



Title of policy:	Green Travel Policy
Version:	2
Purpose:	To set out a clearly defined policy regarding Green Travel.
Updated:	September 2017
Next review:	April 2018
By:	Head of Finance

The Pay & Reward Review (implemented with effect from 1<sup>st</sup> April 2008) seeks to incentivise greener vehicles, and to promote the efficient use of vehicles to discourage unnecessary business travel.

North Star has agreed essential traveller lump sums that reflect its ethos on environmental issues. Payment to essential travellers is therefore based on the CO2 Emissions given by their car as follows:

#### CO2 Emissions Annual Lump Sum

<150 g/km	£3,566
151 - 165 g/km	£3,057
166 - 185 g/km	£2,419
>185 g/km	£1,401

For staff working less than 35 hours per week the lump sum will be reduced pro rata to working hours.

Lump sum payments will be annually increased from 1<sup>st</sup> April 2014 by RPI.

Mileage rates (currently 14p per mile @ 1<sup>st</sup> March 2014) are in line with the HMRC rates up to the first 3,999 business miles as recompense for fuel costs.

Mileage rates will be reviewed in line with HMRC review periods, which are currently twice yearly or when a fluctuation in fuel charges by 5% occurs. HMRC rates reflect fuel prices, and are therefore subject to increase or decrease following review.

In recognition of maintenance and the impact of high necessary business travel North Star Housing Group will increase payments to 30p per mile when staff reach 4,000+ business miles in any one year.

Board members and staff who do not require a car as an essential part of their role will be paid travel expenses at a rate of 45p per mile (from 6<sup>th</sup> April 2014).

Advice on the policy and procedure should be referred to the Finance department.

