

[INSERT COMPANY LOGO]

## [INSERT COMPANY NAME HERE] Workplace Travel Plan

### Action Plan & action targets

No.	Action target	Action	Timeframe	Responsibility
1	E.g. Provide employees with detailed transport information (e.g. local walking and cycling routes, public transport facilities)	Within first year following drafting of travel plan	Travel plan co-ordinator office manager	
2				
3				
4				
5				
6				