TRAVEL DATA GATHERING PROFORMA

Flexible Working

Name	
Team	

* Unless Otherwise Stated Journeys Begin At

Date	Details Of Journey									Work Miles	Personal Miles	Total Miles
	Start Post Code	Post Code 2 or location name	Post Code 3 or location name	Post Code 4 or location name	Post Code 5 or location name	Post Code 6 or location name	Post Code 7 or location name	Total time spent finding parking space			Personal miles travelling to and from	
6-Apr-2009										0	0	0.00
7-Apr-2009										0	0	0.00
8-Apr-2009										0	0	0.00
9-Apr-2009										0	0	0.00
10-Apr-2009										0	0	0.00
13-Apr-2009										0	0	0.00
14-Apr-2009										0	0	0.00
15-Apr-2009										0	0	0.00
16-Apr-2009										0	0	0.00
17-Apr-2009										0	0	0.00
20-Apr-2009										0	0	0.00
21-Apr-2009										0	0	0.00
22-Apr-2009										0	0	0.00
23-Apr-2009										0	0	0.00

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Why use this proforma?

If you want to learn more about how travel patterns of the team might change with the introduction of a new way of wo
consider using this form.   It can be used in the baselining period, to monitor 'as is' travel, and during the trial period t
If your team already provide detailed information about their journeys on their travel claim form, then you may be able
to gain a picture of venues and travel routes.

How to use?

Enter the first day of the month to monitor in cell reference A10.   The sheet will automatically calculate the rest of the
The form was originally designed to work with post code references, so that mileage between venues could be worked
If you don't know the postcode for a particular venue, try looking at the Royal Mail website.
http://postcode.royalmail.com/portal/rm/postcodefinder?catId=400145
Note that you can only do 15 searches a day though!
If you are unable to use postcodes, or don't require to monitor them, then venue names can be used.

l out using a route planning website.