

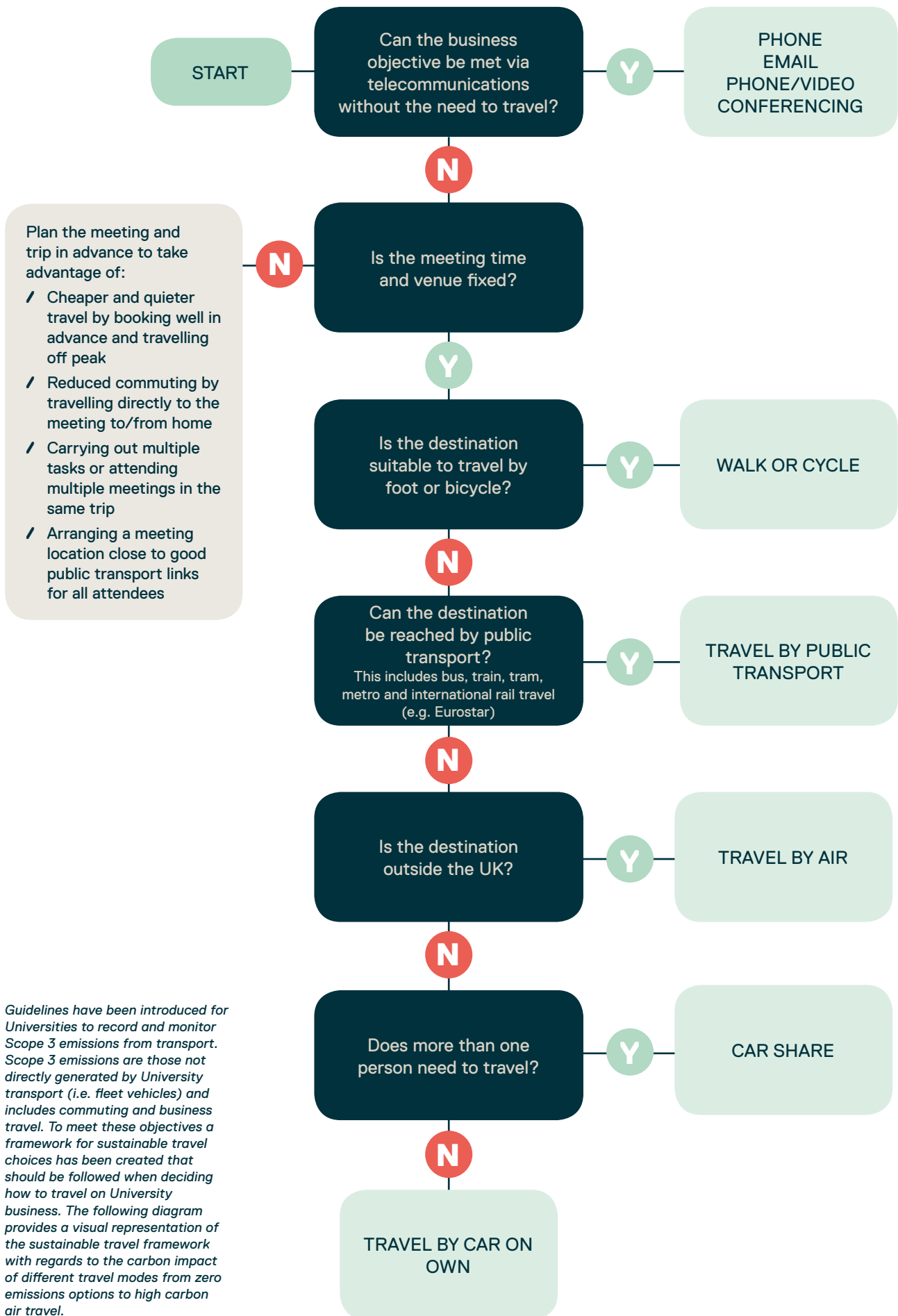


University of
Salford
MANCHESTER

IS YOUR BUSINESS TRAVEL ESSENTIAL?

As part of your travel planning process it is essential that you think about if your travel is necessary. Are you able to conduct the business in another way which means that you do not have to travel off campus to achieve the same outcome?

The flow chart below should be used during the planning stage to direct staff to the mode of travel with the lowest possible carbon emissions:



Guidelines have been introduced for Universities to record and monitor Scope 3 emissions from transport. Scope 3 emissions are those not directly generated by University transport (i.e. fleet vehicles) and includes commuting and business travel. To meet these objectives a framework for sustainable travel choices has been created that should be followed when deciding how to travel on University business. The following diagram provides a visual representation of the sustainable travel framework with regards to the carbon impact of different travel modes from zero emissions options to high carbon air travel.