



SUSTAINABLE BUSINESS AND ACADEMIC TRAVEL

CONTENTS



03

SUSTAINABLE TRAVEL GUIDANCE

04

TRAVEL DECISION TREE

06

LANCASTER TO LEIPZIG

07

LANCASTER TO LAUSANNE

08

LANCASTER TO LISBON

09

LANCASTER TO ROTTERDAM

10

LANCASTER TO COPENHAGEN



SUSTAINABLE TRAVEL GUIDANCE

Lancaster University has declared a climate emergency and committed to reducing carbon emissions from travel to 'net zero' by 2035.

This guidance sets out arrangements for staff on how to purchase the safest and most cost-effective mode of transport for a business journey with the lowest carbon emissions.

Forward planning is the key to purchasing the most cost-effective travel. Pre-plan and book as early as possible aiming for a booking window of at least 30 days.

All air and rail travel must be purchased through the contracted Travel Management Companies, Trainline and Key Travel. This will enable us to track our carbon emissions and ensure advice and our travel impacts are consistent. Any travel booked outside of this policy will require prior approval by a HoD/Director.

We note that personal circumstances, protected characteristics and any required reasonable adjustments will influence travel possibilities and choices and a conversation with your line manager around a risk assessment is encouraged.



WHY SHOULD YOU CHOOSE SUSTAINABLE TRAVEL?

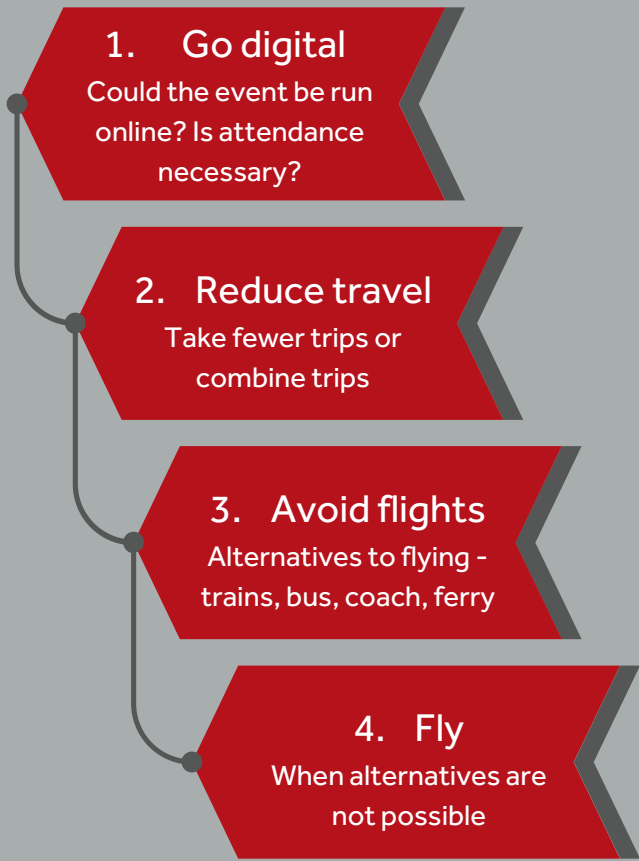
Sustainability is at the heart of Lancaster University's strategy.

Personal benefits

- Improve your personal health and well-being by using more active modes of travel
- Can be more productive
- Embrace the adventure
- Avoid airport queues and luggage restrictions
- Trains usually go straight into city centre so you avoid transfers

University benefits

- Help Lancaster in its goal of carbon net-zero by 2035.
-



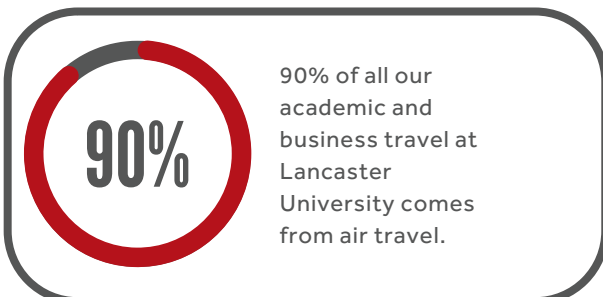
TRAVEL DECISION TREE

Consider this travel hierarchy when booking business travel to reduce the environmental impact.

TRAVEL DECISION TREE

Developed by Lancaster Environment Centre (LEC), the Travel Decision Tree is recommended to follow when booking business and academic travel.

