

Charity number SC004401

University Travel Policy

UNIVERSITY OF GLASGOW TRAVEL STATEMENT

This document outlines the guidance and policy for travelling on University business. Scroll down to go straight to approve travel providers, Clarity Travel Management and Selective Travel Management details.

The National Transport Strategy for Scotland emphasizes the importance of reducing carbon impact on the environment. The University Sustainable Development Policy already outlines the University aims and principles on sustainability and, as one of the largest employers in Scotland, it makes sound business, environmental and political sense for the University to voluntarily integrate those principles as they relate to travel.

The National Travel Plan is underpinned by the ethos that, '**the greenest mile is the mile not travelled**', and the following hierarchy has been defined for travel:

- **Need for travel** — only undertake business travel when it is *absolutely essential*. Can a telephone call, video conference or e-mail deliver the same outcome?
- **Walking** — the healthiest and cheapest form of transport, negligible carbon emissions, flexibility and viable for journeys up to 2km;
- **Cycle** — a healthy and cheap form of transport, negligible carbon emissions, reliable and flexible for journeys up to 5km;
- **Bus, rail and public transport** — the preferred choice for essential medium to long journeys;
- **Taxi/Hire car** — necessary for some trips, particularly to remote areas. Should be used in conjunction with travel by public transport to the nearest mainline terminal;
- **Private car** — only when hire car option is not viable and share whenever possible. The SG hire car contract allows for free delivery to/from individuals homes; and
- **Air** — the absolute last resort, high carbon emissions, high in cost, but may sometimes be cheaper in monetary terms than rail and use of time.

<http://www.transportscotland.gov.uk/strategy/national-transport-strategy>

Therefore, before undertaking any journey either in connection with or a business trip staff should consider the following questions;

- Is my journey absolutely necessary?
- If it is how can I minimise my carbon impact?
- Is there a method or route which will maximise my productivity whilst travelling?
- Is the cost acceptable?
- Have I considered the risk factors?

Management information from the new travel provider will include CO2 information per trip, it is probable that the University will require this data to satisfy a growing range of enquiries.

Business Travel

The University Suppliers for Travel are:

1. Domestic travel (all travel within the UK) - Clarity Travel Management. Supplier ID – 36228.
2. International travel (all travel out with the UK) - Selective Travel Management. Supplier ID – 36224.

Contact details are provided at the end of this document.

Air flight prices are changeable and dynamic depending on supply and demand, in simple terms prices are not static and change with time. By booking through the approved supplier the University will obtain the best overall value for money, and especially so when the opportunity and knock on costs of seeking alternatives are taken into account.

It is a mandatory requirement therefore that all business travel should be booked through the appointed providers. Although there are permitted exceptions as listed below, it is preferred and recommended that all travel is booked through the appointed providers even where this incurs a booking fee not charged by use of an exception.

Field Trips

It is recognised that field trips have certain features which may make it different from a standard business trip. It is therefore acceptable to obtain alternative quotes although approved suppliers should be invited to quote. The trip leader must ensure that the chosen firm is reputable, that is to say, for the avoidance of doubt, the trip leader and the Head of School must be satisfied that they have considered all of the relevant risk factors in making their choice of supplier.

Coaches and Taxis

The University may have unusual or bespoke travel requirements not met by the University approved coach and taxi approved suppliers which largely cater for one off trips. An example might be a study or a project with a high volume of activity. In these cases quotes should be obtained including the approved sources, in line with normal procurement procedures and taking account of all relevant risk factors.

Point to Point Air Travel

Although all staff are encouraged to book through the appointed provider it is acceptable to book a point to point trip direct with an airline, only so long as a purchasing card is used. It is recommended that staff do not engage in compiling itineraries, not only is this an inefficient use of staff time but carries a high risk of error. See also guidance below where visas or similar are required.

Economy class is assumed to be the normal class of travel for all staff although the decision regarding higher class of travel up to business class and above is for the discretion of departments. As a general guide business class or equivalent is acceptable if the department is willing to fund the cost and the point to point trip is of six hours duration or more.

Rail Travel

Staff are encourage to book rail travel through approved suppliers. However it is permitted to book rail travel direct with the carrier or an intermediary such as thetrainline.com providing a purchasing card is used.

Spouses and Partners

For reasons of good governance travelling spouses/partners must pay for their own travel, therefore a personal credit card should be available at time of booking. This rule applies even where the intention is to refund the University at a later date. Spouses and partners may, however, benefit from discounts or other benefits obtained through the University connection.

Visas etc

All travel requiring a visa or other transit documentation should be booked through approved suppliers.

Car Hire

Higher Education contracts are in place for car hire, largely through Arnold Clark in Scotland. However it may be convenient to arrange car hire through approved travel supplier. In all cases the following insurance arrangements apply.

If your hire is for less than three days you should take and pay for the company's insurance.

If it is more than three days you must inform Pauline.Colvan@glasgow.ac.uk of Transport Services (Tel: 330 5330, Fax: 330 5329) and collect an insurance cover note from her. At, or prior to time of vehicle hire, a valid driving licence must be seen by the hire company or Transport Service. Where applicable the licence may be faxed to the hire company only.

Note: If hiring a 17 seat minibus from Arnold Clark ONLY drivers with a D1 category on their licence are legally allowed to drive these vehicles, any one driving under a section 19 permit are unable to drive a 17 seat minibus. Anyone hiring a minibus and using University insurance must be assessed by Transport Department.

<http://www.gla.ac.uk/services/transportservices/carhire/>

Insurance

It is necessary to inform Cash Section and receive an insurance cover note before travelling. Spouse cover is limited through University insurance. If the trip will involve participation in hazardous activity it is recommended that you make personal contact with the Insurance and Risk Division of the finance Office who will advise on specific insurance requirement.

<https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/travelinsurance/>

Health and Safety

Advice on Health and Safety issues such as Deep Vein Thrombosis can be obtained from Safety and Environmental Protection Services

<http://www.gla.ac.uk/services/seps/>

Contacts

When contacting the approved Travel supplier, please have the following information to hand for all bookings:-

- Name, contact telephone number and email address.
- References – Order Number.
- Guest/ passenger names (as shown on their passport).

Clarity Travel Management - Domestic travel (all travel within the UK) - Supplier ID – 36228

Email: uog@claritytm.co.uk

Phone: 0333 010 2165

Selective Travel Management -International travel (all travel out with the UK) - Supplier ID – 36224

Email: uog@selective-travel.co.uk

Phone: 028 9044 2077

See webpage below for more info and details for the online self-booking tool:

<http://www.gla.ac.uk/services/agresso/informationforusers/usermanuals/purchasingofficerusermanual/travel/>

Local Travel Planning

With around 27,000 students and 5,500 staff the impact of University travel on the local environment is significant. The University does provide guidance and advice on initiatives like multi-journey tickets, season tickets etc. The role of University Transport Services, car sharing and so on. Further details can be found at

<http://www.gla.ac.uk/services/estates/sustainability/travel/>