

Annex 1

Air Travel

Air is the appropriate method of travel for overseas visits to countries other than France and Belgium, for which Eurostar rail services should normally be used.

All staff should travel using economy class only unless there is a clear business or practical case for premium economy or business class. Premium economy should be considered in advance of business class. First class should not be used under any circumstances. For further information see managing and authorising staff travel.

Any air miles or benefits you earn from business travel are not for personal use.

All economy class overseas air travel should be authorised by a Deputy Director.

All Premium economy and business class overseas air travel should be authorised by a Director.

All UK domestic air travel should be authorised in advance by a Director General. Flights between Aberdeen and London are justifiable but must be authorised in advance by a Deputy Director.

No first class air travel can be authorised under any circumstances.