This advises that travel by air and rail should be purchased after other means have been considered, to achieve the work objective e.g. MS Teams, Zoom, Skype or video conferencing.



The lowest environmentally impacting, cost-effective travel should be purchased. Where practical to do so, use rail instead of air as this will reduce the carbon emissions of your journey by up to 90%.

Rail should be the preferred travel option for journeys within the UK. Rail should always be considered for journeys to destinations in northwest Europe, and should be considered for journeys elsewhere in Europe for longer duration trips.

It is recognised that long-distance international travel will almost always be by air.



POPULAR ROUTES

To help your travel choices in Europe, we have put together some handy travel guides for our most popular business travel destinations.

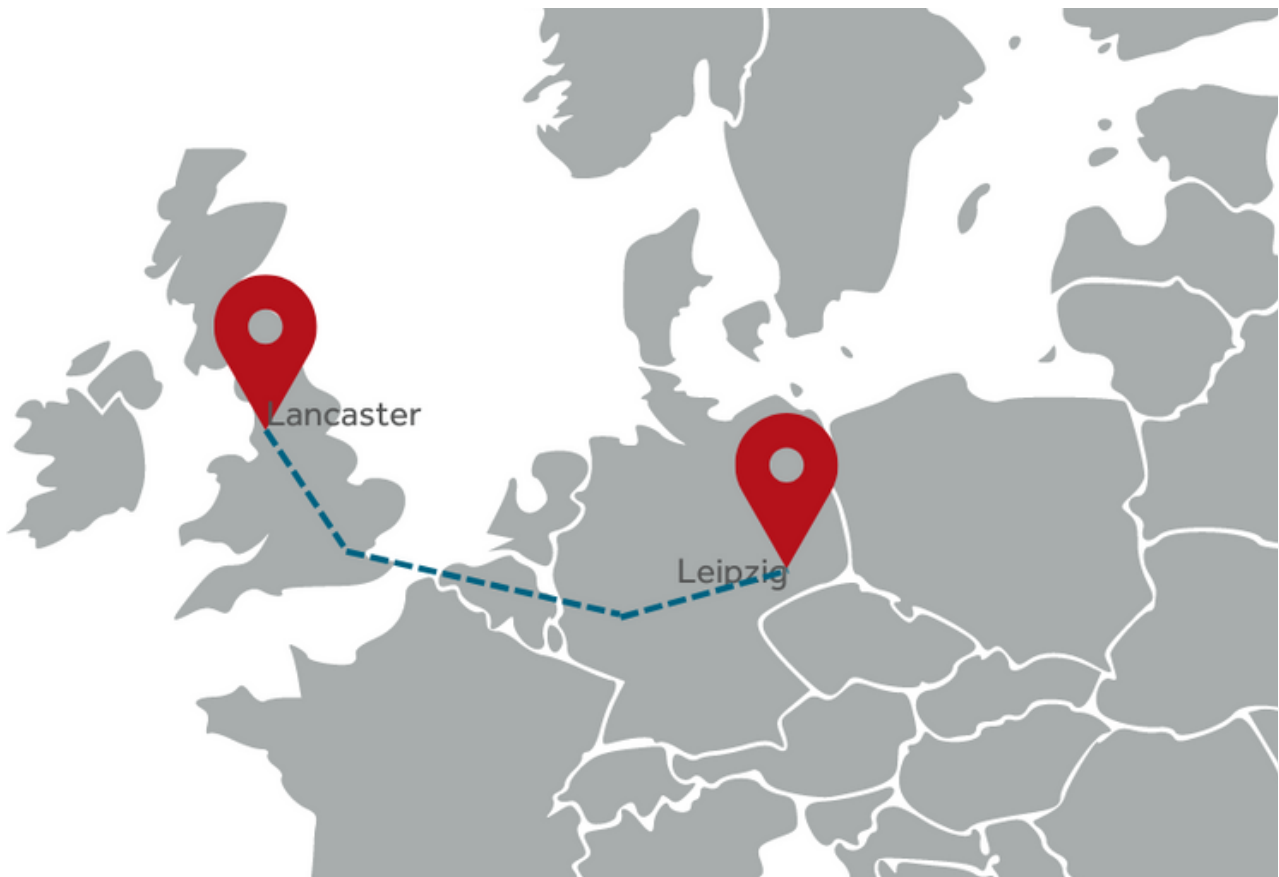
LANCASTER TO LEIPZIG

A popular destination from Lancaster is to Leipzig, Germany to visit one of our international partner campuses.

