



# LSTM Global Travel Policy

## Version Control

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2. Version number:	2.1
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5. Department / function:	OPE (Strategic Operations)
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7. Date of approval:	29-04-2024
8. Next review date:	At most 3 years from now
9. Date of Equality Impact Assessment (assessment enclosed):	13-10-2023
10. Accessibility checked: Yes/no	Use the Accessibility Checker in the Word Toolbar, or see <a href="#">Accessibility guide</a>
11. Does this policy apply to LSTM Group (LSTM and subsidiaries?) Yes / no	Yes
12. All policies will be added to the LSTM website unless an <a href="#">exception</a> is provided here	
13. If this policy has been reviewed, has this resulted in a minor or major changes?	Major
14. Does this policy ensure that there is no <a href="#">modern slavery</a> or human trafficking in our supply chains or in any part of our business?	Yes

Always view the current version of the document via the Knowledge Exchange Policy Hub.

### **Modifications from previous version of document**

<b>Version</b>	<b>Date of issue</b>	<b>Details of modification</b>
1.2	09-03-2021	Major changes to all editions and rework for updated LSTM policy template
2.1	29-04-2024	Updated to reflect updates to travel procedures and sustainability and environment policy

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## Key Principles

- As an environmentally responsible employer, we are committed to reducing the carbon impact of our travel and all travellers should consider:
  - Is travel necessary or can the same objectives be achieved virtually and/or by fewer people travelling? Staff are encouraged to use remote collaboration tools where appropriate.
  - Is it feasible to travel by rail – all trips in the UK should be taken by train for many destinations in Europe the train is a feasible high-speed alternative to flying.
- If air travel is necessary, travellers should consider:
  - Choosing economy class for air travel – this option has the lowest emissions per passenger of all classes.
  - Combining trips where possible to reduce total number of trips.
  - Travelling by the most direct route to reduce emissions unless there are justifiable safety concerns.

### To note:

- All travel safety risk assessments must be approved prior to booking your travel
- All travel must be booked via an approved supplier (LSTM's authorised TMC)
- Carbon offsetting is mandatory for business class flights.
- First class air travel is not permitted
- LSTM air miles cannot be used to upgrade flight bookings.

## 1 Introduction and Context

- 1.1 Travel is a key operational activity for LSTM Group performance. This policy is intended to address the risks associated with travelling on LSTM business, and to ensure that all such travel is aligned with LSTM's mission. Furthermore, the policy aims to protect travellers, to ensure that travel is appropriately authorised, represents value for money and that it aligns with our Sustainability and Environmental Policy.

## 2 Equity, Diversity, and Inclusion

- 2.1 LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination, and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.
- 2.2 This policy required an [Equality Impact Assessment](#) included in the appendix.

### 3 Safeguarding

- 3.1 In line with our [Safeguarding policy and procedures](#), LSTM's processes reflect our organisational commitment to keeping children and vulnerable adults safe.

### 4 Scope

- 4.1 This policy applies to all LSTM Group staff, students and contracted individuals travelling internationally on LSTM business, carrying out research, teaching or attending meetings and conferences. Staff travelling for longer periods, should also refer to The Global Mobility Policy.
- 4.2 For the purposes of this procedure, the LSTM Group shall include IVCC, WTC and all subsidiaries. Where LSTM is used in this document, it should be read as referring to all LSTM Group companies save for any variations highlighted. Where an LSTM-specific role or committee is referred to, it should be read as referring to the equivalent role/committee within the LSTM Group company.

### 5 Responsibilities

Responsibilities for business travel fall to different groups and individuals covering Health and Safety, Value for Money, and Sustainability.

#### 5.1 Health and Safety

- 5.1.1 It is LSTM's duty, as an employer, to protect the health, safety and welfare of our staff, students and other people who might be affected by LSTM work activities, however:
- 5.1.2 It is the responsibility of the traveller to follow [LSTM travel for work procedures](#) and complete [pre-travel planning and risk assessments](#).
- 5.1.3 It is the responsibility of supervisors/line managers to review and approve travel plans and risk assessments submitted by the traveller.
- 5.1.4 It is the responsibility of Director of Strategic Operations to approve travel plans where the risk is above tolerance on the advice of the Global Travel Safety Office and Health and Safety Oversight Committee (HSOC).
- 5.1.5 It is the responsibility of The Global Safety and Security Manager to ensure that all travel safety procedures and support are maintained and fit for purpose.

