

	Organisation	Sector	Location	Guidance / Policy
	Newcastle University	FHE	UK	Policy
	UoExeter	FHE	UK	Policy
	Heriot Watt	FHE	UK	Policy
	Staffordshire University	FHE	UK	Policy
	UoYork	FHE	UK	Policy
	UoLeeds	FHE	UK	Policy
	UoGlasgow	FHE	UK	Policy

	Swansea University	FHE	UK	Policy
	UoBradford	FHE	UK	Policy
	Uo West London	FHE	UK	Policy
	UoCambridge	FHE	UK	Policy
	UoNottingham	FHE	uk	Policy
	UoAberdeen	FHE	UK	Policy
	SOAS	FHE	UK	Policy

	UoAberystwyth	FHE	UK	Policy
	UoSheffield	FHE	UK	Policy
	Uo Strathclyde	FHE	UK	Policy
	Tufts	FHE	USA	Policy
	Aston University	FHE	UK	Policy
	UoAuckland	FHE	New Zealand	Policy
	Brown University	FHE	USA	Policy
	UoManchester	FHE	uk	Policy
	UoRichmond	FHE	USA	Policy
	Colgate	FHE	usa	Policy
	UoKent	FHE	UK	Policy
	Cincinnati	FHE	USA	Policy
	Berkeley	FHE	USA	Policy
	UoMelbourne	FHE	Australia	Policy
	UCL	FHE	UK	Policy
	Liverpool Jonh Moores	FHE	UK	Policy
	EPFL	FHE	Switzerland	Policy
	UAS UNIVERSITY ALLIANCE FOR SUSTAINABILITY	FHE	Multi	guidelines
	Utrecht University	FHE	Netherlands	guidelines
	University College Cork	FHE	Ireland	Policy
	UoREading	FHE	UK	Policy
	Università della Svizzera italiana	FHE	Switzerland	Policy
	University of Zurich	FHE	Switzerland	Policy
	Université libre de Bruxelles	FHE	Belgium	Policy
	University of British Columbia	FHE	Canada	Policy
	Yale	FHE	USA	Policy
	UoToronto	FHE	Canada	Policy
	Imperial College London	FHE	UK	guidelines
	Ghent University	FHE	Netherlands	guidelines
	University of East Anglia	FHE	UK	Policy

	KTH Royal Institute of Technology	FHE	Sweden	guidelines
	King's College London	FHE	UK	Policy
	Tyndall Centre for Climate Change	FHE	UK	Policy
	Humboldt University	FHE	USA	Policy
	University of Tasmania	FHE	Australia	Policy
	Humber College	FHE	Canada	Policy
	University of Victoria	FHE	Canada	Policy
	Bath Spa University	FHE	UK	Policy
	Vrije Universiteit Brussel	FHE	Belgium	Policy
	Michigan State University	FHE	USA	Policy
	University of Oxford	FHE	UK	Guidance
	University of Porto	FHE		
	University of Bath	FHE		
	UoE - Edinburgh Global			Policy
	UoE - SRS			
	LUCSUS		SWE	Policy
	Australian National University ANU		AUS	Policy
	Peking University		CHI	
	University of California, Berkeley		USA	Policy
	University of Cape Town		SA	/

	University of Copenhagen		DK	Dep. Psycholog
	University of Tokyo		JP	Policy/ Society
	Leuphana Universität Lüneburg		DE	/
	Nanyang Technological University Singapore		SING	/
	Technical University of Denmark DTU		DK	Policy
	Lund University		SWE	Policy
	McGill University		CA	Guidance
	University of Gothenburg		SWE	Policy
	University Leiden		NL	
	HTW Berlin		DE	/
	MIT		USA	intern
	Stanford		USA	
	Welcome trust	Organisati	UK	
	Changing the story	Organisa		

