

# Policy and Sustainability Committee

**10.00am, Tuesday 22 August 2023**

## **International Travel and Member Guidance**

**Executive/routine  
Wards  
Council Commitments**

### **1. Recommendations**

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- 1.1 Policy and Sustainability Committee is asked to:
  - 1.1.1 To note the updated information on Travel contained within the Guidance for Elected Members (extract included at Appendix 1);
  - 1.1.2 To note the revised form (Appendix 2) addressing international and Elected Member travel approval and post event feedback requirements;
  - 1.1.3 To note the post event feedback provided by Officers after the recent Eurocities event at appendix 3
  - 1.1.4 To approve the Elected Member conference attendance request at appendix 4

**Dr Deborah Smart**

Executive Director of Corporate Services

Contact: Layla Smith, Directorate Operations Manager

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# Report

## International Travel and Member Guidance

### 2. Executive Summary

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- 2.1 This report looks to clarify the processes required to approve International and Elected Member Travel and to provide clearer guidelines to support feedback from any trips undertaken or conferences attended. It also provides details as to the travel section within the Elected Member Guidance which has recently been updated.

### 3. Main report

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- 3.1 On 21 November 2019, the Council approved a process for International Travel and Conferences. The Council:
- 3.1.1 Agreed that all international travel by officers or elected members (in their role as a representative of City of Edinburgh Council) be considered and approved by the Policy and Sustainability Committee;
  - 3.1.2 Noted that the Council Business Travel and Accommodation Guidance was being reviewed with a view to reducing the overall carbon impact of the Council's international travel; and
  - 3.1.3 Agreed that preference be given to rail travel except where time considerations made it impossible.
- 3.2 At [Full Council on the 9 February 2023](#) the Administration submitted an Addendum requesting that the guidance for Elected Member Travel be refreshed and reported to this Committee; and that this should consider:
- Impact of transport on climate change
  - Payment of trips
  - Tangible outcomes for trips
- 3.3 Additionally Elected Members have raised queries relating to travel both internationally and within the UK at the March and May meetings of this Committee with a number of actions for Officers resulting from these:
- 3.3.1 An annual report on the impact of international travel will continue to be submitted to this Committee for consideration and the work programme has been updated to reflect this.

- 3.3.2 A briefing note covering the travel undertaken by the Lord Provost in previous years has now been circulated to Members.
  - 3.3.3 A Report providing details of the previously approved travel to Taiwan is on the agenda for today's meeting.
  - 3.3.4 Appendix 3 is a completed feedback form on recent trip undertaken by Councillor Aldrige to the Eurocities Conference and we ask members to consider whether this contains all information they would feel is pertinent. This form is new and officers welcome Member feedback on it.
  - 3.3.5 The Business Travel and Accommodation Guidance for all employees is available on the internal webpages 'the Orb' and is being updated to fully reflect the process as supported by the revised form at appendix 1.
  - 3.3.6 It is noted that as an organisation we do not currently have a standalone International Travel Strategy, all information relating to our organisational requirements for business travel are contained within our Business Travel and Accommodation Guidance.
- 3.4 The Guidance for Elected Members has now been reviewed and an updated version will be available later in August for Elected Members and Officers via the Services for Elected Members pages on the Orb. Members have requested that the section pertaining to Travel be brought to this Committee and this is included at Appendix 1.
- 3.5 Appendix 2 provides a new template for colleagues to submit when requesting approval for International Travel or when an Elected Member has proposed attending a conference or event, either within the UK or internationally. This has been designed to include sections for completion post-event to improve our collection and sharing of outcomes from event attendance.

## **4. Next Steps**

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- 4.1 If committee are in agreement the revised approval and feedback form will be made available to colleagues to use and all related information on the Orb and CEC website will be updated accordingly.

## **5. Financial impact**

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- 5.1 There are no financial impacts from this report with any costs incurred under the guidance referred to continuing to be met from within the appropriate Directorate and Service budgets.

