Sustainable Travel Policy

Document Control	
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1. Purpose

1.1 The purpose of the Sustainable Travel Policy, in line with the Sustainability Strategy and Environmental and Energy Policy, is to manage and reduce the environmental impact associated with travel, as a necessary step to reducing indirect carbon emissions and fulfilling our commitment to achieving Net Zero by 2040.

2. Scope

2.1 The policy document's scope includes commuting and business travel for:

- Employees of the University;
- Students of the University who travel for learning and research purposes;
- Suppliers and contractors to the University; and
- Other representatives of the University (e.g., visitors and honorary fellows) where the travel is directly related to academic (learning and / or research) purposes organised or authorised by the University.

3. Roles and Responsibilities

3.1 We recognise the environmental impact of travel by staff and students as they commute to and from the University, between the University campuses, and travel on University business.
3.2 This policy will be promoted amongst staff, students, suppliers and contractors with the aim of minimising the environmental impacts of travel:
3.3 This policy should be considered alongside the University Travel and Expenses policy, Parking Policy and the Sustainable Travel Plan.
3.4 The key objectives of this policy are to:

- Enable staff and students to make sustainable travel choices, prioritising active travel;
- Increase student and staff engagement in the University travel survey, to ensure accurate information and data on staff and student commuting is gathered and then used to inform decision making;
- Encourage staff use an approved supplier for booking all business travel to enable accurate carbon reporting for business travel; and
- To minimise single occupancy car travel.

4. University Commitments to Reduce the Impact of Travel

4.1 The University is committed to reducing its overall impact on the environment and has set carbon reduction targets which can be found in the University's Carbon Management Plan. This includes carbon emissions associated with business travel and staff and student commuting, all of which are reported annually.

4.2 To manage and reduce the environmental impacts of business travel and commuting by staff and students, we will:

- Develop a University-wide sustainable travel plan in line with the net zero target.
- Survey staff and students every two years to understand travel modes and barriers to making sustainable travel choices.
- Continue to improve sustainable transport infrastructure, including working with stakeholders to improve infrastructure across the city and between campuses.
- Provide clear guidance and signposting for selecting and using sustainable modes of transport.
- Manage fleet and hired vehicles to minimise their impact on the environment.
- Encourage staff and students to improve their health and wellbeing through Active Travel.
- Develop travel plans for new University developments.
- Encourage staff and students to use the sustainable travel hierarchy, when making travel decisions, ensuring that all travel is 'purposeful travel'.

5. Making Sustainable Travel Choices

5.1 The University has established relationships with several approved suppliers, to ensure the best value for money, individual security and allows the University to measure its carbon emissions.

5.2 When booking travel Staff are asked to consider the most cost-effective way possible, whilst having regard for personal safety, travel times and the impact on the environment including choosing low carbon emission options. The University Expenses Policy encourages the use of sustainable transport methods such as cycling, walking and the use of public transport.

5.3 If you travel on behalf of the University, you will need to consider whether your travel is 'purposeful travel' for example, would an online meeting achieve the same outcome? If travel is purposeful and required, then you should make travel and transport decisions in accordance with the travel hierarchy.

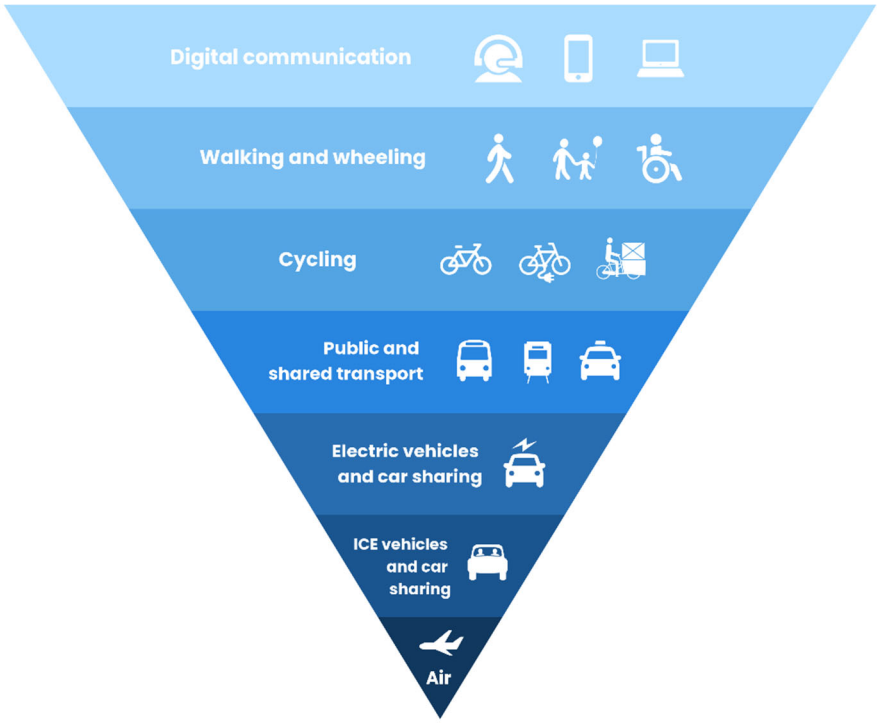
5.4 All travellers are expected to review their travel arrangements and consider the following prior to booking:

- Is the journey necessary?
- Are there alternative ways the meeting can be held, that would achieve the same outcome, which may result in a reduced cost or environmental impact, i.e., telephone, Microsoft Teams or online meeting.
- Active Travel – Can you walk or cycle?
- Public transport options, such as train or bus for domestic travel, should be prioritised over the use of private vehicles.
- If you are required to drive, check with other colleagues travelling to the same location, regarding the option of car sharing.
- In accordance with the University Expenses Policy, hire cars or public transport should be used for all business journeys where the return mileage by road is 150 miles or more. When using a hire car, request the smallest engine size/low CO_2 emission vehicle suitable for your journey.

- Flights should not be taken for domestic travel.
- International travel: Journeys to northern Europe (such as Paris, Lille and Brussels) should use rail / Eurostar, rather than air travel.

Travel information for staff and students (including walking, cycling, campus-Linc shuttle bus) is available here.

5.5 Travel Hierarchy



Source: Energy Saving Trust