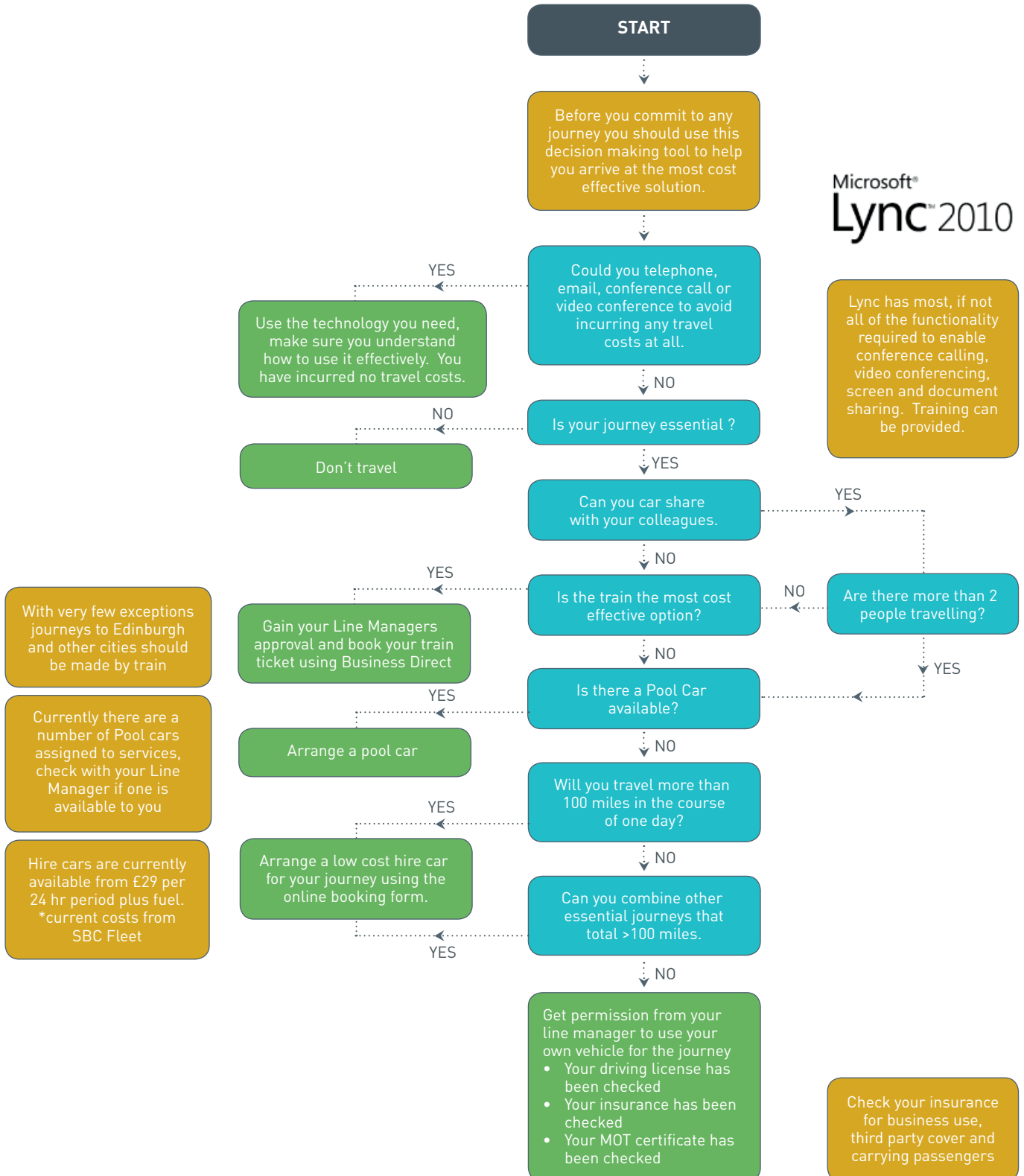


BUSINESS TRAVEL DECISION MAKER

In the course of your duties you may be required to attend meetings or make visits which are outwith your regular place of work. All such journeys now need to be pre-approved by your line manager. Please help to minimise the cost of travel to Scottish Borders Council by following the flowchart below each and every time you are planning a journey. Your decisions will also reduce our carbon footprint and enhance our duty of care to our employees.



Where, in general, your TOTAL journey is five miles or less it is usually more cost effective to use your own vehicle. Whichever option you decide to be the most appropriate and cost effective please discuss your plan with your line manager and obtain their approval before journeys are undertaken.