

Business Travel Assessment

The purpose of this optional assessment is to support the Manager/Supervisor in determining whether an employee needs to travel for a work related meeting or conference.

Traveler Name:

Department:

Date:

Event Information

Location:

Date:

Purpose of the conference/meeting (please provide a short description)

Goals of the traveler in attending this meeting?

Is there a remote or hybrid option?

☐

Yes

☐

No

☐

I Don't Know

If you don't know, have you inquired about a remote or hybrid option?

If yes, please answer the following questions on the next page



What forms of attendance are encouraged (remote, hybrid, in-person) by the event organizers?

For achievement of the meeting goals and your personal goals, does it require you to join in person?

☐ Yes ☐ No

If yes, please describe in a few sentences why in person attendance is necessary, and list goals that cannot be achieved via remote or hybrid participation.

Would there be any benefits of you attending remotely or in a hybrid format (even if you are proposing to be in person, please consider the benefits of remote participation)

Barriers to Participation

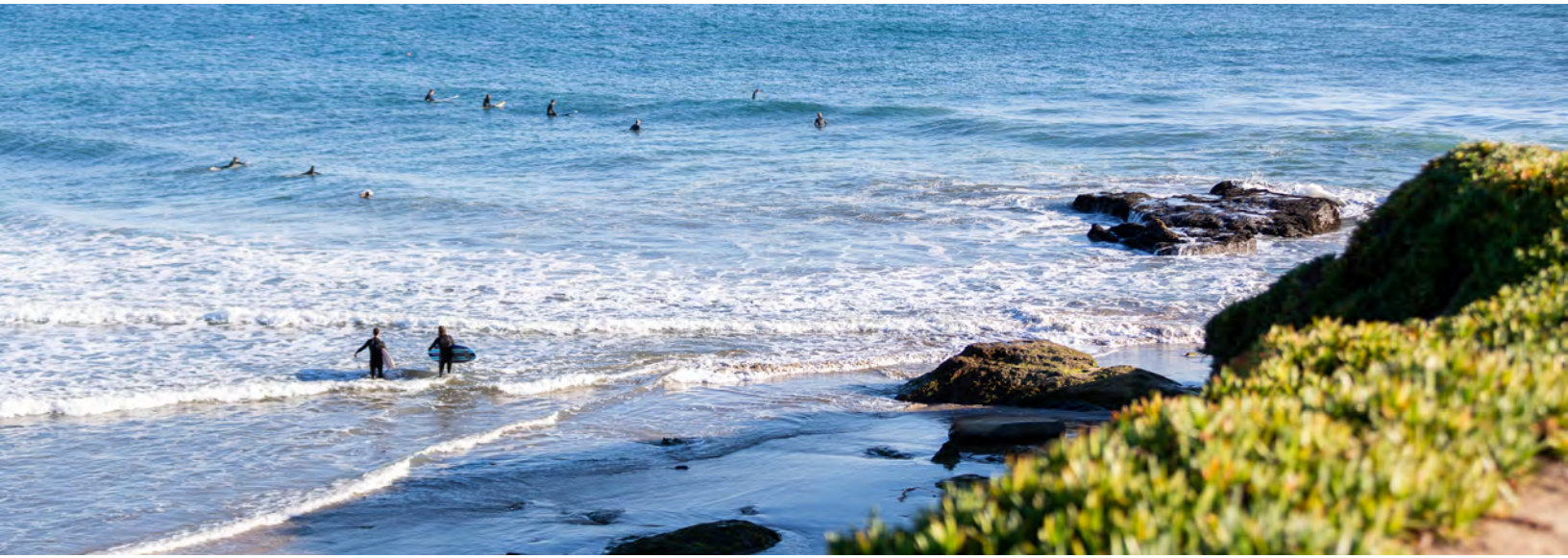
Please provide a rough estimate of the travel time to attend the meeting in-person and the amount of time you expect to be away from the office.

What barriers do you to see participating remotely?

What relevant experiences will you fail to benefit from when participating remotely?

Is there anything that the department or your supervisor could do to support your participation through a remote format?

Please describe the comparative costs of attending in person versus through the remote format.



Business Travel Guidelines

The Impact of Travel

Air travel to conferences, talks, training, and other meetings can account for up to a **third of the carbon footprint** for a typical faculty or staff member.

