

TIME TO TAKE ACTION

5 STEPS FOR MORE SUSTAINABLE TRAVEL



1. COMPANY ALIGNMENT

Understand your company's Environmental, Social and Governance (ESG) objectives.



2. ACCESS

Evaluate your ESG objectives and integrate them into your travel program policy, practices and suppliers. Consider these questions:

- How does your travel program fit within those broader ESG goals?
- What strategies and plans do you need to make to move, change and align with the company's purpose and ESG targets?
- How quickly do you need to move?
- What external services or products do you need to bring into the travel program?



3. SEGMENT YOUR PROGRAM

Identify the details: Use your travel and expense data to determine where your travel program's largest CO2 output is produced eg flights, accommodation or car hire.

Policy review: Ensure your travel and expense policy align with your company ESG targets or sustainability metrics. Booking process: Need to visibly guide travellers to select suppliers with ESG targets that align with your goals.

Review travel suppliers for risks and opportunities: Through the RFP or sourcing activity, suppliers will disclose their ESG strategies. Others will go one step further and offer partnerships or solutions to assist your company and travellers in moving towards more sustainable travel practices. Remember to include every component of your travel program.

Reporting: Use reporting to assess your travel program's ESG performance and see the changes you have made. You

can share how you're helping move the business in the right direction.



4. ASSESS WHY YOUR BUSINESS TRAVELS

Aka demand management and being able to balance essential and non-essential travel. Gain an understanding of why your company needs to travel, to discover ways that you can travel more sustainably. If you are not reporting on 'Reason for Travel' as part of your online booking tool (OBT) process, we recommend you implement this field within your OBT immediately.



5. BUILD AN ACTION PLAN

Once you have some baselines and targets to work towards, it's time to take action by reducing or offsetting your travel program emissions. How?

- Engage suppliers by asking them what tools or technologies they have, to measure your CO2 emissions or ask them to provide data for the CO2 impact from one night's hotel stay or Uber ride.
- Think about traveller tools, such as mobile apps, that continue the sustainability communication during a trip.
- Positively engage and educate your employees on ways they can reduce their own emissions from business travel and commutes.
- Build capabilities within your OBT for your travellers to make greener choices.
- Relaunch your travel policy to include a positive narrative around sustainability.
- Continue to report your emissions and results. Assess, reassess and change.