According to the 2023 rail timetables, it is possible to do the journey all in one day from London, but you might want to break up your journey with a stopover in Brussels or Frankfurt.

Example route

1. Lancaster > London Euston (approx 2hrs30)
2. London St Pancras to take the Eurostar to Brussels-Midi (approx 2hrs)
3. Brussels-Midi > Frankfurt (approx 3hrs)
4. Frankfurt > Leipzig (approx 3hrs)



LANCASTER TO LAUSANNE

Many members of staff travel to Lausanne, Switzerland each year to work closely with the University of Lausanne

According to the 2023 rail timetables, it is very possible to do the journey all in one day, but you might want to break up your journey with a stopover in Paris.

Example route

1. Lancaster > London Euston (approx 2hrs30)
2. London St Pancras to take the Eurostar to Paris Gare du Nord (approx 2hrs15)
3. Cross Paris by metro to the Paris Gare de Lyon (approx 10 minutes)
4. Paris Gare de Lyon > Lausanne (approx 3hrs40)



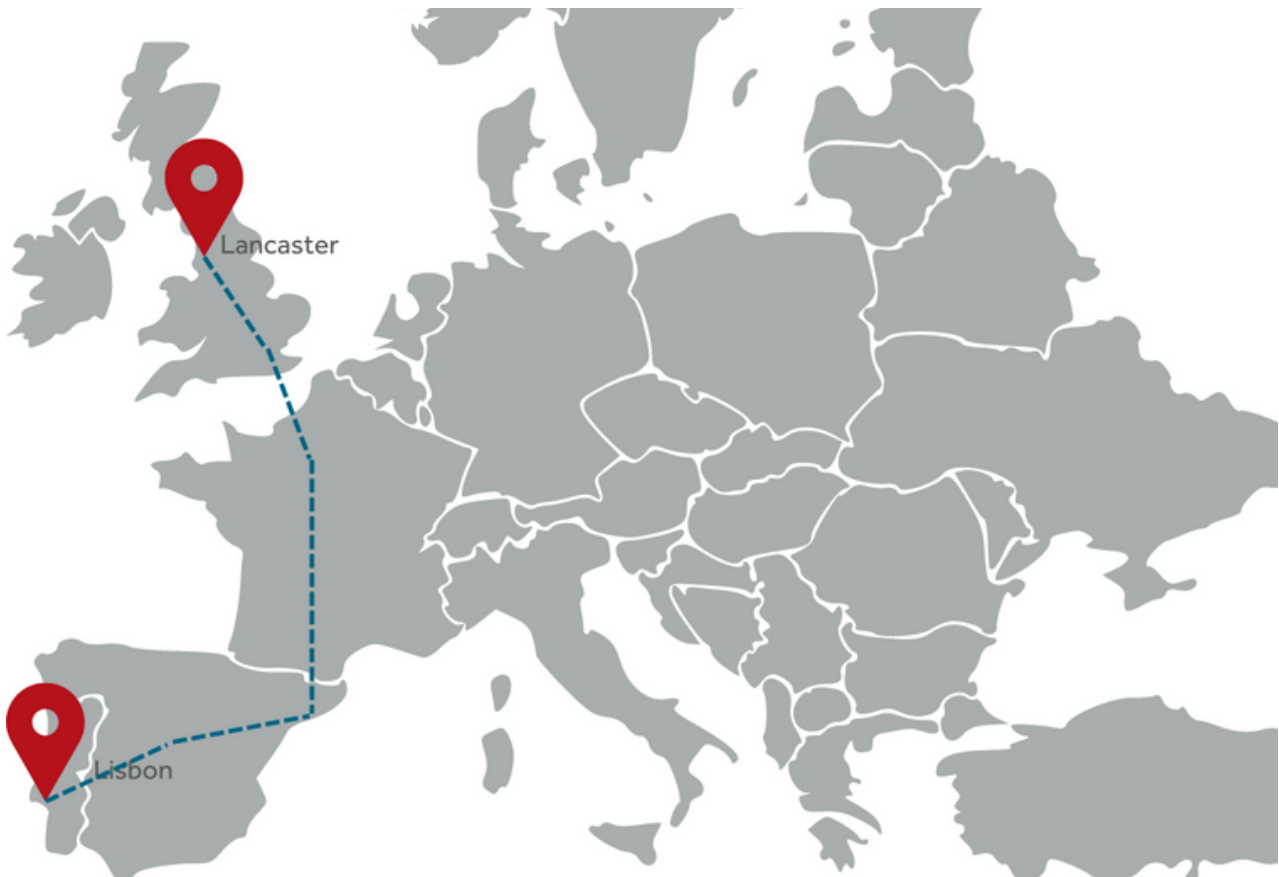
LANCASTER TO LISBON

Lancaster University has a partnership with Universidade NOVA in Lisbon. Lisbon is also a popular destination for conferences throughout the year.

This is a long journey that would have to be broken up with overnight stops, but perhaps you could make the most of the stops along the way with other research/meetings.

Example route

1. Lancaster > London Euston (approx 2hrs30)
2. London St Pancras to take the Eurostar to Paris Gare du Nord (approx 2hrs15)
3. Cross Paris by metro to the Paris Gare de Lyon (approx 10 minutes)
4. Paris Gare de Lyon > Barcelona (approx 6hrs30)
5. Barcelona > Madrid (approx 2hrs30)
6. Madrid > Badajoz (approx 4hrs14)
7. Badajoz > Lisbon (approx 3hrs via coach)



LANCASTER TO ROTTERDAM

Rotterdam (or other cities in The Netherlands) are very popular for conferences and easy to get to via more sustainable travel methods.

There are two options for travelling to Rotterdam - via train on the Eurostar from London, or by ferry from Hull or Harwich.

Example route 1

1. Lancaster > London Euston (approx 2hrs30)
2. London St Pancras to take the Eurostar to Brussels-Midi (approx 2hrs)
3. Brussels-Midi > Rotterdam (approx 1hr10)

Example route 2

1. Train from Lancaster > Leeds (approx 2hrs)
2. Leeds > Hull (approx 1hr)
3. Take the overnight ferry from Hull > Rotterdam (approx 11hrs)
4. Rotterdam Europoort > Rotterdam centre (approx 1hr20 by local buses)



LANCASTER TO COPENHAGEN

A popular conference and academic visit destination from Lancaster is Copenhagen in Denmark.

