**Open-Oxford-Cambridge AHRC DTP**

**Sustainable Travel Policy**

The Open-Oxford-Cambridge DTP is committed to ensuring that its operational processes and policies contribute towards global efforts at carbon reduction and environmental sustainability. In the planning and delivery of training events, the DTP aims to reduce environmental impact wherever possible. The partnership also aims to reduce the impact of the travel it funds, without compromising either the research conducted by students or their onward career prospects. The DTP’s sustainable travel policy, therefore, as outlined below, aims to reduce carbon emissions and impacts by offering its students the opportunity to travel via ‘greenest’ rather than ‘cheapest’ modes travel. If travelling more sustainably introduces the need for additional accommodation and subsistence costs, these too can be funded for students under the Sustainable Travel Policy.

**UK travel**

* Within the UK, rail and/or coach/bus travel is already the expectation unless there are grounds for car use (remote location of archive or placement, for example, or disability/caring responsibilities). Air travel within the UK will not normally be funded.
* When requesting funding for travel within the UK, the funding extension request form will prompt students to calculate the carbon emissions generated by their UK travel (via [EcoPassenger](https://www.ecopassenger.org/bin/query.exe/en?L=vs_uic) and/or [National Express Carbon Calculator](https://nxts.nationalexpress.com/about-us/carbon-calculator)), and to submit this on the form to the DTP for its records. The DTP will calculate its total carbon generation bi-annually and is exploring the best method for offsetting this.

**Travel within Europe (and other ‘short-haul’ destinations)**

* Short duration flights generate a significant carbon impact. The DTP, while still allowing and funding flights within Europe, is keen to encourage students to explore greener options. A flight from London Stansted to Paris, for example, emits c. 121 kg of carbon, compared to just c. 17 kg of carbon when travelling by train.

* When requesting funding for travel to Europe (and other ‘short-haul’ destinations), the funding extension request form will prompt students to calculate the carbon emissions of different travel options, via the [EcoPassenger](https://www.ecopassenger.org/bin/query.exe/en?L=vs_uic) website, and enter the total for their chosen mode of travel. This should take no more than 5 – 10 minutes. This will enable students to make an informed choice about their mode of travel but will also enable the DTP to track and calculate its total carbon emissions.
* If students opt not to fly for a given journey, the DTP acknowledges and accepts that this may result in more expensive travel costs. The DTP also recognises that journeys by rail or coach will often take longer and that this may necessitate one or more overnight stays during the journey (with attendant subsistence expenses). Again, these costs are allowable and accepted. Generally, if a planned ‘green’ journey would take more than 8 hours total travel time, students may break the journey with 1 x overnight stay. If more than 16 hrs, this increases to 2 x overnight stays etc. Sleeper trains are an allowable expense if their use will avoid one or more overnight stays. Three sample ‘green’ journeys are included in Appendix A to illustrate this principle.
* The DTP does not expect students to arrive at destinations late at night, particularly when travelling alone. Hence, if travelling more sustainably would result in arrival at a destination after 8.00 p.m. then either a taxi to accommodation can be pre-booked or an additional overnight stay can be included to avoid late night arrival.
* While the EcoPassenger website does suggest rail and coach routes, students will need to use separate booking sites to obtain accurate costings and to book tickets. Useful rail booking sites include:
	+ Trainline - <https://www.thetrainline.com/>
	+ RailEurope - <https://www.raileurope.com/>
	+ Omio - <https://www.omio.co.uk/>
* Travel within Europe by more sustainable means such as by rail/coach is not compulsory. Funding requests for air travel will still be approved but applicants will be asked to provide a reason for this. Reasons could include:
	+ caring or other responsibilities
	+ disability or health considerations
	+ conflicting professional commitments (eg: teaching which has to be delivered, thus requiring a shorter trip)
* Students are encouraged to add value to all overseas visits by combining different activities in a single trip (conference + archival visit, for example). If combining trips requires additional accommodation cost but saves flights, this is allowable.
* For research trips involving multiple destinations, the purchase of rail passes is allowable if more cost-effective than booking individual journeys.
* For queries about the operation of the DTP’s Sustainable Travel Policy, contact training@oocdtp.ac.uk. For queries about the travel booking policies of your home university, contact:
	+ The Open University [insert details]
	+ University of Cambridge [insert details]
	+ University of Oxford [insert details]

**Travel beyond Europe to long-haul/transatlantic destinations**

* The DTP recognises there is no practicable way to travel to other continents without the use of long-haul flights. It does, however, stipulate the use of direct, non-stop flights wherever possible, due to the considerable carbon saving over connecting and direct (with stop) flights. If direct flights are available, these should be booked unless exceptional circumstances apply. A direct, non-stop flight from London to San Francisco, for example, will produce c. 465 kg of CO2 , compared to c. 628 kg for a flight with a connection in New York.
* When requesting funding for long-distance travel, the funding extension request form will prompt students to estimate the carbon emissions of their flight using the [ICAO Carbon Emissions Calculator](https://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx#:~:text=ICEC%20is%20the%20only%20internationally,carbon%20emissions%20from%20air%20travel.). This should take no more than 5 – 10 minutes. The primary aim of this step is to enable the DTP to track and calculate and estimate its total carbon emissions.
* Once in country, the guidance above for short-haul travel will apply. In other words, students will be asked to evaluate the carbon costs for different forms of in-country travel and are strongly encouraged to consider travelling by rail and/or coach where practicable. When this adds cost or additional time/accommodation costs, the guidance as set out above will apply – IE: additional hotel and subsistence costs will be approved if they enable more sustainable modes of travel.

Appendix A

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| Cambridge – Paris | By air4 hours (train to Luton Airport)c. 137 kg carbon emitted | By rail4 hours 45 minutes (train to London then Eurostar)c.19 kg carbon emitted | Additional requirementsTotal journey time still less than 8 hours so no additional adjustments required |
| Milton Keynes – Berlin | By air6 hours 20 mins (train to Luton Airport)c. 253 kg carbon emitted | By rail11 hours 15 mins (train to London, then Eurostar to Brussels, then train to Berlin via Cologne)c.36 kg carbon emitted | Additional requirementsTotal journey time more than 8 hours so 1 x additional overnight stay (eg: in Brussels or Cologne) + meals can be costed in if required.  |
| Oxford - Rome | By air7 hours (train to Heathrow airport)c. 134 kg carbon emitted | By rail23 hours (train to London, then Eurostar to Paris, Paris to Milan, Milan to Rome)c.55 kg carbon emitted | Additional requirementsTotal journey time more than 16 hours so 2 x additional overnight stays (eg: Paris and Milan) + meals can be costed in if required. |