

Travel

UPR FR05 version 05.0

Policies superseded by this document

This document replaces version 04.1 of UPR FR05, with effect from 30 June 2026.

Summary of significant changes to the previous version

To make this UPR travel specific including the incorporation of an Appendix A - Sustainable Travel Policy. The financial aspects e.g. advances, entertainment, expenses, weekend working, etc, shall be incorporated into FR06 – Financial Regulations.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1** This document should be read in conjunction with UPR GV12¹, UPR FR06², UPR HS11³, and the Appendix A – Sustainable Travel Policy.

(Note for guidance:

Advice on overseas travel is published on the Human Resources web site.)

- 1.2** For the purposes of these regulations and unless stated otherwise, the nominee of the Vice-Chancellor is the Group Chief Financial Officer.
- 1.3** The University reserves the right, at its absolute discretion, to vary the definitions and regulations set out in this document at any time for the proper management of the University.

2 Scope

¹ UPR GV12 'Anti-Bribery and Corruption'
² UPR FR06 'Financial Regulations'
³ UPR HS11 'Travel Overseas on University Business'

- 2.1** Under the terms of their respective Memoranda of Understanding, subsidiary companies wholly owned by the Corporation and their wholly owned subsidiary companies have adopted the Financial Regulations of the University (see UPR FR06²) of which this document forms part.

(Note:

This document uses the term 'University' which is defined in section 3.10. It should be noted that certain wholly owned subsidiaries themselves have shareholdings in companies. These are generally described as jointly or partly owned companies. Where, at operational level, the University is responsible for all or part of the financial administration of a jointly or partly owned company, then the regulations and procedures in this document will be applied unless an exception had been granted by the Group Chief Financial Officer.)

3 Definitions

For the purposes of this document the following definitions will apply:

3.1 'Appointee of the Board':

the Vice-Chancellor, the Deputy Vice-Chancellor, the Group Chief Financial Officer and the Secretary and Registrar;

3.2 'Authorising Officer':

a generic term for an officer designated to give certain approvals under the provisions of these regulations;

3.3 'Budget Holder':

a member of staff to whom a Head of SBU has delegated responsibility for the management and administration of a portion of the overall budget of the SBU;

(Note for guidance:

Where the Head of SBU has not delegated responsibility to a Budget Holder, the Head of SBU is responsible for discharging the responsibilities assigned to Budget Holders in these regulations.)

3.4 'Employee':

an individual with whom the University has a contract of employment (it should be noted that for the purposes of these regulations Visiting Lecturers and External Examiners are considered 'other members of the University')

3.5 'Head of Strategic Business Unit'

the senior officer appointed by the Vice-Chancellor to have responsibility for the financial management and administration of an SBU;

3.6 'Other member of the University':

The Chancellor, external members of the Board of Governors, Visiting Lecturers or External Examiners and, in cases where they are given responsibility for assets of the University or other financial matters, students;

3.7 'Overseas':

countries outside the UK: 'overseas' includes other member countries within the European Union;

3.8 'Strategic Business Unit (SBU)':

for the purposes of financial management and administration, the University has an internal structure of SBUs composed of academic schools and professional resource centres;

3.9 'Travel Management Service Provider (TMSP)'

The contracted company to the University to provide travel management services to achieve a duty of care to staffs travelling on University business, value for money travel expenditure, and management information to comply with legislative reporting.

3.10 'University':

the University of Hertfordshire Higher Education Corporation which includes subsidiary companies wholly owned by the Corporation, their wholly-owned subsidiary companies and companies within which wholly-owned subsidiary companies have a shareholding and where, at operational level, the University is responsible for all or part of the financial administration of the jointly or partly owned company;

3.11 'University premises':

premises owned or occupied by the University;

4 Authorisation Schedule

4.1 Proposed travel arrangements must be approved in accordance with the requirements of sections 4 and 7, prior to any financial commitment being made.

4.2 No financial commitment may be made on behalf of the University unless the proposed expenditure is approved in accordance with the requirements of sections 4 and 7.