This long journey would have to be broken up with overnight stops, but perhaps you could make the most of the stops along the way with other research/meetings.

Example route

1. Lancaster > London Euston (approx 2hrs30)
2. London St Pancras to take the Eurostar to Brussels-Midi (approx 2hrs)
3. Brussels-Midi > Cologne (approx 1hr50)
4. Cologne > Hamburg (approx 4hrs)
5. Hamburg > Copenhagen (approx 4hrs40)



The University's travel team are here to support you during every step of your travel. The team offers self-service online booking tools, as well as personal support for more complex travel arrangements, or to help you if you need support.

Booking your travel through the central booking tools or with the travel team means the appropriate duty of care, emergency assistance and other support are considered.

Payment is also made directly through the University, meaning you don't need to submit personal expenses claims. If you do make travel arrangements independently and outside of the University's approved process, your expense claims may be considered exceptional and could be delayed or rejected.

A list of brief booking instructions is available below, but please do contact the team through the [Travel Request System](#) with any difficulties accessing or using the self-service tools, or with more complex enquiries.

How to arrange your travel

The following list offers a quick guide on how to arrange your travel:

Domestic travel:

- Trains - Trainline self-service system with tickets available on mobile.
- Hotels - Key Travel self-service system or submit a request to the travel team via the portal.
- Hire cars - Submit a request to the travel team via the portal.
- Airport transfers - Submit a request to the travel team via the portal.

International travel:

- Trains - Trainline self-service system with tickets available on mobile.
- Hotels - Key Travel self-service system or submit a request to the travel team via the portal.
- Flights - Key Travel self-service system or submit a request to the travel team via the portal.
- Hire cars - Can be booked directly and reclaimed via expenses.
- Airport transfers - Can be booked directly and reclaimed via expenses.

Travel Office Contact Details:

Available Monday to Friday 8.30 am to 5.00 pm

The Travel Team are based in University House or can be contacted via Microsoft Teams.

Travel Request System - <https://www.i-res.lancaster.ac.uk/request/NewRequest.aspx>

General Email: travel@lancaster.ac.uk