

## Business Travel Management Plan

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### 1) Introduction

This Business Travel Management Plan contributes to one of the eight interconnecting themes within the Environmental Sustainability Strategy 2026-2028 which is the overarching document which sets out the University's core sustainability ambition, principles and commitments. The Strategy commits the University to:

*Reduce emissions associated with commuting, business travel and fleet operations by minimising non-essential journeys, promoting purposeful travel, and prioritising low carbon sustainable choices.*

This Management Plan details our business travel since 2022-2023; travel is reported on per mode of travel using primary data (litres of fuel), secondary data (distance) and then spend data as a last resort (with continual work to convert the cost data into primary or secondary data). The objectives and actions required to calculate a full business travel data set and progress towards our sustainable travel objectives.

The carbon emissions associated with business travel are presented within the Carbon Reduction Plan 2025-2028.

### 2) Strategic Objectives

This Plan is aligned to the University's Strategic Plan, Estates Strategy and Environmental Sustainability Strategy, the relevant agreed targets are:

- Collecting, analysing and monitoring all material Scope 1, 2 and 3 emissions and deliver sustainable reductions progressing towards Net Zero
- Achieving Net Zero Scope 3 emissions by 2050; and reviewing this target following the establishment of a robust baseline
- Achieving a top 50 position in the People and Planet League Table by 2028
- Ensure we are financially sustainable, by amongst other things:
  - Ensuring our campuses and sites are well maintained and developed and used to support our strategic priorities creatively and effectively
  - Streamlining and implementing better processes and systems to improve effectiveness

Implementation of sustainable utility practices will enable costs (both financial and resources) to be reduced by using utilities more efficiently; eliminating unnecessary usage; installing more efficient equipment; and increasing engagement.

### 3) Reporting our Travel Emissions

A 2022-2023 to 2027-2028 reporting period has been chosen to align with the University's Strategic Plan, and the Environmental Sustainability Strategy aim to have a complete Scope 3 baseline by 2027-2028.

Travel data is calculated as accurately as possible with the data that is available at the time of writing using primary data (such as litres of fuel used), secondary data (such as distance), then spend data as a last resort; though in some cases assumptions must be made. However, it is an ongoing process to convert the spend data to primary or secondary data. This data will be refined and become more robust over time as further

data is collected, methodologies are developed, and policies and plans are revised or introduced. The University is collating the outstanding travel data from both internal sources and from its suppliers.

### Reporting Boundary

This Business Travel Management Plan covers all travel paid for by the University, and where possible includes interview and relocation travel.

