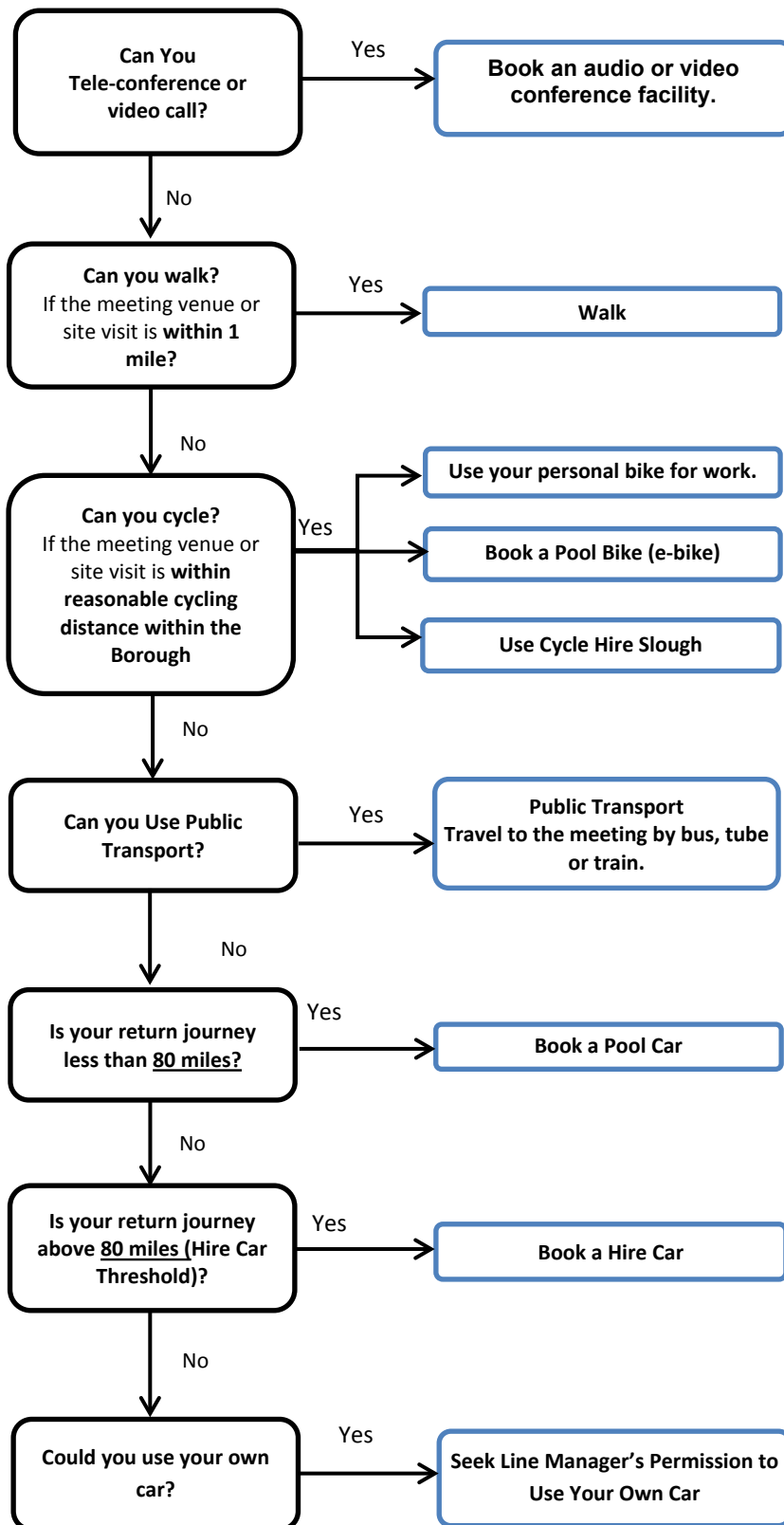


APPENDIX: 2 SLOUGH BOROUGH COUNCIL – TRAVEL HIERARCHY



Meeting Organiser?

1. Is it a New Group? If so an initial face-to-face meeting may be best.
2. Which company or alternate venue will minimise total travel?

Active Travel

Walking and cycling is the preferred option and it can be good for your health.

Cycle mileage

Do you know that you can claim mileage claim @20pence/mile if you use your bicycle for business purposes only? (This does not include cycling to work).

Public Transport

On a longer journey it is possible to work on public transport. This is not possible in a car and should be taken into account when comparing costs.

Pool Bus Passes for your team

Pool Car Fleet

Use for all journeys below the hire car threshold. Share if possible.

Hire Car Threshold

The threshold is 80 miles/day. Please book a hire car if you exceed this threshold.

Own Car Use (Grey Fleet)

Your car must be approved for business use. You must provide evidence as per Driving on Council Business Policy to show it is:

- Insured for Business Use.
- Valid MOT
- Signed Driver's Declaration.

Line Manager's Approval is required before you use your own car.