Link to document	Year Published
https://www.sustainabilityexchange.ac.uk/travel_and_expenses_policy_newcastle_university	2014
https://www.exeter.ac.uk/staff/employment/leave/travel/purposeandprinciples/	2020
https://www.hw.ac.uk/uk/services/assurance-services/travel.htm	2020
https://www.staffs.ac.uk/assets/Travel%20Expenses-Policy_tcm44-4171.pdf	2017
https://www.york.ac.uk/media/staffhome/finance/documents/Travel%20and%20Expenses%20Policy%2009%20June%202014%20V6.pdf	2014
https://www.leeds.ac.uk/finance/policies/expenses/travel/principles.htm https://forstaff.leeds.ac.uk/news/article/6593/travelling_internationally	2018
https://www.gla.ac.uk/media/Media_278348_smxx.doc	2018

https://cs.swansea.ac.uk/~cssimonr/resources/documents/international-travel-policy.pdf	2017
https://www.bradford.ac.uk/purchasing/internal/contract-agreements/travelaccommodation/	2020
https://www.uwl.ac.uk/about-us/how-university-works/finance/insurance/travel-information	2020
https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-5b-expenses-benefits/travel-university-4	2020
https://www.nottingham.ac.uk/fabs/finance/services/expenses/expenses.aspx	2020
https://www.abdn.ac.uk/staffnet/working-here/travel-overseas-2130.php	2017
https://www.soas.ac.uk/admin/governance/policies/file84949.pdf	2018

https://www.aber.ac.uk/en/hse/proc-prac/travel/#policy	2016
https://www.sheffield.ac.uk/finance/staff-information/mymoney/myexpenses/travel_allowance	
https://www.strath.ac.uk/finance/accountingservices/only/travelinsurance/	
https://access.tufts.edu/tufts-travel-policy	
https://www2.aston.ac.uk/staff-public/hr/policies/international-travel	
https://www.auckland.ac.nz/en/about/the-	2019
https://www.brown.edu/about/	2019
https://www.staffnet.manchester.ac.uk/	2019
https://controller.richmond.edu/sourcing-	2019
https://www.colgate.edu/about/campus-	
https://www.kent.ac.uk/transport/business/	
https://www.uc.edu/content/dam/uc/af/	2019
https://travel.berkeley.edu/understand-	
https://policy.unimelb.edu.au/	2019
https://www.ucl.ac.uk/staff/task/arrange-	
https://www.ljmu.ac.uk/~media/sample-	2016
https://www.epfl.ch/campus/services/	
https://www.fu-berlin.de/en/sites/uas/	?
https://www.uu.nl/en/organisation/	
https://www.ucc.ie/en/media/support/	2018
http://www.reading.ac.uk/internal/finance/	
https://www.desk.usi.ch/en/travel-work-	2020
https://www.grc.uzh.ch/dam/jcr:fffff-	2013
https://actus.ulb.be/fr/actus/q-and-a-	2020
https://	2015
https://your.yale.edu/policies-procedures/	
https://finance.utoronto.ca/policies/gtfm/	
https://www.imperial.ac.uk/staff-travel-	
https://www.ugent.be/en/ghentuniv/	
https://www.uea.ac.uk/hr/employee-	

https://intra.kth.se/en/anstallning/tjansteresor/tjansteresa-1.605344	2018
https://www.kcl.ac.uk/governancezone/	2018
https://tyndall.ac.uk/sites/default/files/	2015
https://calstate.policystat.com/policy/	2020
https://www.utas.edu.au/__data/assets/	2019
https://humber.ca/legal-and-risk-	2013
https://www.uvic.ca/vpfo/accounting/	2019
https://www.bathspa.ac.uk/media/	2018
https://www.vub.be/en/nieuws/2019/02/27/	2019
http://ctrl.msu.edu/COMBP/mbp70ebs-	2019
https://staff.admin.ox.ac.uk/travelling-for-work/bookings-and-transport	?
intern	
https://www.lucsus.lu.se/sites/lucsus.lu.se/	2018
https://policies.anu.edu.au/ppl/document/	2018 (and
https://travel.berkeley.edu/understand-policy/travel-policy-nutshell https://policy.ucop.edu/doc/3420365/BFB-G-28	2019
https://www.uct.ac.za/main/about/policies/	

https://greencampus.ku.dk/strategy2020/Full_strategy_GC2020_-_webversion_english.pdf	2020
https://www.u-tokyo.ac.jp/content/00000700/	2009
https://www.leuphana.de/universitaet/	
https://www.dtu.dk/english/about/strategy-	
https://www.lucsus.lu.se/sites/lucsus.lu.se/	2018
https://www.mcgill.ca/travelservices/tips/	2020?
https://medarbetarportalen.gu.se/	2010
https://www.universiteitleiden.nl/binaries/	2016
https://vpf.mit.edu/travel-planning-and-	
staff: https://web.stanford.edu/group/fms/	2019
https://wellcome.ac.uk/funding/carbon-	
https://changingthestory.leeds.ac.uk/	

