

Research Grant Travel: Carbon off-setting Policy

Introduction

Oxford Brookes University is committed to reducing our environmental impact and associated carbon emissions. We actively support the ambitions to contribute towards Oxford City's Zero Carbon target of 2040. We will deliver this by embedding a culture of sustainable travel across our organisation, this is reflected in the Universities emerging [2035 Strategy](#).

This policy applies to all staff travelling under research grants. Travel should be avoided where practicable i.e. through video conferencing, however, we recognise that some travel is necessary for specific research purposes.

The Policy encompasses the following categories of expenditure and activity (but not limited to):

- Research grant travel of all modes, including rail, car, motorbike, aeroplane etc.

Travel booking procedure

Travel should be avoided where practicable, but if travel is deemed necessary, the travel mode chosen should seek to minimise its environmental impact and carbon footprint.

All travel should be procured through the University's accredited travel contractors (Key Travel). Users will be provided with a range of travel options. The greenest travel option should be procured as the default position of the University, unless mitigating circumstances dictate (e.g. medical).

Key Travel enables users to determine miles travelled and the associated carbon footprint per travel option. Users will be provided with a range of travel options. The greenest travel option should always be procured as the default position of the University, unless mitigating circumstances dictate (e.g. medical).

Carbon Offsetting:

All travel miles (with associated carbon emissions) will be off-set through the Environmental Association of Universities and Colleges (EAUC) Carbon Coalition as our offsetting provider. Full details of the scheme can be accessed through the following website at https://www.eauc.org.uk/carbon_coalition. For further advice on carbon offsetting, please contact the Sustainability Team on sustainability@brookes.ac.uk.

This action plan will be reviewed annually by the Environmental Sustainability Team and signed off by the Estates and Campus Services senior leadership team .

ECS SLT sign off : **Signature**

Date

Compliance

If expenditure is outside of this Policy, or considered unreasonable, Finance Services staff will refer to the relevant Head of School or Divisional Head, or their nominated delegate, for a final decision. Decisions to fund expenses outside of the Policy must be accompanied by a written explanation of the business need for HMRC audit purposes. A tax charge may arise that will need to be paid by either the University or the individual, dependent on the circumstances

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