
Travel Policy

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Mode of Travel

- 1 Meeting stakeholders, partners and colleagues is a vital part of how Scottish Fiscal Commission carries out its duties and will most likely involve travel to do so. The Travel Policy encourages using the greenest, healthiest and most cost-effective method possible, thinking through the options below.
- 2 Where travel is required, every opportunity should be taken to minimise the travelling required for example by rationalising meetings to a common date and location where this is practicable. Staff are also encouraged to take into account this policy when commuting to and from work.
 - **No travel:** you may not need to travel at all, using instead tele-conferencing or video-conferencing facilities, such as MS Teams, an integral part of SCOTS and on which further information is provided on the intranet.
 - **Walking:** this is healthy and the cheapest form of transport with very low carbon emissions. Where you are able to, you are encouraged to walk for journeys up to 2 km, which would cover journeys for example between Governor's House and Scottish Parliament.
 - **Cycling:** this is a healthy, reliable, flexible and cheap form of transport, with low carbon emissions. Where you are able to, you are encouraged to cycle for journeys up to 5 km, which would cover journeys for example between Governor's House and Victoria Quay.
 - **Public transport:** for short to medium journeys within Edinburgh, the bus and tram network provides good access to key stakeholder premises. For essential medium to long journeys, rail travel is the best option in terms of carbon emissions.
 - **Taxis:** taxis may be necessary for some trips, but where possible sharing to reduce costs and carbon footprint.
 - **Private cars:** we promote the use of hire cars over employees' own vehicles as there are cost and carbon savings, and reduced health and safety risks. Car sharing is encouraged where possible. Before using a private car, employees must comply with the requirements of the [Driving – managing occupational road risk \(sharepoint.com\)](#) published on Saltire.
 - **Air travel:** flying should be a last resort option due to the high emissions per journey, however, it is recognised that this may be the most practical option at times, for example Commissioners who are based out with Scotland.

Booking Travel

- 3 To book travel and accommodation, you should speak to Corporate Services Team who will make appropriate arrangements.

Claiming Expenses

- 4 Staff can use the iExpenses system to reclaim travel and subsistence costs incurred, including include mileage rates for cycle travel and private car use.
- 5 Commissioners (and external members) claim for expenses using the forms provided by Corporate Services Team.
- 6 All travel and subsistence claims are subject to the Scottish Government rules about claiming expenses. In particular, claims cannot be submitted for alcoholic drinks under any circumstances.