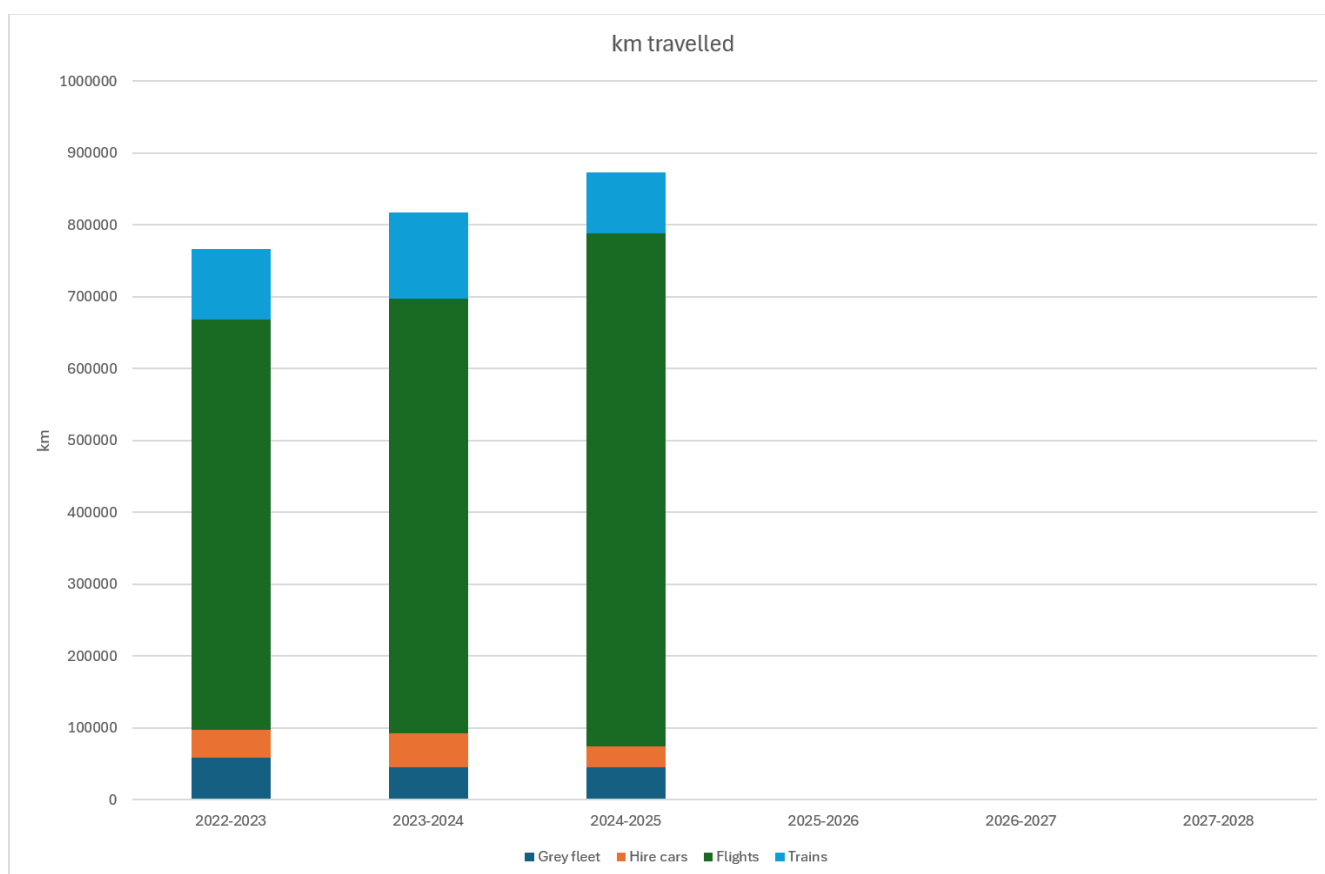
### Data Sources

Travel has one of the most diverse set of data sources, which makes the collation and calculation of data challenging. Data sources include travel expense claims; university credit card spend; supplier data (including from our car hire company and travel management company<sup>1</sup>); unit4 spend and fuel card spend (though care must be taken not to double count fuel purchased for hire cars when the distance has already been used). In terms of quality, it is accepted that there will be a higher level of uncertainty as errors may arise during the sourcing, interpretation and conversion of data.

#### **4) Travel data (2022-2023 onwards)**

A 2022-2023 baseline has been chosen to allow a full data set to be produced and be comparable, and to align with the Environmental Sustainability strategy and Strategic Plan timescales; though data is available for some travel modes prior to this

The travel distances (km) are shown below and are increasing over time, particularly flights. However, it must be remembered that overall travel is still being calculated.



Costs are known for the travel paid for via credit cards, travel management company and on Unit 4 and work is undergoing to convert these into primary and secondary data for publication. This document will be updated as and when this data is available.

<sup>1</sup> Distances (km) are provided by the Travel Management Company whose system calculates the latitude and longitude GPS co-ordinates of each airport / location (depending on the mode of transport) and then uses it to calculate the distance travelled.

## 5) Next steps

Dependence on travel is unavoidable, and the challenge is to ensure that all travel is minimised where possible; mindful travel choices are made prioritising sustainable travel; and any journeys are maximised. To ensure we meet our targets our main priority is to establish a robust baseline of travel data (including business travel, staff and student commuting, and student travel at the start and end of term). To facilitate this, we will action the Environmental Sustainability Action Plan, which details objectives, actions, KPIs and timescales required (see below); allocate financial and staff resources; and increase awareness and engagement across the University community.

Objective	Action	KPI	Completion deadline
Develop robust methodologies for the collection of Scope 3 travel data	- Develop methodologies for collecting required travel data		2026
	- Ensure internal processes are structured to enable accurate data collection - Travel booked through TMC - Travel & subsistence claims coded correctly - Budget holders to be made aware of approval process - Automated reports developed to provide required data		
Establish a robust Scope 3 baseline	- Develop Scope 3 baseline		2027/2028
Develop reduction targets & KPIs	- Create reduction targets	- Modal split for commuting - Carbon emissions (tonnes CO <sub>2</sub> e) from commuting; business travel; & student travel	2027/2028
	- Monitor identified KPIs & add to if necessary		
	- Develop a Travel Plan		
Promote & encourage active & sustainable travel choices	- Ensure website is accurate & up to date, including information on the Cycle2Work scheme & shuttle bus between campuses	- Uptake of Cycle2Work scheme - Shuttle bus patronage	Ongoing
Mandate business travel procurement via the University's Travel Management Company	- Communication to all staff from COO		2026
Enhance the Travel & Expenses Policy to embed travel hierarchies which prioritise low-carbon travel	- Review & update Travel & Expenses Policy		2026
Develop an understanding of the impact of the current recruitment strategies on business & international student travel	- Work with colleagues to understand recruitment strategy & impact		Ongoing
	- Gather data on student growth predictions		
Maintain & enhance travel planning for all campuses	- Develop sustainable travel plans for all campuses		2027/2028
Explore the installation of electric vehicle charging points across all campuses	- Develop an EV Strategy		2027/2028

## **6) Delivery, monitoring, reporting and review**

The ongoing collection, collation and analysis of pertinent data will be undertaken by the Sustainability Manager, who will also maintain this Audit document.

Delivery of the objectives and outcomes will be supported by robust monitoring, transparent reporting and the development of ambitious, inspiring and targeted action plans, standards and guidance. Actions will be prioritised based on impact feasibility, affordability and alignment with strategic risk.

The targets, progress against actions and KPIs will be monitored, reported and reviewed in line with the Environmental Sustainability Strategy and Carbon Reduction Plan.

The Sustainability Manager will maintain compliance with the Higher Education Statistics Agency's Estates Management Record and other regulatory reporting.

This audit will be fully refreshed aligned to the next University Strategic planning cycle.