

LSHTM TRAVEL POLICY

Document Type	Policy
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Use trains within the UK and EU where destinations can be reached within 8 hours.

4. **Getting your trip authorised.** Complete an online travel request and risk assessment on iTravel

Book your trip

5. If you need to fly, only book economy flights, and if business class is

4.2.1. [LSHTM Travel Risk Assessment](#)

4.2.2. [Travel Emissions Calculator](#)

4.2.3. [Procuring Travel](#)

Commuting

4.3. Information on support offered to staff and students to encourage sustainable commuting can be found here [Sustainable Commuting](#).

Carbon Offsetting

4.4. LSHTM strongly encourages the offsetting of unavoidable travel emissions after zero/lower carbon alternatives have been considered. LSHTM emphasizes the need for staff to avoid and reduce emissions at source as far as practicable and to offset their travel emissions through ethical and reputable offsetting schemes. Offsetting schemes used should not only provide environmental benefits and carbon avoidance but must also provide socio-economic and wellbeing benefits to communities within which the offsetting projects are based. Offsetting must be for necessary and unavoidable travel only and should not

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Compliance with Procurement Regulations

- 5.3. The ad-hoc use of a large number and variety of travel and accommodation providers, coupled with lack of appropriate contractual relationships is now unmanageable and undermines LSHTM's ability to achieve the value for money and compliance with LSHTM policy and