Overview / Highlights	Monitoring	information provision	Carbon Levy
Travel should be by the most cost and environmentally effective means,			
Cost & sustainability and environmental issues; Travel policy 2020; travel only if necessary	yes		
travel policy 2020			
Whilst the needs of the traveller should be taken into account all travel must be cost and time effective.			
The University is committed to reducing its overall impact on the environment			
commits to foster a staff and student body where sustainable travel – including business travel - is the norm. 2018: Business travel – particularly air travel - contributes significantly to carbon budgets at organisational, national and international scales, along with associated environmental, health and social impacts. These impacts need to be managed while recognising the value that travel can generate. The University of Leeds Sustainability Strategy and Travel Plan commits to foster a staff and student body where sustainable travel – including business travel - is the norm.			
‘the greenest mile is the mile not travelled’ 2018: "Therefore, before undertaking any journey either in connection with or a business trip staff should consider the following questions; <ul style="list-style-type: none"> • Is my journey absolutely necessary? • If it is how can I minimise my carbon impact? • Is there a method or route which will maximise my productivity whilst travelling? • Is the cost acceptable? Economy class is assumed to be the normal class of travel for all staff although the decision regarding higher class of travel up to business class and above is for the discretion of departments. As a general guide business class or equivalent is acceptable if the department is willing to fund the cost and the point to point trip is of six hours duration or more. "			

<p>Journeys will only be approved if they are business critical as part of the University's measures to control cost.</p> <p>2020: All travellers are therefore required to consider the alternatives to travel first, to both reduce cost and to help meet emissions targets: Always ensure the trip is business critical. There needs to be a compelling reason to travel this may be an overwhelming academic or operational need or a legal, reputational or financial risk to the University if the journey is not undertaken. Consider use of the University's Skype for Business, Could the meeting be effectively held in any other way which will result in reduced cost or environmental impact, e.g. telephone / video / web conferencing/go-to Meeting etc.</p> <p>Standard class must be used for all journeys, unless the following exceptions apply: Any travel above standard class may be authorised where it is more cost effective, if the cost is within a maximum of £15 for a comparable single journey and where there is a clear business need to facilitate effective working. This exception must be authorised</p>			
All travel should seek to further the reputation or competitive position of the University			
<p>Employees should always choose the most cost-effective method of transport for business journeys bearing in mind the numbers travelling and time considerations.</p> <p>2020: Rail: Second class fare is payable unless first class travel is allowed by the Head of Department or other authorised person.</p> <p>Air: Economy class service should be used at the fare giving the best value for money. Exception for premium economy or business with approval if:</p> <ul style="list-style-type: none"> - the flight is more than 8 hours; - they are working on behalf of the University (e.g. presenting a lecture/attending an event) within 3 hours of landing 			
N/a - behind login access			

N/a - behind login access			
Travelers must book the most economical rates available			
travel costs are effectively monitored and authorised			
promote safe and economical University travel			
world-class research; outstanding learning and			
Members of the University community have a			
Mostly behind login			
Cost focused			
Prior to making a travel commitment, all employees			
LJMU is aware of the environmental impact of	Yes		
general Uni policy BUT also "Travel Less Without			
Participants travelling in the framework of the			
Train Zone - locations that should be always train,		Yes -see https://	
All official travel should be by the shortest practicable			
journeys should be optimised and overall costs			
The most economical flight connections must be			
only in relation to Covid-19 travel			
under review (2020)			
The transportation chosen should be the least costly,			
the mode of travel considered reasonable is that			
much behind login			
"Sustainable travel policy"			
Mostly behind login. Overseas travel at University			