## **6. Equality and Poverty Impact**

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- 6.1 There are no equality or poverty impacts arising from this report.

## **7. Climate and Nature Emergency Implications**

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- 7.1 The Council's process for International Travel and Conferences has been developed with a view to reducing the overall carbon impact of the Council's international travel, with preference being given to rail travel, where possible.
- 7.2 The revised approval and feedback form has been designed to highlight and capture the carbon impacts of all travel requests submitted and to ensure these are fully recorded and reported.

## **8. Background reading/external references**

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- 8.1 [Carbon impact of international travel - 21 March 2023.](#)

## **9. Appendices**

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Appendix 1 - Member Guidance extract

Appendix 2 - International and Elected Member Travel Approval Form

## Member Guidance – Extract relating to Travel (DRAFT)

### 8 Domestic Travel

The Council Business Travel and Accommodation Guidance for officers was reviewed in 2022. Adherence to this guidance was agreed by the Policy and Sustainability Committee in November 2022.

The following guidance is therefore aligned with the Council Business Travel and Accommodation Guidance.

As a public body, we have a duty to contribute to Scotland's net zero emissions target. The City of Edinburgh Council also declared a Climate Emergency in 2019 and committed to achieve net zero by 2030. This includes emissions from business travel. Therefore, we need to demonstrate that all business travel is necessary, that we have tried to minimise the environmental impact of the journeys made and that the type of transport used is cost effective for the Council.

**PLEASE NOTE THAT PUBLIC TRANSPORT SHOULD ALWAYS BE THE PREFERRED MODE OF TRANSPORT.**

#### 8.1 Bus or rail pass

Passes for bus or rail can be issued for local travel in connection with approved duties. You should ensure that your usage makes it cost effective to do so.

You will be asked to sign a declaration (Appendix 4), confirming receipt of the pass and acknowledging HMRC reporting requirements (as explained below) and submit this to [members.payments@edinburgh.gov.uk](mailto:members.payments@edinburgh.gov.uk).

Elected Members who are entitled to a National Entitlement Card, giving free bus and discounted rail travel, are encouraged to take up this benefit as this will mitigate unnecessary expenditure for the Council.

8.1.1 **Bus pass** – bus passes are ordered through Oracle, the Council's purchasing system, and can be requested through your support staff. Once an order number has been generated by the system you will need to take this to Lothian Buses' Travel Shop on Waverley Bridge where your photograph will be taken and your pass issued.

8.1.2 **Rail pass** – rail passes must be ordered and paid for at the ticket office in Waverley Station. You can pay for the pass yourself and claim the cost back through expenses.

8.1.3 **Benefits in kind** – to comply with HMRC regulations relating to 'benefits in kind' and 'home to work' expenses, the full value of a bus or rail pass will

be reported to HMRC on an annual basis and your tax code will be adjusted to take account of the benefit in the preceding year.

8.1.4 **Declaration** – a declaration form (Appendix 4) must be completed on receipt of the relevant pass and submitted to [members.payments@edinburgh.gov.uk](mailto:members.payments@edinburgh.gov.uk).

8.1.5 **Guidance** – for information on HMRC regulations contact [members.payments@edinburgh.gov.uk](mailto:members.payments@edinburgh.gov.uk).

## 8.2 Use of Taxis

8.2.1 Elected Members are authorised to use a taxi where no public transport is reasonably available, or where it is a reasonable adjustment in relation to a disability or other health and safety reason. **It should not be regarded as the normal means of transport.**

8.2.2 **Taxi contract** – the Council has a taxi contract and Elected Members are issued with a unique code for their use when booking contract taxis. The Council contract must be used when booking local taxis. Different arrangements apply when taxi use is necessary elsewhere eg. London.

8.2.3 **Restrictions** - contract taxis should only be used for approved duties and not for personal journeys. There are potential tax implications of ‘benefits in kind’ if used for personal purposes, eg. discounted contract fares.

