

# LSHTM TRAVEL POLICY

<b>Document Type</b>	Policy
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<b>Approved by</b>	Senior Leadership Team
<b>Approval date</b>	27 <sup>th</sup> April 2021
<b>Review date</b>	April 2021
<b>Version</b>	1.0 (minor changes 1.1, 1.2 etc. Major revision requires new version).
<b>Amendments</b>	Date and changes
<b>Related Policies &amp; Procedures</b>	Provide hyperlinks

## 1. SCOPE

- 1.1 This policy applies to all LSHTM staff, students and to contracted staff on short-term appointments carrying out research or related consultancy work on behalf of LSHTM.

## 2. PURPOSE AND OVERVIEW

- 2.1 The London School of Hygiene and Tropical Medicine (LSHTM) has responsibility for safety of staff on assignments within the UK and around the world as well as reducing the impacts of work travel on the environment and ensuring compliance with procurement processes.
- 2.2 The purpose of this policy is to strengthen the ability of LSHTM to carry out its duty of care with respect to working off-site and to reduce the environmental impacts of travel activities, including carbon emissions from business travel that make up 70% of LSHTM's carbon emissions. The policy will ensure compliance with procurement regulations and related processes.

## 3. POLICY

- 3.1 Promote a culture that encourages staff to reflect on the need for travel
- 3.2 Ensure staff, students (and associates covered by LSHTM insurance) travelling for work do so as safely as possible through appropriate assessment of risks in advance of travelling and by following recommended procedures on their trip
- 3.3 Reduce carbon emissions and environmental impact of business travel through increased use of remote conferencing platforms, forward planning and consolidating itineraries, opting for less carbon intensive modes of travel including trains for trips in the UK and to other parts of Europe.
- 3.4 Encourage sustainable, low carbon and healthier modes of commuting by staff and students.

- 3.5 Create minimally burdensome data collection and reporting of individual trips to enable monitoring and reporting of transparent assessments of travel-related carbon emissions, risk management and financial forecasting.
- 3.6 Promote compliance with the procurement regulations by appointing and consolidating travel booking through preferred travel management supplier(s) who are able to provide the required information to facilitate the safety and carbon emissions objectives.

## 4. PROCEDURE AND PROTOCOL

### Travel for Work

- 4.1 Mandatory protocols and procedures that have been developed to support the implementation of the travel policy. The procedures laid out below will apply to all LSHTM staff. However, a formal roll-out to the MRC units in suitably modified form will follow. These protocols will help to assess and manage risks associated with staff travelling for work offsite, prompt staff to consider using video conferencing and planning ahead to consolidate trips where possible. Encourage the use of dedicated travel booking platform(s) in order to comply with procurement regulations and enable efficient and transparent collation and reporting of travel-related carbon emissions.
- 4.2 Review the need to undertake a proposed work trip using decision aids available to all staff.
- 4.3 When a work trip is being planned consider how to do this in an efficient way, combining visits to different places or for different purposes so as to reduce the total number of trips being made.
- 4.4 Complete a Travel Risk Assessment, the online travel request form and follow Off-site Work Health and Safety protocols.

### Travel Booking

- 4.5 Once the need to travel is agreed travel should be booked through Key Travel LSHTM's contracted Travel Management Company (TMC). Note, in exceptional situations this may not be possible, in which case claims made for payment of travel made through other channels will need to be accompanied by justification and reporting of information sufficient for calculation of carbon emissions. Travel booking cannot be completed without an authorised travel risk assessment and estimated carbon emissions of the proposed travel.
- [LSHTM Travel Risk Assessment](#)
  - [LSHTM Travel Emissions Calculator](#)
  - [Procuring Travel](#)

### Commuting

- 4.6 Information on support offered to staff and students to encourage sustainable commuting can be found here [Sustainable Commuting](#)

## 5. APPENDICES

### Strategic rationale for Travel Policy

- 5.1 Off-site work health and safety** – Under the Health and Safety at Work Act (1974) LSHTM has a statutory responsibility to ensure it has adequate and effective management arrangements in place that are designed to protect the health and safety of its individuals travelling on behalf of LSHTM. This also raises awareness of the responsibilities of employers under the Corporate Manslaughter Act (2007) towards the safety of their staff. It is in the interests of individuals proposing to travel overseas or within the UK on LSHTM business that they should give careful and serious thought to their own health and safety and the likely conditions and situations that they are likely to encounter.
- 5.2 Environmental Impact of Travel** – LSHTM’s Energy and Carbon Management Plan (ECMP) commits the School to achieve net zero carbon emissions by 2030. As business travel constitutes up to 70% of LSHTM’s carbon emissions reducing some need for travel will make an important difference. The recent [travel survey](#) suggests 64% of staff were able to manage their overseas commitment by switching to video conferencing during the pandemic. In addition, [a benchmark review of travel policies](#) was conducted among similar HE institutions, select private sector organisations and some of LSHTM’s key funders. The review found LSHTM to be an ‘F’ or 2/10. This policy will help improve on this performance. Furthermore, travel emissions accountability may increasingly become a requirement by key grant/funding providers.
- 5.3 Compliance with Procurement Regulations** – The ad-hoc use of a large number and variety of travel and accommodation providers, coupled with lack of appropriate contractual relationships is now unmanageable and undermines LSHTM’s ability to achieve the value for money and compliance with LSHTM policy and procurement regulations. This places LSHTM’s procurement and finance teams in a difficult position to facilitate best practice. It is essential that LSHTM employees use the correct procedures to book advance travel with approved, preferred suppliers. Where there are circumstances when this may not be possible the Procurement Team must be contacted prior to booking [procurement@lshtm.ac.uk](mailto:procurement@lshtm.ac.uk)