University Travel Policy – Business Principles Checklist for Approved Travellers

Before undertaking any business travel on behalf of the university, all authorised travellers must ensure they have reviewed and complied with the following:

1. Policy Compliance

- ✅ Review the full University Travel Policy document.
- ✅ Ensure travel arrangements comply with policy limits (e.g., class of travel, accommodation standards).
- ✅ No use of flights within the UK other than in exceptional circumstances
- ✅ No use of business class flight travel for journeys of less than 5 hours.
- ✅ Only essential international flight travel (for example, presenting at a conference, meetings with research partners where these cannot be undertaken by video conference, or delivery of TNE at overseas campuses)

2. Pre-Travel Approval

- ✅ Obtain formal approval from your line manager or budget holder.
- ✅ Ensure the travel is necessary and aligns with university objectives.

3. Booking Procedures

- ✅ Use the University's approved Travel Booking HUB portal and or designated travel provider.
- ✅ Book travel and accommodation with consideration to the most economical rate available and the most sustainable travel options.

4. Risk Assessment & Insurance

- ✅ Complete a travel risk assessment TRICAP.

6. Sustainability Considerations

- ✅ No use of flights within the UK other than in exceptional circumstances.
- ✅ Consider lower-carbon travel options where feasible (e.g., train vs. flight).
- ✅ Combine trips to reduce overall travel impact.
- ✅ No use of business class flight travel for journeys of less than 5 hours

7. Expenses & Reimbursement (in exceptional circumstances)

- ✅ Keep all receipts and documentation for expenses.

- ✅ Submit claims promptly through the University's expense system.

7. Health & Safety

- ✅ Check health advisories and vaccination requirements for destination.

- ✅ Register travel details on the Travel Booking HUB portal for emergency contact.