8.2.4 **Contract booking arrangements** – information on the Council’s taxi contract and booking instructions are available on the [Orb](#). There are different procedures for bookings during and outside office hours.

8.2.5 **Contract code** – Elected Members should always use their unique contract code/pin when booking a taxi as this is critical in ensuring journeys are recorded against the correct contract account.

8.2.6 **Fares** – the Council’s contract provides reduced fare rates for business journeys. Elected Members should always use the contract for business taxi journeys within Edinburgh to ensure the costs incurred are at the discounted rate.

8.2.7 **Taxi use outside Edinburgh** – when Elected Members are carrying out approved duties outside Edinburgh, local taxis can be used where suitable public transport is not available.

Receipts for journeys must be obtained so that costs can be reclaimed via expenses. Receipts for non-contract journeys must accompany the relevant expenses claim form when submitted to Payroll.

8.2.8 **Contract taxi accounts** – the Corporate Transport Unit (Travel Hub) will provide Elected Members with a monthly account statement.

Elected Members are required to check and validate all journeys and advise the Travel Hub immediately of any errors

([taxi.bookings@edinburgh.gov.uk](mailto:taxi.bookings@edinburgh.gov.uk)). This must be done within 14 days of receipt.

If you are content that the statement is accurate then you need take no further action. The Travel Hub will provide details of this expenditure to Payroll who will include these costs in the publication of your expenses for the year, as required in legislation.

### 8.3 Travel outside Edinburgh

8.3.1 **Other UK travel** (outside Edinburgh) - Members' Services support staff will be able to make travel bookings on your behalf through the Council's online booking service.

**Note: approval may be required for travel outside Edinburgh in certain circumstances. Advice should be sought from support staff.**

#### 8.3.2 Domestic rail

Rail is the preferred travel mode for longer distance UK travel, and it must be the lowest available fare i.e. off-peak; standard class.

Please try to book rail travel as far in advance as possible to get the best price available. Rail travel by sleeper train is permitted and can be used where it is costs effective. Our preferred travel provider will be able to give you quotes.

First class rail travel is only permitted if the cost is the same as a standard ticket, which can happen on occasion. Otherwise, first class travel is not permitted and will not be reimbursed by the Council if it is used.

8.3.3 Domestic air travel is only allowed in exceptional circumstances, for example if it's not practical to travel by train. In order to ensure we reduce our carbon footprint as much as possible, flights are restricted for environmental reasons. **No air travel is allowed when there is a direct rail connection.** Air travel must be on the lowest cost fare available.

The reasons for this decision are that:

- air travel gives rise to carbon emissions that are around six times those of rail for the same trip
- extra travel time is not great, with a London trip by rail involving less than one hour extra in each direction (taking into account travelling between city centres and airport)
- costs can be equivalent when all elements are considered, including travelling between city centres and airports
- rail offers better potential for the productive use of travel time.

## 9 International Travel

### 9.1 Pre-Approval

Prior to committee approval all international travel by Elected Members must be considered and approved by the Council Leader.

### 9.2 Approval

All international travel by Elected Members (in their role as a representative of City of Edinburgh Council) must be considered and approved by the appropriate committee (Policy and Sustainability at time of writing). The accompanying officer for the trip will consult with the Elected Member and fill out the required form which will be appended to the report.

### 9.3 **Preferred mode of transport**

The Council's preference is travel by rail, except where time considerations make this impossible. For example, it is possible to travel to European cities like Paris, Brussels or Amsterdam from London with the Eurostar.

### 9.4 **Cost**

Being the least expensive option does not count as an exceptional circumstance when considering domestic air travel. All flight tickets must be Economy class or equivalent to ensure it is the most 'carbon efficient'.

### 9.5 **Reporting**

Elected Members' international travel will be included in the annual [carbon impact of international travel report](#) to the Policy and Sustainability Committee detailing all international travel and covering cost, destination, purpose, travel mode and carbon impact.

