

Travelling on University Business

It is the University's priority to keep staff and students safe and supported whilst away from base on University business.

Using the services of the University managed travel provider and the [University travel insurance provider](#) will help us to do this and support the University in meeting its duty of care.

Travel Arrangements

- **Recommended provider**

The [managed travel provider](#) should always be used to book travel and accommodation unless business need cannot be met or better value for money can be achieved from another source. If you are planning to travel by rail you can also use nationalrail.co.uk or thetrainline.com. Eurostar, Eurotunnel and ferry services can be booked directly with the service provider online.

When considering value for money it's important to bear in mind that the managed travel provider will assist with planning (particularly with more complicated trips) to ensure flexibility is built into arrangements where necessary, while still maximising low-cost options that meet requirements.

They can also identify where travellers should be according to their itinerary and provide early advice if staff travel unexpectedly into areas of risk (e.g. extreme weather, natural disasters, terrorism or civil unrest). They provide a 24-hour helpline for travellers and emergency repatriation if that should be needed.

- **Accommodation in private homes (e.g. Airbnb)**

Members of staff should exercise caution if they use online or other similar services that arrange accommodation in private homes (for example, Airbnb). Whilst these may appear cheaper than other options, there is no certainty that the accommodation has been checked to ensure it is in accordance with acceptable health and safety standards, putting individuals and the University at risk. Where the use of this accommodation is unavoidable, it is the responsibility of the individual to assess the suitability of the accommodation and act accordingly.

- **Insurance**

Travel insurance is a mandatory requirement for all University business travel that involves either an overseas trip, or an overnight stay if in the UK. Members of staff must [arrange travel insurance through the University](#) - the University will not fund privately arranged travel insurance.

- **Paying for travel and accommodation**

When buying services from the managed travel provider, a [purchasing card](#) should be used. If you do not hold a card, or have access to someone who is authorised to use their card on your behalf, you should [raise a purchase order](#). If you are unable to access the University's Finance System you should claim through [out of pocket expenses](#). For other travel services (such as thetrainline.com) where a purchase order cannot be used, you should use a purchasing card and only use the out of pocket expenses process where this is not possible.