## 5.2 Spend, Value for Money and Financial Control

- 5.2.1 It is a responsibility of the traveller and booker (a person making the booking on behalf of traveller), to plan and book travel well in advance to secure best fares, and make sure they are compliant with the LSTM Financial Regulations and any funder restrictions. Safety, value for money and environmental impact of travel should all be considered when selecting preferred routes.
- 5.2.2 It is the responsibility of the traveller to check and follow guidance regarding Purchasing Cards, Per Diems, Claiming Expenses, Foreign Currency, and coding Expenses contained within the relevant [LSTM Group Financial Regulations](#).
- 5.2.3 It is the responsibility of the traveller and booker to use the approved supplier(s) for the purchase of travel and accommodation in accordance with the [LSTM Group Financial Regulations](#).
- 5.2.4 It is the responsibility of Research Group Leaders and Heads of Departments to consider whether travel is essential to meet the requirements of the work, ensure that travel opportunities are equitably assigned, and maximise the value of overseas travel by sharing learning, combining trips etc. For IVCC staff, this responsibility sits with the CEO.

## 5.3 Sustainability & Environment

- 5.3.1 It is the responsibility of the traveller and booker to make carbon efficient travel choices e.g., flying economy class and choosing the most direct route when booking flights unless concerns over safety or other justifiable concerns preclude this.
- 5.3.2 It is the responsibility of the Research Group Leaders and Head of the Departments (and for IVCC, the CEO) to consider and agree travel prioritisation to reduce carbon emissions considering; reasons and frequency for travel the environmental impact of travel, particularly of flights and whether the objectives of any particular proposed travel could be adequately met in another way.
- 5.3.3 It is the responsibility of LSTM Procurement Team to ensure travel contracts are aligned with LSTM's Sustainability & Environmental Policy.
- 5.3.4 It is a responsibility of the Sustainability Manager alongside Sustainability and Environment Committee (SEC) to set targets, monitor and report on carbon impact of travel.

## 6 LSTM Travel for Work Procedures

Travellers must follow the 'Key Principles' outlined in page 4 of this document.

#### 6.1 Prior to travelling, travellers must:

- Have considered whether international travel is absolutely necessary – recognising our commitment to sustainability.
- Follow the travel planning and booking process as detailed on [Travelwise](#)
- Agree travel with Manager/Supervisor
- Research entry requirements such as, visas and vaccinations.
- Obtain travel health advice from the Well-Travelled Clinic
- Complete specialised training when travelling to a high-risk destination and it is prescribed by the Global Travel Safety Office.
- Check that they are covered by LSTM Travel Insurance Policy
- Complete a Pre-Travel Risk Assessment (PTRA)
- Use approved LSTM travel provider(s).
- Use the alert and monitoring Emergency Mobile App, (Overwatch) where prescribed.
- Ensure they have the correct documentation for any materials they are importing or exporting.

Guidance on all the above can be found in the [International Travel Guidance](#)

#### 6.2 Business class travel

For sustainability reasons we encourage all travellers to travel economy class except when:

- Medical reasons where LSTM Occupational Health has advised that economy travel could adversely affect traveller's health.
- Specific exceptional circumstances, such as emergency evacuations.

Business class travel will automatically incur carbon offsetting charges; these will be charged to the same cost centre used to book the flights.

Economy Plus (or equivalent) where offered by an airline, can be requested for flights over 8 hours in one leg; approval will be at the discretion of the budget holder.

#### 6.3 Whilst travelling, travellers must:

- Follow [LSTM's Health, Safety and Welfare Policy](#); and the Safety regulations of the country you are visiting.
- Report any incidents via the [accident/incident report form](#) at earliest opportunity.
- Check in via 'Overwatch' at agreed intervals, where prescribed by the Global Travel Safety office.
- Ensure they are not carrying prohibited materials.

## 7. Related documents and resources

7.1 Refer to relevant resources and use hyperlinks:

[Health and Safety at Work Act 1974](#)

[Sustainability and Environmental Policy](#)

Global Mobility Policy (Pending)

LSTM Financial Procedures (Pending Review)

[LSTM Group Financial Regulations](#)

[LSTM Approved Supplier List](#) (Available internally only)

[Leave and Time off from Work Policy](#)

[Health, Safety and Welfare Policy](#)

[International Travel Guidance](#)



## Equality Impact Assessment (EIA) template

(Please refer to the [EIA guidance document](#))