## 10 **Attendance at Conferences**

### 10.1 **Approval**

Attendance at conferences, whether as a delegate or by invitation, must be agreed in line with Council [policy](#) and procedures. Members' Services support staff will be able to advise on current requirements as these are amended from time to time. At the time of writing, all conference attendance requests that incur any cost to the Council (delegate fees, accommodation or travel costs) are subject to the approval of the Policy & Sustainability Committee.

Where there is no cost to the Council (fees, accommodation or travel) approval will not be required.

### 10.2 **Timing**

Attendance requires committee approval and it should be noted that long lead in times can apply. The appropriate officer will need to write a report which will need to comply with the sign-off and approval process for executive committees/Council.

[Council Standing Orders](#) make provision for situations where urgent action is required.

### 10.3 **Delegate**

Elected Members authorised to attend a conference must be identified at the time the decision is taken.

### 10.4 **Costs**

In the vast majority of cases the cost of attendance at conferences will be met by the relevant directorate/service area. Prior agreement of the Executive

Director/Chief Executive is therefore required. There is no budget provision to meet conference costs other than normal travel and subsistence expenses.

**10.5 Payment**

Travel and subsistence expenses in respect of conferences will be paid in accordance with the regulations, except where accommodation and/or subsistence is included in the conference fee, in which circumstance no other payment would be made.

**10.6 Booking arrangements**

Members' Services support staff will co-ordinate the arrangements in consultation, where appropriate, with the relevant directorate.

**10.7 Cancellation**

In the event of an Elected Member being unable to attend a conference, Members' Services support staff should be notified at the earliest opportunity in order that reservations can be cancelled.

Every effort should be made to avoid booking fees being lost due to cancellation.

**INTERNATIONAL & ELECTED MEMBER TRAVEL APPROVAL FORM**

<b>Section to complete before the trip</b>	
<b>Passenger(s) name(s):</b> Click or tap here to enter text.	
<b>Directorate/Division:</b> Click or tap here to enter text.	
<b>Once complete all forms must be submitted to your line manager for approval; all forms must then be submitted to the relevant Service Director and Executive Director with Committee approval required for all International or Elected Member Travel.</b>	
<b>Event name and location:</b> Click or tap here to enter text.	
<b>Event organisers:</b> Click or tap here to enter text.	
<b>Nature of event eg conference /seminar, civic event.</b> Click or tap here to enter text.	<b>Start date:</b> Click or tap to enter a date.  <b>End date:</b> Click or tap to enter a date.
<b>Anticipated costs associated with attending i.e. travel, accommodation, conference fees</b>	£
<b>Purpose of attending:</b> Click or tap here to enter text.	
<b>Link with <a href="#">Business Plan</a> strategic priorities:</b>	
Priorities	Please briefly explain how the event is linked with this priority (if relevant):
Create good places to live and work	Click or tap here to enter text.
End poverty in Edinburgh	Click or tap here to enter text.
Become a net zero city	Click or tap here to enter text.
Link with other civic duties	Click or tap here to enter text.

**Travel mode:**

Travel mode	Emission factor (kgCO <sub>2</sub> e/passenger.km)	Tick relevant box	Travel mode	Emission factor (kgCO <sub>2</sub> e/passenger.km)	Tick relevant box
Flight (short-haul economy)	0.15102	<input type="checkbox"/>	Flight (short-haul, business)	0.22652	<input type="checkbox"/>
Flight (long-haul, economy)	0.14787	<input type="checkbox"/>	Flight (long-haul, business)	0.42882	<input type="checkbox"/>
Car (average)*	0.17067	<input type="checkbox"/>	Car (electric)*	0.0514	<input type="checkbox"/>
Coach	0.02733	<input type="checkbox"/>	Rail (international)	0.00446	<input type="checkbox"/>

**If travelling by plane – please explain what other alternatives have been considered and why these have not been retained:** [Click or tap here to enter text.](#)

**Note:** Domestic air travel is only allowed in exceptional circumstances, for example if it's not practical to travel by train. In order to ensure we reduce our carbon footprint as much as possible, flights are restricted for environmental reasons, no air travel is allowed when there is a direct rail connection. All flight tickets must be Economy class or equivalent to ensure it is the most "carbon efficient" and once selected, final approval is required by the relevant Service Director.

