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Confidentiality	None

KINGSTON UNIVERSITY TRAVEL POLICY

Policy Vision Reflecting our commitment to implementing the UN Sustainable Development Goals and achieving our target to achieve net zero carbon, we must proactively encourage a reduction in the frequency of trips, and miles travelled by staff and students, and ensure that all necessary trips are undertaken by the most environmentally friendly option available.* We will endeavour to make sustainable travel the preferred option for University-related travel, wherever possible and appropriate.

Policy Objectives The objectives below will ensure that the University reduces its scope 3 emissions from transport, in line with our Sustainability Plan and Town House Strategy:

1. To continue to facilitate home working as a means 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.**
3. To encourage public transport for trips that cannot be completed on foot or by bike, both to and between campuses.
4. To ensure all staff, students and visitors (including contractors) can make informed decisions about how they travel, by providing easy to understand information, which clearly sets out the benefits of more environmentally friendly forms of travel.
5. To ensure a balance between initiatives that encourage / support sustainable travel modes and deter driving to campus, including reviewing 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 introduce a more clearly defined business travel decision-making and booking process that prioritises the most sustainable transport options available and precludes domestic business travel by plane, if the destination can be reached within five hours by train, unless there are exceptional operational or wellbeing reasons.
8. To support the implementation of our Travel Plan with clear and consistent communication.
9. To monitor the impact of our Travel Plan, through regular staff and student surveys and reviews of data on business travel and other University-related trips (collected by Finance and the university's travel booking company).

*notwithstanding accessibility needs and exceptional circumstances.

** owned and operated by Kingston University

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:

Steven Spier
Vice Chancellor
Date: 05/07/2024

Signed by:

Caroline Harries
Chief Operating Officer
Date: 05/07/24

Reviewed July 2024
Next Review July 2026