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ESTATES AND SUSTAINABILITY

KINGSTON UNIVERSITY TRAVEL POLICY

Policy Statement Reflecting our commitment to the UN Sustainable Development Goals and net zero carbon targets, Kingston University will proactively encourage a reduction in the carbon impact of trips travelled by staff, students, contractors and visitors. We will endeavour to make sustainable travel the preferred option for all University-related travel, wherever possible and appropriate. The University recognises that sustainable travel options may not be appropriate for everyone, and individual accessibility and exceptional circumstances will always be considered when determining appropriate travel arrangements. This Policy shall be read alongside the University's Expenses Policy and the Travelling, Working Abroad and Field Trips Policy.

Policy Objectives To achieve our policy statement, Kingston University has set the following objectives:

1. To facilitate hybrid working where operationally appropriate to reduce mileage and resultant emissions from staff commuting.
2. To provide high-quality end of journey facilities on campus and at Halls of Residence to support active travel to and between campuses owned and operated by the University.
3. To prioritise public transport for trips that cannot be completed on foot or by bike, both to and between campuses.
4. To ensure all staff, students, visitors and contractors can make informed decisions about how they travel, by providing easy to understand information, that sets out the benefits of more environmentally friendly forms of travel.
5. To deliver practical initiatives to promote sustainable travel modes and deter driving to campus, including review of car parking charges.
6. To reduce the need for staff to travel on university business, by providing technology that supports online meetings, conferences and similar.
7. To maintain a business travel decision-making and booking process that prioritises the most sustainable transport options available, including when developing funding bids. Train travel should be prioritised for all trips under 5 hours from Kingston, with a preference for all mainland UK trips to be taken by rail, notwithstanding accessibility needs and exceptional circumstances.
8. To provide information and prioritise sustainable transport decisions when arranging student field trips and placements, including information available for elective placements completed as part studies outside of the University.
9. To support the implementation of our Travel Plan with clear and consistent communication.
10. To monitor the impact of our Travel Plan, travel related mileage and emissions will be monitored and reported annually and information on travel decision making preferences monitored through our Annual Travel Survey.

Kingston University is committed to providing adequate resources to meet the above objectives. This Travel Policy is supported by an Action Plan that will be regularly reviewed. This Travel Policy is owned by the Travel Plan Task & Finish Group and is reviewed every two years by the Estate Committee.

Signed by:

Professor Steven Spier

Vice-Chancellor

Date: 21/10/26

Signed by:

Caroline Harries

Chief Operating Officer & Chief Financial Officer

Date: 20/10/26