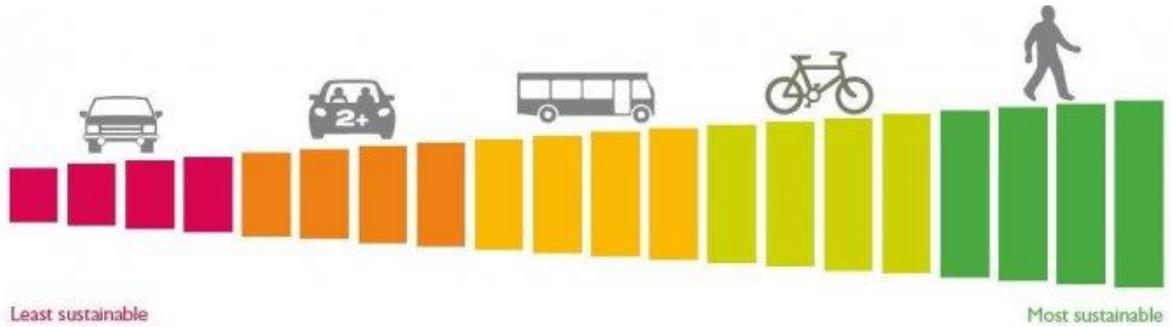




# Sustainable Travel Hierarchy



## Does the meeting need to take place face to face?

Can it be done over the phone or via teleconferencing?

## Is the meeting close enough to walk or cycle?

If you are cycling don't forget you can claim 15p per mile for business travel on the Mileage Claim form

## Can you take public transport to the meeting?

Plan your door to door journey using Traveline Cymru <https://www.traveline.cymru> and remember that staff members can use the Met Rider between 9:00- 4:00 Monday to Friday by showing their staff ID

## Can you car share with other delegates going to the meeting?

Is there a delegate list, if so do you all need to attend? Can you travel together?

## If you have to use a car, can you attend other meetings in the area in order to maximise the benefit of the journey?

Consider taking a more economic car like the Hybrid pool car.

## 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.