4.3 The following must be authorised in accordance with the schedule set out in this section (4).

- a) prior permission to travel;
- b) prior permission to combine a business trip with a holiday;
- c) prior permission to be accompanied on a business trip by a person not eligible to claim expenditure from the University;
- d) prior approval of proposed travel arrangements;
- e) prior approval of proposed expenditure;

4.4 This Schedule must be read in conjunction with the Schedule of Additional Authorisations in section 7.

4.5

Authorisation Schedule – see section 4.3		
Postholder	Prior, written authorisation required	Other requirements
Chancellor, external Governors (including the Chair of the Board)	Secretary and Registrar	
Vice-Chancellor	Chair of the Board who may from time-to-time delegate responsibility for authorisation to the Secretary and Registrar	The Vice-Chancellor is also required to inform the Chair of the Board in advance, if they, or any member of the OVC, will be travelling abroad on University business.
Deputy Vice-Chancellor, the Group Chief Financial Officer, and the Secretary and Registrar	By another Appointee of the Board	Deputy Vice-Chancellor, the Group Chief Financial Officer, and the Secretary and Registrar are also required to inform the Vice-Chancellor in advance that they will be travelling abroad on University business. A report will be made to the Chair of the Board.
Pro Vice-Chancellors	Group Chief Financial Officer (or designated deputy) or, in the absence of the Group Chief Financial Officer (or designated deputy), by another Appointee of the Board	Pro Vice-Chancellors are also required to inform the Vice-Chancellor in advance that they will be travelling abroad on University business.
Heads of Academic SBUs (Deans of School)	Group Chief Financial Officer (or designated deputy) or, in the absence of the Group Chief Financial Officer (or designated deputy), by another Appointee of the Board	Deans of School are also required to inform the Deputy Vice-Chancellor in advance that they will be travelling abroad on University business.

Heads of Professional SBUs	Secretary and Registrar or, in the absence of the Secretary and Registrar, by another Appointee of the Board	Heads of Professional SBUs are also required to inform the Secretary and Registrar in advance that they will be travelling abroad on University business.
Heads of Department (academic):	Dean of School (or nominated Budget Holder)	
Other employees	appropriate Budget Holder	
Students	appropriate Budget Holder	

5 Travel arrangements

5.1 Booking Mechanism

- 5.1.1 Unless section 5.1.4 applies, all international travel (regardless of duration of journey or class of travel), and overnight accommodation (regardless of standard) must be made through the University TMSP.
- 5.1.2 Travel tickets (UK and overseas) must be booked in advance through the TMSP unless:
- an exception has been approved in accordance with the provision of section 5.8.2; or
 - section 5.4.2, applies.
- 5.1.3 For efficiency and cost control (see 5.2.3) the use of the TMSP online booking system is the primary process for booking travel, with group bookings and complex itineraries able to be booked offline.
- 5.1.4 In exceptional circumstances, the Group Head of Procurement may permit a reservation to be made other than through the TMSP. Where they have granted an exception, the Group Head of Procurement will notify the Procurement Officer (Professional Services) within one (1) working day of the approval being given.

5.2 Value for money

- 5.2.1 Claimants incurring costs for travel and subsistence are expected to obtain value for money and, therefore, have a duty to ensure that costs are kept to a minimum, for example, by considering in advance the different types of travel tickets that might be available or by fixing the times and dates of travel at the point of purchase.
- 5.2.2 The terms and conditions of any ticket being requesting to be booked should be reviewed to ensure value for money and the cancellation policy.

- 5.2.3 The use of the TMSP's on-line booking facility will enable the University to save on the transaction fee. It should be noted that off-line bookings (for example, made by telephone or via e-mail) incur higher charges.

The University will not meet the cost of:

- a) air travel at a class higher than economy not authorised in accordance with the requirements of section 7.1;
- b) other unauthorised first class (or equivalent) travel not authorised in accordance with the requirements of section 7.1;
- c) hotel accommodation of a standard higher than that described in section 6.1 unless this has been authorised by the Vice-Chancellor (or nominee).
- d) expense submissions for air travel or accommodation booked outside of the TMSP unless authorised in advance. See 5.1.4.

5.3 Air travel – United Kingdom and overseas

- 5.3.1 Air travel in the UK should be avoided with more sustainable, viable options utilised e.g. rail travel.

5.3.2 Economy Class

All flights of **8** hours' duration or less will be by Economy class.

5.3.3 Premium Economy Class

Premium Economy class may be used on long-haul flights (flights of more than **8** hours' duration) where the traveller will be 'client facing' immediately on arrival at their destination or on their return to the University.