\*The emission factors for cars assume the passenger is driving on its own. The same factor should be used if there are several passengers in the car (no need to multiply with the number of passengers in the next question).

**Estimated carbon emissions** (in kgCO<sub>2</sub>e) = Distance (in kms) x Emission factor (see above table) x number of travellers

[Click or tap here to enter text.](#) **kgCO<sub>2</sub>e**

**Other requirements:** Please ensure that you have arranged the following travel requirements.

Make sure that you meet the entry requirements for any country that you visit on Council business, including any visas needed;

Get pre-approval from your line manager and other relevant Senior Officers (The Chief Executive is required to authorise international travel for Service Directors); and the reasons recorded in an email.

Request approval from IT that you will be using CEC devices from abroad ([InformationSecurity@edinburgh.gov.uk](mailto:InformationSecurity@edinburgh.gov.uk))

All travel involving Elected Members has appropriate approval

**Section to complete after the trip**

**Final costs: £** [Click or tap here to enter text.](#)

Funded by:

- Service area budget
- Externally funded, please specify:
- Other, please specify:

**Key areas which you found particularly useful:** [Click or tap here to enter text.](#)

**Benefits of attendance for the Council, including relevance to key Council priorities and Pledges:** [Click or tap here to enter text.](#)

**Additional comments:** [Click or tap here to enter text.](#)

**Process for Member and/or International Travel**

International travel identified to be required or,  
 Elected Member invited to attend event outwith Edinburgh  
 or internationally or,  
 Elected Member is wishing to attend a conference and there  
 is a cost associate with this.

Is this for travel internationally?

No

Does this travel request cover or include travel for an Elected Member?

No

Please refer to the Business Travel Guidance on the Orb to ensure all approvals are in place prior to booking

Yes

Is there time for this to be considered at a meeting of P&S Committee before

No

Submit completed form to line manager with cover note explaining reasons for urgent approval

Submit completed form and cover note to Service Director

Submit to Executive Director

Executive Director/Directorate Office will circulate to Convenor & Group Leaders for approval

Retrospective Committee Report to be prepared and submitted as per appropriate Committee Report process

Yes

Please note that all travel and Conference attendance for Elected Members must be shared with Group Leader/ Council Leader for initial agreement prior to formal request being submitted

Yes

Submit completed form to line manager.

Committee Report prepared by appropriate Officers

submit completed form and draft Committee report to Service Director

Submit to Executive Director for inclusion with Directorate Committee Reports

**INTERNATIONAL & ELECTED MEMBER TRAVEL APPROVAL FORM**

<b>Section to complete before the trip</b>	
<b>Passenger(s) name(s):</b> Nick Langan and Cllr Robert Aldridge	
<b>Directorate/Division:</b> Corporate Services / Legal & Assurance	
<b>Once complete all forms must be submitted to your line manager for approval; all forms must then be submitted to the relevant Service Director and Executive Director with Committee approval required for all International or Elected Member Travel.</b>	
<b>Event name and location:</b> EUROCITIES – Urban Summit Brussels	
<b>Event organisers:</b> EUROCITIES	
<b>Nature of event eg conference /seminar, civic event.</b> An initiative of Brussels Capital Region, Eurocities, Metropolis and the OECD Champion mayors for Inclusive Growth Initiative. Bringing together three international city conferences on 12-15 June 2023: the 14th Metropolis World Congress, the Eurocities Annual Conference and the sixth OECD Champion Mayors Summit for Inclusive Growth Initiative.	Start date: 12/06/2023 End date: 15/06/2023
<b>Anticipated costs associated with attending i.e. travel, accommodation, conference fees</b>	£ N/A (details inc. under post-event feedback)
<b>Purpose of attending:</b> EU Networking and knowledge exchange	

