

Business Travel Freedom of Information Request

Please could you provide the following information regarding your university business travel activity. This relates to all travel activity paid for by the university.

1. Does your university have a policy to control business travel activity and expenditure?

Yes	X
No	
Don't know	

2. Which of the following issues are covered by your business travel policy?

Financial control	X
Risk management / emergency assistance	X
Staff & student wellbeing	X
Equality	
Environmental responsibility	X
Academic goals / objectives	X
Other:	

3. What measures does your business travel policy include to reduce carbon emissions?

Our Business Travel Policy acknowledges the significant contribution to carbon budgets at organisational, national and international scales, along with associated environmental, health and social impacts and directly references The University of Leeds Sustainability Strategy and Travel Plan which give commits to foster a staff and student body where sustainable travel – including business travel - is the norm

4. Which department in your university is responsible for managing business travel contracts, activity and expenditure?

Travel Contracts – Procurement Travel Activity and Expenditure – Faculties / Schools

5. Do you use a Travel Management Company to manage your business travel activity?

Yes, please specify:	Yes – Key Travel
No	
Don't know	

6. For the 3 years up to 2019/20 please provide the following information. Please note our financial year runs from 1 August – 31 July.

	2017/18	2018/19	2019/20
Expenditure on air travel	£2,811,815.67	£3,656,419.56	£1,927,278.82
Expenditure on train travel	£1,092,948.89	£1,342,540.17	£946,246.34
Expenditure on car mileage	£95,085.67	£120,201.07	£72,772.15
Expenditure on other travel	£6000.96	£3789.32	£0
Expenditure on hotels / accommodation	£1,688,937.84	£3,126,600.00	£1,774,924.00

7. What level of impact have the Covid-19 travel restrictions had on the following activities for your university? **N/A. Please see our response in the attached email.**

Activity	None	Low	Moderate	High
Student recruitment & retention				
Staff recruitment & retention				
Teaching				
Research				
Partnerships				
Collaboration				
Operations				
Other:				

8. What changes will be made to your business travel policy as a result of the Covid-19 pandemic?

Our Business Travel Policy is continually reviewed to ensure it is relevant. Currently this includes restrictions on travel, direction to local government and world travel advice and increased authorisation levels. As travel regulations and advice change in the UK and around the world the University of Leeds Business Travel Policy will be reviewed and updated at that time

Thank you for providing this information.