



University of East Anglia

Sustainable Business Travel Policy

Whilst the University of East Anglia (UEA) recognises that travel is sometimes required, the UEA policy is to avoid preventable business travel or use the most sustainable mode, using lower-carbon methods of transport where possible, when travel is required.

Scope

The scope of this policy covers local, national and international travel undertaken on behalf of the university and applies to all staff (permanent or temporary), students and any individual travelling on university business at the university's expense or those seeking reimbursement for travel expenses.

Policy

It is our policy to:

- Prioritise virtual meetings over physical travel wherever feasible
- Consider the most sustainable mode of transport where business travel is unavoidable
- Use air travel only where there is no viable alternative and use the most direct route to minimise the carbon footprint.
- Implement travel reduction strategies

In circumstances where travellers cannot meet the requirements of sustainable business travel, exceptions shall be documented in writing.

Approved by:

Date:

5/2/2025

Assistant Director of Estates & Facilities

Danny Boswell