Business travel plans must be planned and implemented to minimise environmental impact			
All domestic travel, that is travel within the United States, shall be by air.			
While travelling helps advance research, options are available to reduce the environmental impact of travel.		Code of Conduct.	
Transportation expenses shall be reimbursed based on the lowest available fare for the most direct route.			
Travel must be the most direct and economical with the least environmental impact.			
Can't find details of this just yet but headline reads: UCSUS recognizes that travel, particularly from flying, is a significant source of greenhouse gas emissions.			
unspecific; "As a general principle, you should use the most economic means and class of travel – usually Economy class or equivalent."			
We've provided more clarity around travel and the environmental impact of flying.			
UCSUS recognizes that travel, particularly from flying, is a significant source of greenhouse gas emissions.	yes	set concrete,	
see 7. Sustainable Travel			

employees have to consider other options than flying, if the destination can be reached by train within eight hours. Researchers are further encouraged not to participate in more than two international conferences per year. When flying is necessary the carbon footprint should be prioritised over the price of the journey. This could, for instance, mean avoiding unnecessary transfers.			
2020 1 Departement: employees have to consider			
DTU must promote sustainable transport options and			
	Monitor individual,	Systematically collect	
https://medarbetarportalen.gu.se/digitalAssets/1166/1166315			
goal The standard mode of travel for business trips			
The University pays reasonable and necessary			
Wellcome is committed to reducing the			
Decarbonising Research			

Carbon offsetting	Banning of flights within certain area	mandating class of travel
		Yes
	Air travel should be used in UK when it is cheaper than rail travel or saves a considerable amount	Travel in tourist/economy or equivalent class•Upgrades to business or equivalent class may only be made if
	Internal flights (i.e. UK mainland) are only permitted if they are cheaper than the rail equivalent.	Yes (no additional classes paid for on air, limited upgrades when travelling by rail)
		yes

	uk flights only if cheaper / only practical alternative	yes (on flights, within £15 on rail, or where a clear business need)
		Yes (but with exeptions)

		yes, but business class allowable for >8hrs flights
		yes, but allowed if flight is
		yes but business class
		business class air travel
		Coach class should be
		Yes - only premium
		economy only unless for
		yes, but with exceptions
		yes, but with exceptions
	recommended to take t	yes - economy only within
	recoemmeded within 1000km	
		yes, economy unless over
		Expenses and Travel policy
		yes, but with exeptions
		yes, can upgrade with
		yes. Economy unless flights
		yes, economy unless:
Yes	near mandatory	

	within 500km	first allowed if working on train. Economy; exception for medical reasons
		Yes with exceptions (no
	No. Can take ground	yes, economy only with
does so centrally		yes, economy only with
		Airline: all air travel shall
		yes, with exceptions e.g.
		Rail: Travellers are
		first class air travel never
	yes	yes economy only with
		yes econmy or "similar label" with exceptions

Capping number of travelers	Use of travel management company (TMC)	Travel Declaration / authorisation
	Yes (not mandatory)	
	Yes (not mandatory)	In progress
		Yes
	mandatory	
	mandatory (with limited exeptions)	Yes
	Yes (mandatory under £500)	yes (if not using TMC, or for jourenys over £500)
	mandatory	yes

		yes
		yes (international & UK over £100)
	mandatory	yes - with insurance
	yes (not mandatory)	yes (mandatory from HoS for >£3000)
	yes (not mandatory)	yes, if to medium / high risk countries according to FCO
	Mandatory	

	Mandatory	yes - Travel Approval flowchart
		Yes - if outside of UK
	yes (not mandatory)	Yes
		Yes (ideally up to 6 weeks in advanced). Travel approval flowchart
	Mandatory	from line manager
	yes for overseas travel	yes, purpose of trip from
		Yes - international travel
	yes (not mandatory)	
	yes (not mandatory)	
	Mandatory (maybe not)	yes
		Yes, from line manager
	mandatory (with	Yes, from line manager
	yes (not mandatory)	Yes - Insurance & line
	yes (not mandatory)	creation and validation of
	yes (not mandatory)	
		Yes, at local level
		yes - notification of travel
	Yes (unsure if mandatory)	
		Yes - authorisation form
	yes (not mandatory)	yes, at least by line
	Mandatory	
No more than twenty-five percent		not mandatory
	yes (not mandatory) if	

Any incentives provided?	Note of Travel Hierarchy
	Yes
	Yes
	Yes
no first class rail unless cheaper	Yes

	yes
	yes
yes (first class air if agreed with Hos)	

Q's around whether the journey is essential

yes, authorisation must
Are you a member of
Yes - decision making
Travel Check document:
Yes, mention of VCT
Suggests VCT alongside

The policy does not only affect researchers at the department, but also guests invited to discuss and asses theses and to the department's colloquium. Good videoconferencing facilities will be prioritised to enable virtual

decision tree