

Business travel toolkit

2019-20

Decision tree



This interactive decision tree is designed to signpost staff through the process of selecting the most appropriate travel choice for a specific business journey.

It should be used in conjunction with the Business Travel Toolkit ([available here](#)) and all travel choices should be checked against University and faculty/divisional policy.

Simply click on the appropriate response on each page to proceed to the next stage, or on a link for further information.

If external sites don't open in a new window, you can click back in your browser to re-join the decision tree where you left off.

Don't scroll forwards or backwards within the decision tree or you may get lost, but you can click 'home' at any stage to start again.



For the best experience, download this PDF to your computer and open it in Adobe Acrobat or Acrobat Reader. Alternatively open it directly in Windows Explorer.

**I need to attend a meeting,
event or visit another location**

PROGRESS



Can you avoid the need to travel, e.g. by phoning or video-conferencing and /or co-ordinating travel with colleagues?

PROGRESS



Great! For help with phone or video-conferencing, visit the Unified Comms (Telephone Services) webpages. [Click here.](#)



PROGRESS



Where do you need to get to?

To another part
of the University
or within Bristol area

Elsewhere in
mainland Britain

Outside of
mainland Britain

PROGRESS



Can you get there on foot, by bike, bus
(e.g. Unibus U1 or U2) or by local rail?
Check your local travel options at www.travelwest.info

PROGRESS



Enjoy your trip!



PROGRESS



Do you have authorisation from your department to drive on University business? Visit the [motor insurance webpage](#) for details

PROGRESS



Is there a departmental
pool vehicle available?

PROGRESS



Book your departmental pool vehicle

Follow a few simple eco-driving tips to reduce the impacts of your journey ([click here](#)), and remember to record your journey on a vehicle mileage log form ([click here](#)).



Enjoy your trip!

PROGRESS



Is there an appropriate Enterprise hire or car club vehicle available? Click [here](#) for further information

Consider: car club will normally be more cost-effective for journeys of up to 100 miles within a single working day

PROGRESS



**Book your hire or car club vehicle via
Enterprise ([click here](#))**

**Follow a few simple eco-driving tips to reduce
the impacts of your journey ([click here](#))**



Enjoy your trip!

PROGRESS



Do you have access to a private car
with business insurance cover,
valid road tax and MOT?

PROGRESS



Use your own car

Follow a few simple eco-driving tips to reduce the impacts of your journey ([click here](#)), and remember to record your journey details for expenses purposes.



Enjoy your trip!

PROGRESS



Speak to your line manager about the alternatives, e.g. getting a lift; finding a colleague to take your place; or for shorter journeys booking a taxi



PROGRESS



Can you get there by train or coach?

Remember: you can hire a car to reach your onward destination

PROGRESS



Can you get there by car?

I don't drive

It's too far

PROGRESS



Can you get there by international
rail and/or ferry?

Remember: you can hire a car to reach your onward destination

PROGRESS



**Visit Ian Allan Travel
to book your rail travel.
[Click here.](#)**



Enjoy your trip!

PROGRESS



It looks like flying is the only option, but before you book
PLEASE CHECK: Can you avoid the need to travel,
e.g. by phoning or video-conferencing and /or
co-ordinating travel with colleagues?

PROGRESS



Even if you need to fly, there are several ways to reduce the impacts of your journey. Check the [business travel pages](#) of our website for further information.

PROGRESS



**Visit Ian Allan Travel
to book your air travel.
[Click here.](#)**



Enjoy your trip!