**Link with [Business Plan](#) strategic priorities:**

Priorities	Please briefly explain how the event is linked with this priority (if relevant):
Create good places to live and work	
End poverty in Edinburgh	Applying for OECD Champions Mayor for Inclusive Growth membership. Requesting access to EU Homelessness Platform to exchange good practice
Become a net zero city	Examples of Brussels City Mobility Plan success story. Examples of projects to replicate in Nantes
Link with other civic duties	Lord Provost attendance with links established with EU Mayors and Queen of Belgium.

**Travel mode:**

Travel mode	Emission factor (kgCO <sub>2</sub> e/ passenger.km)	Tick relevant box	Travel mode	Emission factor (kgCO <sub>2</sub> e/ passenger.km)	Tick relevant box
Flight (short-haul economy)	0.15102	<input type="checkbox"/>	Flight (short-haul, business)	0.22652	<input type="checkbox"/>
Flight (long-haul, economy)	0.14787	<input type="checkbox"/>	Flight (long-haul, business)	0.42882	<input type="checkbox"/>
Car (average)*	0.17067	<input type="checkbox"/>	Car (electric)*	0.0514	<input type="checkbox"/>
Coach	0.02733	<input type="checkbox"/>	Rail (international)	0.00446	<input checked="" type="checkbox"/>

**If travelling by plane – please explain what other alternatives have been considered and why these have not been retained:** [Click or tap here to enter text.](#)

**Note:** Domestic air travel is only allowed in exceptional circumstances, for example if it's not practical to travel by train. In order to ensure we reduce our carbon footprint as much as possible, flights are restricted for environmental reasons, no air travel is allowed when there is a direct rail connection. All flight tickets must be Economy class or equivalent to ensure it is the most "carbon efficient" and once selected, final approval is required by the relevant Service Director.

\*The emission factors for cars assume the passenger is driving on its own. The same factor should be used if there are several passengers in the car (no need to multiply with the number of passengers in the next question).

**Estimated carbon emissions** (in kgCO<sub>2</sub>e) = Distance (in kms) x Emission factor (see above table) x number of travellers

**83 kgCO<sub>2</sub>e**

**Other requirements:** Please ensure that you have arranged the following travel requirements.

- Make sure that you meet the entry requirements for any country that you visit on Council business, including any visas needed;
- Get pre-approval from your line manager and other relevant Senior Officers (The Chief Executive is required to authorise international travel for Service Directors); and the reasons recorded in an email.
- Request approval from IT that you will be using CEC devices from abroad ([InformationSecurity@edinburgh.gov.uk](mailto:InformationSecurity@edinburgh.gov.uk))
- All travel involving Elected Members has appropriate approval

### Section to complete after the trip

**Final costs: £500** (travel)

Funded by:

- Service area budget
- Externally funded, please specify:
- Other, please specify:

### Key areas which you found particularly useful:

- Learning from EURO CITIES network on climate change, diversity/migrations and inequality.
- Knowledge of initiative on Organisation Economic Cooperation Development (OECD) Mayor Champions for Inclusive Growth
- The challenges of cities are common globally.
- EU cities project knowledge exchange
- Observation of city mobility plan in practice in Brussels

**Benefits of attendance for the Council, including relevance to key Council priorities and Pledges:**

Organisation Economic Cooperation Development (OECD) Mayor Champions for Inclusive Growth membership to be progressed. A network of Mayor and City Leaders collaborating on economic development strategies.

Importance of retaining ties with EU member states at a political level.

Potential new collaborative projects including:

- 1) Homelessness with European Commission Platform to support housing team knowledge on homelessness solutions.
- 2) Net Zero project case study in Nantes
- 3) Promotion of Edinburgh's Plant Based Treaty to the UN and Food Trail in Birmingham link.
- 4) Potential city mobility plan learning from City of Brussels
- 5) Promoting the Plant Based Food Treaty

**Additional comments:**

The Lord Provost and International Officer evaluated the event with a view to assessing future membership. The conference highlighted the importance of continuing associations and links with EU cities and representing Edinburgh's support for European initiatives.

