

Staff Travel

Travelling to a meeting/workshop

Travel outside normal working time on Tripod business is partly eligible for TOIL.

Staff are encouraged to consider the time value and environmental impact of travel. Staff should choose a method of travel which will allow them to utilise travel time to complete other work wherever possible.

If you are able to work while you travel (e.g. on a train), then you claim your working hours as usual.

Where not possible to work during travel, Tripod can commit to covering half of these others and up to 50% of 1 working day as working hours.

e.g.

- If you spend 9 hours travelling in one day, Tripod can contribute 3.5 working hours – (half of 7 hours) if you are unable to work during travel
- If you spend 4 hours travelling where you cannot work, Tripod can contribute 2 hours working time.

Travelling to a Training course as a participant

You are expected to use your annual training time budget to travel to a course that you are attending as a participant. If you have used your training budget you will need to use annual leave. (Unless you can work during transit, in which case these are working hours)

Commuting

When travelling to or from your usual place of work, after 30 minutes of travelling until 60 minutes of travelling, you can count this time as working hours for **each** journey.

e.g.

J travels for 45 minutes each day to get to work. *J* can count 15 mins per journey as working hours (30 mins per day)

F travels for 20 minutes each day to get to work. *F* does not count any of this as working hours.

P travels for 75 minutes each day to get to work. *P* can count 30 mins per journey as working hours (60 mins per day)

Tripod has arrangements to support staff with their travel expenses to get to the office.