



Travel Policy

Policy Context

Staff and Trustees of the Trust must ensure funds awarded to charities are applied to the purposes outlined in the Trust's objects. For this reason, travel may be required in the UK and overseas. Specifically, this is to conduct:

1. Assessment and research into potential new charities.
2. Monitoring funded charities and experiencing their work first-hand.
3. Events and conferences related to funded charities.
4. Sector specific information exchange.

The Trust recognises that travel has a direct impact on the planet and is committed to reducing the impact on the environment from its own operations.

Overseas travel is generally for visits to those charities that do not have a registered office in the UK or undertake activities outside the UK. The Trust ensures that it mitigates as much risk as is possible from overseas trips by diligent preparation, research into a country's status for travel, applying local customs and laws, assessing possible disease or illness and addressing the risk, ensuring all travellers help each other and taking appropriate equipment and clothing.

The Trust is committed to reducing its impact on the planet and ensures that travellers are safe, prepared and equipped to travel at home and abroad.

General Travel principles

- All staff and Trustees are made aware of this policy which is included in the induction process.
- The use of video conferencing and tele-conferencing is promoted to replace unnecessary travel. Training and equipment is provided.
- Public transport should be considered as the first option of travel. If this is not practical other forms are considered, flying only if there are no other reasonable options.
- Both land and air miles are collated and monitored.
- Consideration is given to the location of meetings to minimise travel distances.
- A central transport booking system is in place so that vehicle usage is reduced and sustainable transport maximised (e.g. bus and rail).
- Car sharing is encouraged.
- In future, consideration will be given to green technology when pool cars are replaced (e.g. hybrid or electric).
- Consideration will be given to introducing a mileage rate for cycling and promoting the use of bikes to travel to work.
- Provide cycle rack facilities.

Overseas Travel Responsibilities

The Trust expects all travellers to:

- Ensure that trips are only undertaken if they are essential and an appropriate risk assessment has been carried out.
- Seek approval for visits to countries or regions listed on the Foreign and Commonwealth Office advisory website.
- Assist each other in taking responsibility for their preparedness and safety during the visit and looking out for each other during the trip.
- Take care to be well-equipped, especially supplies of required medicines, clothing and footwear.
- Purchase adequate insurance.
- Ensure reliable point of contact available and assess mobile coverage.

Feedback and learning

For any long journeys and particularly overseas trips, travellers will convene to feedback on their experience and learning from the trip. This feedback will be catalogued and saved in a public file in order that staff and Trustees significant journeys can learn from previous experience. It will also ensure that knowledge is retained by the Trust despite any staff turnover.

Policy Review

This will be reviewed annually at the first meeting of the year.