**INTERNATIONAL & ELECTED MEMBER TRAVEL APPROVAL FORM**

<b>Section to complete before the trip</b>	
<b>Passenger(s) name(s):</b> Cllr Cammy Day	
<b>Directorate/Division:</b> Corporate Services / Legal & Assurance	
<p><b>Once complete all forms must be submitted to your line manager for approval; all forms must then be submitted to the relevant Service Director and Executive Director with Committee approval required for all International or Elected Member Travel.</b></p>	
<b>Event name and location:</b> COSLA Annual Conference & Exhibition 2023	
<b>Event organisers:</b> COSLA	
<p><b>Nature of event eg conference /seminar, civic event.</b> Annual Conference of COSLA Delegates. This year discussing the question, 'Is Scotland living well locally?'</p>	<p>Start date: 29/09/2023 End date: 29/09/2023</p>
<b>Anticipated costs associated with attending i.e. travel, accommodation, conference fees</b>	£ 195 (conference fee)
<b>Purpose of attending:</b> Engagement with fellow Councillors across Scotland	
<b>Link with <a href="#">Business Plan</a> strategic priorities:</b>	
Priorities	Please briefly explain how the event is linked with this priority (if relevant):
Create good places to live and work	Will allow for engagement and discussion with Councillors from other Local Authorities on matters aligned with the Business Plan strategic priorities.
End poverty in Edinburgh	As above
Become a net zero city	As above
Link with other civic duties	As above

**Travel mode:**

Travel mode	Emission factor (kgCO <sub>2</sub> e/passenger.km)	Tick relevant box	Travel mode	Emission factor (kgCO <sub>2</sub> e/passenger.km)	Tick relevant box
Flight (short-haul economy)	0.15102	<input type="checkbox"/>	Flight (short-haul, business)	0.22652	<input type="checkbox"/>
Flight (long-haul, economy)	0.14787	<input type="checkbox"/>	Flight (long-haul, business)	0.42882	<input type="checkbox"/>
Car (average)*	0.17067	<input checked="" type="checkbox"/>	Car (electric)*	0.0514	<input type="checkbox"/>
Coach	0.02733	<input type="checkbox"/>	Rail (international)	0.00446	<input type="checkbox"/>

**If travelling by plane – please explain what other alternatives have been considered and why these have not been retained:** [Click or tap here to enter text.](#)

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\*The emission factors for cars assume the passenger is driving on its own. The same factor should be used if there are several passengers in the car (no need to multiply with the number of passengers in the next question).

**Estimated carbon emissions** (in kgCO<sub>2</sub>e) = Distance (in kms) x Emission factor (see above table) x number of travellers

**16.47 kgCO<sub>2</sub>e**

**Other requirements:** Please ensure that you have arranged the following travel requirements.

Make sure that you meet the entry requirements for any country that you visit on Council business, including any visas needed;

Get pre-approval from your line manager and other relevant Senior Officers (The Chief Executive is required to authorise international travel for Service Directors); and the reasons recorded in an email.

Request approval from IT that you will be using CEC devices from abroad ([InformationSecurity@edinburgh.gov.uk](mailto:InformationSecurity@edinburgh.gov.uk))

All travel involving Elected Members has appropriate approval

### Section to complete after the trip

**Final costs: £** [Click or tap here to enter text.](#)

Funded by:

Service area budget

Externally funded, please specify:

Other, please specify:

**Key areas which you found particularly useful:** [Click or tap here to enter text.](#)

**Benefits of attendance for the Council, including relevance to key Council priorities and Pledges:** [Click or tap here to enter text.](#)

**Additional comments:** [Click or tap here to enter text.](#)