3,700,000

(\$) SPENT ON UCSB BUSINESS
AIR TRAVEL IN 2019

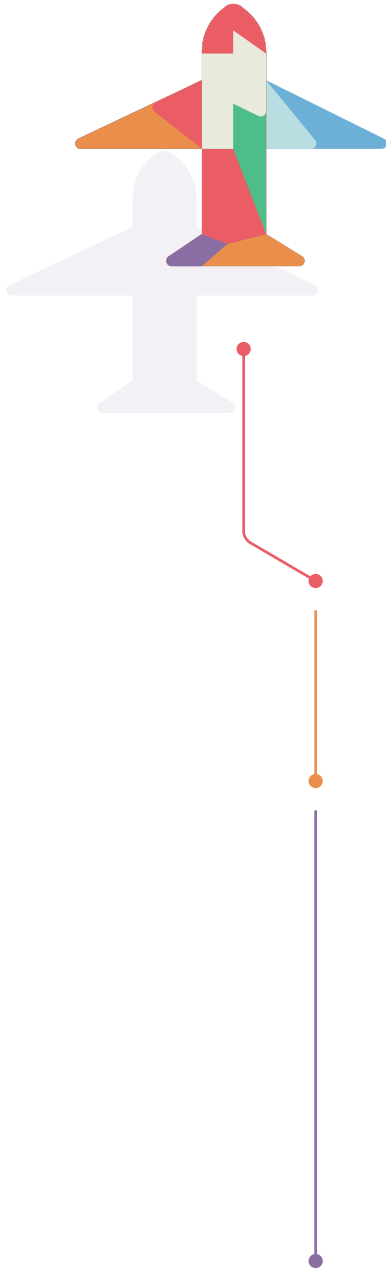
In addition to cost and carbon emission reduction — teleconferencing has **accessibility, flexibility, and efficiency benefits** — however, tradeoffs do include networking and conference goals.

5,000

METRIC TONS OF CARBON
EMISSIONS RELEASED

Supervisors should discuss the benefits and tradeoffs of teleconference with employees requesting to travel for work. If the decision is made that attending in-person is the best option, the following pages contain some sustainable travel guidelines.

Sustainable Transportation



Book Direct Flights

Most of the plane's fuel is used during take-off and landing, so non-stop flights cut down on half the plane's emissions.

Always book flights using **Concur**, or through a certified small business travel agency if using federal funds. Booking with Concur allows us to better track greenhouse gas emissions associated with air travel.

Choose to Carpool

Carpooling with others reduces the amount of fuel and carbon emissions

Take The Train

Amtrak trains depart from **Goleta** and **Santa Barbara** directly to **San Luis Obispo**, **Los Angeles**, and **San Diego**, including multiple stops in between

- Book your ticket [here](#)
- Discounted train tickets can be found through [SB Car Free](#)

Board the Bus

The bus is an affordable and convenient option, with twenty-two buses in circulation in the Santa Barbara Area

- Access maps and schedules [here](#)
- [Santa Barbara Airbus](#) offers LAX shuttle bus services

Sustainable Packing

Choose Smart Items to Pack

Dramatically cut down on the amount of plastic and paper items used by bringing the following items

- a. Reusable Water Bottles
- b. Travel Coffee Mugs
- c. Straws
- d. Takeout Containers
- e. Cutlery
- f. Shopping Bags
- g. Shampoo and Conditioner



Bring Reef Safe Sunscreen

Sunscreen protects the skin from harmful UV rays, but seek out safer, mineral-based options that use titanium dioxide or zinc oxide. Even if you're not swimming, the sunscreen you wash off in the shower might end up in local bodies of water.

Sustainable Accommodations

Book Sustainable Hotels

Try to book hotels that are **Green Seal**. Use the local Green Hotels Association to find certified hotels that integrate environmental considerations into their business practices to decrease their carbon footprint.

LEED Certified

All LEED certified hotels will display their certification on their website. Many of these hotels can be found on **Conexus**.

UC partner brand **Marriot** has a large selection of LEED certified hotels to choose from. Some hotels offer free bike rentals. Find one through the following links.

- a. www.istaygreen.org
- b. www.ecogreenhotel.com
- c. www.greenhotels.com

Sustainable Accommodations

Practice Sustainable Living

Have a safe and sustainable stay by heeding the following practices.

- a. **Check if the hotel has a recycling system:** If they don't, suggest in a comment card that they begin one.
- b. **Put out the do not disturb sign:** This means less chemical cleansing agents, electricity used in vacuuming, and washing of bed linens.
- c. **Hang up your towels:** Hanging up your towels signals that you are planning on reusing them. And towels don't get washed everyday at home, so why do that at a hotel?
- d. **Turn off electronics:** Turn off the TV, lights, and heater/air conditioner when you leave the room: Save energy while you're away!
- e. **Try to avoid guest laundry services:** Guests' clothes are washed separately most of the time, no matter how few items there are.

Sustainable Dining

Choose Sustainable Restaurants

Websites like the **Green Restaurant Association** and **Ocean Friendly Restaurants** (Surfrider Foundation) can help you find locations that meet environmental standards for things like water efficiency, waste reduction, and sustainable food. This is another great opportunity to look for the local Green Business Association.

- a. Avoid takeout items that come with additional disposables like wrapping, napkins, utensils, condiment packets
- b. Avoid plastic bags and straws as they account for a large percentage of plastic pollution