### Equality Impact Assessment: Section 1 (to be completed for all Policies)

<b>Title of policy/process:</b>	<i>LSTM Global Travel Policy</i>
<b>Policy owner job title:</b>	Travel & Overseas Working Committee
<b>Date of EIA:</b>	13-10-2023
<b>Policy relevant to: Staff / students / visitors etc:</b>	<i>Staff, Student, Visitors, Consultants</i>
<b>Summary of any consultation with stakeholders (e.g. date and type of consultation):</b>	<i>To be reviewed by: Travel Overseas Working Committee Sustainability and Environment Committee</i>
<b>This policy has been checked for accessibility on: (date)</b>	
<b>I confirm that this policy does/does not impact people, and therefore does not require an EIA (delete as appropriate)</b>	<b>Does</b> impact people ( <i>continue to Section 2</i> )

**Section 2: To be Completed if your policy has an impact on people, or if you are unsure of the impact of a Policy or Procedure and need to engage with stakeholders.**

Ref.	Protected Characteristic (Equality Act 2010)	Yes (positive/negative) / no	Potential issues to consider, any data obtained	Potential actions that can be taken to mitigate against impact
1.1	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on a group depending on their <i>ethnicity</i> ?	No		
1.2	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on a group depending on their <i>gender</i> ?	No		
1.3	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people during <i>pregnancy or maternity</i> ?	No	Pregnant women are classed as 'clinically vulnerable' and are accounted for in this policy	<i>The policy provides exceptions under medical grounds, with verifications required, for only certain classes of travels</i>
1.4	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on <i>people with disabilities</i> ?	No	<i>People with disability have been considered in this policy</i>	<i>The policy provides exceptions under medical grounds, with verifications, for certain modes of travels</i>

1.5	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to their <i>sexual orientation</i> ?	Yes <i>positively</i>	<i>This group of people have been considered in the policy</i>	<i>LGBTQ+ Travel Guidance developed to provide guidance and support tailored to LGBTQ+ travellers and their line managers/supervisors.</i>
1.6	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to their <i>religion, belief, or lack thereof</i> ?	No		
1.7	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people who are <i>trans</i> ?	Yes, <i>positively</i>	<i>This group of people have been considered in the policy</i>	<i>LGBTQ+ Travel Guidance is developed to provide guidance and support tailored to LGBTQ+ travellers and their line managers/supervisors.</i>
1.8	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to their <i>age</i> ?	No		
1.9	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to <i>marriage or civil partnership</i> ?	No		
2.0	We are committed to endeavouring to ensure that there is no modern slavery or human trafficking in our supply chains or in any part of our business.	Yes		

Ref.	Other groups who could be impacted (acquired characteristics)	Yes (positive/negative) / no	Potential issues to consider, any data obtained	Potential actions that can be taken to mitigate against impact
2.1	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to their <i>contract type (part-time or full-time)</i> ?	No		
2.2	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to their <i>contract status (fixed-term or indefinite)</i> ?	No		
2.3	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on people due to <i>their grade</i> ?	No		
2.4	Is it likely that the policy or framework <b>could</b> have a positive or negative impact on <i>people with dependents or caring responsibilities</i> ?	No		

Ref	PREVENT Duty	Yes /no	Potential issues to consider, any data obtained	Potential actions that can be taken to mitigate against impact
2.5	<p>PREVENT: Does this policy/proposal impact on any of the following areas of <a href="#">PREVENT</a> duty:</p> <p>(a) staff and student welfare (b) events and external speakers (c) training in relation to PREVENT</p>	<p>No No No</p>		
2.6	Is a separate risk assessment required?	No		

## Conclusion

a. What issues are highlighted by the EIA process? Summarise the action you will take to mitigate against them, or how you've changed your policy to remove the issues.	N/A
b. If you consider intersectionality of protected characteristics, are the issues compounded? Summarise the action you will take to mitigate against the issues.	N/A
c. Are there are groups of people who aren't recorded so far, who may be adversely impacted by this policy/framework?	No
d. Are there any opportunities within the policy/framework to particularly promote equity?	The policy and the authorisation process shall promote fair decisions in travel modes.
e. Does the policy/framework need amendment after the outcome of the EIA process?	No
f. Timeline for amendment, review and further consultation with key stakeholders.	N/A
g. Any additional comments	Non

**Once Section 1 & 2 are completed, copy and paste into your policy template, with any confidential or restricted data (or identifying numbers of individuals [<5]) redacted, to allow for sharing of good practice across the School via the internal Policy Hub. Please ensure you refer to job roles and group names, and not individual's names.**

**Please share the final document with [inclusion@lstmed.ac.uk](mailto:inclusion@lstmed.ac.uk) prior to internal publication.**