

[INSERT COMPANY LOGO]

## [INSERT COMPANY NAME HERE] Workplace Travel Plan

### Existing policies and working practices

Is there a Home Working/Flexible Working policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there a shared Hot Desk/Open Space policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

\*If yes, attach a copy of your flexible working and hot desking policies as appendices

Is there meeting and video conferencing facilities at work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company use, video conferencing platforms such as: Zoom, Teams, Skype, etc.?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your company enabled staff to work from home during the COVID-19 Lockdown?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are company pool cars available?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, how many?	<input type="checkbox"/>				
How many are electric vehicles?	<input type="checkbox"/>				
Does the company have a Travel Expenses policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What is the car mileage allowance?	<input type="checkbox"/>	£			

\*If yes, attach a copy of your Travel Expenses policy as appendices

### Business travel

Does your company have a 'Business Travel' policy?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company make 'Car Mileage' payments?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company make 'Cycle Mileage' payments?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company provide a Pool Bike scheme for staff use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company pay Rail travel costs for business use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company pay Bus travel costs for business use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

\*If yes, attach a copy of your Business Travel policy as appendices