



LSHTM TRAVEL POLICY

Document Type	Policy
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Approved by	Executive Team
Approval date	2021
Review date	2023
Version	1.4
Amendments	Date: 01/08/23 – Section on ‘Priorities for safe and sustainable travel’ and formatting.
Related Policies & Procedures	Off-site Work Health and Safety protocols

Priorities for safe and sustainable travel

Planning your trip

1. Make sure that Zoom or other remote collaboration tools can't be used instead of making the trip
2. Combine work trips to reduce the total number of trips
3. Use trains within the UK and EU where destinations can be reached within 8 hours.
4. **Getting your trip authorised.** Complete an online travel request and risk assessment on iTravel

Book your trip

5. If you need to fly, only book economy flights, and if business class is needed clearly justify your reasons.
6. Make travel bookings with one of LSHTM's nominated Travel Management Companies (TMCs).

During your trip

7. Follow [Off-site Work Health and Safety protocols](#)

1. SCOPE

- 1.1. This policy applies to all LSHTM staff, students and to contracted staff on short-term appointments carrying out research, teaching, 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 health and safety duty of care with respect to working away from where you are usually located, and 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. 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.
- 3.2. Promote a culture that encourages staff to factor into their decisions about travel the impact this will have on carbon emissions and whether the objectives of any particular proposed trip could be adequately met in another way.
- 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. Use minimally burdensome data collection methods to enable individual-level monitoring and reporting 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).

4. PROCEDURE AND PROTOCOL

Travel for Work

- 4.1. Mandatory protocols and procedures have been developed to support the implementation of the travel policy. The procedures laid out below will apply to all LSHTM staff and students. However, a formal roll-out to the MRC Units in suitably modified form will follow once the Unit Energy and Carbon Management Plan (ECMP) s are completed. These protocols will help LSHTM prompt staff to consider using video conferencing (refer to the remote working guidance), and planning ahead to consolidate trips where possible, to assess and manage risks associated with staff travelling for work offsite or living overseas. Encourage the use of dedicated travel booking platform(s) in order to comply with procurement regulations.
 - 4.1.1. 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 where possible reduce the total number of trips being made.
 - 4.1.2. Complete an online travel request and risk assessment on [iTravel](#) and follow Off-site Work Health and Safety protocols.
 - 4.1.3. Trains should be used for journeys within the UK and European destinations where they can be reached within 8 hours by train. Exceptional use of flights instead of train for such trips should be explicitly justified to their department heads.
 - 4.1.4. Flights should be economy class. Business class seats, which have a much higher carbon emission cost than economy are discouraged. If booked, explicit justification of their exceptional use should be provided.

Travel Booking

- 4.2. Once the need to travel is agreed travel should be booked through one of LSHTM's contracted Travel Management Companies (TMCs). 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.

- 4.2.1. [LSHTM Travel Risk Assessment](#)
- 4.2.2. [Travel Emissions Calculator](#)
- 4.2.3. [Procuring Travel](#)

Commuting

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

Carbon Offsetting

- 4.4. LSHTM strongly encourages the offsetting of unavoidable travel emissions after zero/lower carbon alternatives have been considered. LSHTM emphasizes the need for staff to avoid and reduce emissions at source as far as practicable and to offset their travel emissions through ethical and reputable offsetting schemes. Offsetting schemes used should not only provide environmental benefits and carbon avoidance but must also provide socio-economic and wellbeing benefits to communities within which the offsetting projects are based. Offsetting must be for necessary and unavoidable travel only and should not replace meaningful consideration of the need to travel. Therefore, LSHTM also takes the view that the cost per tonnes of carbon offset should be ethically priced to reflect the true cost of carbon and the urgency of the climate crisis. The [World Bank's High-Level Commission on Carbon Prices](#) concluded that the explicit carbon-price level consistent with achieving the 2015 Paris Agreement or net-zero emissions targets is at least \$35–75/tCO₂ by 2020 and \$40–100/tCO₂ by 2030¹. On this basis, LSHTM would recommend at least £35 per tonne carbon offsetting cost. LSHTM recommends the use of the LSHTM subsidiary, the [Sustainable Climate Impact Fund](#) (SCIF) when possible. Should other offsetting schemes be used these should be verified by [Gold Standard](#).

5. APPENDICES

Strategic rationale for Travel Policy

Off-site work health and safety

- 5.1. 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.

Environmental Impact of Travel

- 5.2. 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.

Compliance with Procurement Regulations

5.3. 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.

¹ World Bank. High-Level Commission Report on Carbon Prices. See [here](#)