5.4 Rail travel - United Kingdom

- 5.4.1 Rail travel within the UK will normally be standard class. However, it is the claimant's responsibility to identify and to take advantage of less expensive alternatives where these are available. Two (**2**) single tickets may be purchased instead of a return ticket where this will be more economical.

- 5.4.2 Where a rail ticket is purchased for outward and return journeys in the UK on the same day, they need not be purchased through the TMSP.

- 5.4.3 Unless the circumstances in section 5.4.2 apply, all tickets for rail travel must be purchased in advance through the TMSP.

5.5 Rail travel - Overseas

- 5.5.1 Overseas rail travel will normally be at standard class.

- 5.5.2 It should be noted that the regulations in section 7.1.2 apply in relation to all first-class travel.

5.6 Sea travel

5.6.1 Sea travel will normally be at standard class.

5.6.2 It should be noted that the regulations in section 7.1.2 apply in relation to all first-class travel.

5.7 Journeys to London

5.7.1 All journeys to London must be undertaken by public transport / rail (see section 5.4).

5.7.2 Where exceptional circumstances dictate the use of a motor vehicle, approval for the journey must be obtained in advance from the Group Chief Financial Officer.

5.8 Open ended returns - air and rail travel (UK and overseas)

5.8.1 Open ended return tickets may only be booked in exceptional circumstances and with the prior, written consent of the relevant Head of SBU.

5.8.2 The prior, written approval of exceptional circumstances for staff at Head of SBU level and above will be given in accordance with the schedule set out in section 4.

(Note for guidance:

Examples of the exceptional circumstances envisaged by these regulations (see section 5.8) would be health issues or a need to ensure the efficient operation of the University.)

5.9 Travelling with an individual from another organisation

5.9.1 Where a claimant intends to travel by air with someone from another organisation who plans to travel at a class higher than Economy Class, the claimant is required to obtain the prior, written approvals required under the terms of sections 4 and 7.

5.10 External travel funding

5.10.1 Where all or part of the cost of travel is to be met by an external party to the University:

- i. the travel arrangements of the employee must, nevertheless, be made through the University's TMSP where any part of the cost of travel is to be met by the University even though it is to be reclaimed subsequently from the external party unless the Group Head of Procurement has granted an exception under the provisions of section 5.1.4;
- ii. the claimant is required to obtain the prior, written approvals required under the terms of sections 4 and 7;
- iii. the claimant will lodge a written declaration of interest in compliance with the requirements of UPR GV12¹.

(Note for guidance:

For the avoidance of doubt it should be noted that external funding, for example, a research grant, is received by and accounted for by the University and that the expenditure of these funds is, therefore, subject to the University's Financial Regulations (UPR FR06²) of which this document forms part).

5.11 TMSP Application

Overseas travel requires the TMSP app to be downloaded and used to provide the traveller the following benefits:

- Trip information in one place;
- Risk Alerts – notified about risk alerts, risk reports & travel advisories for their travel destination;
- Real-time flight updates including delays, cancellations, boarding gate status, and luggage claim information;
- When their flight check-in is open and provides a direct link to the airline check-in page;
- Information about destination;
- Emergency contacts

6 Overnight accommodation

6.1 Standard of overnight accommodation

- i. Every effort must be made to ensure that the cost of such arrangements is as economical as possible. Unless section 6.2 applies, accommodation should normally be obtained in a three (3) or four (4) star hotel of reasonable quality or in those hotels with which the University has negotiated preferential rates. Accommodation overseas should be of a standard equivalent to the UK three (3) or four (4) star rating.
- ii. The Vice-Chancellor (or nominee) may provide the prior written approval for specific hotels above the policy standard stated in 6.1.i to be assessed as being required due to risk or safety concerns in certain countries. If acceptable and approved in accordance with this UPR, these may be booked. This approval will be kept in Procurement for future bookings and reviewed periodically.
- iii. Any exception to 6.1.i or 6.1.ii will require the prior, written approval of the Vice-Chancellor (or nominee).

(Note:

Where the proposed arrangements are for the Group Chief Financial Officer, the Secretary and Registrar will act as the Vice-Chancellor's nominee.)

- iv. In all cases, the Vice-Chancellor (or nominee) will notify the Group Head of Procurement within (1) working day where they have approved an exception to section 6.1.i.

6.1.1 UK

- i. The University will meet the cost, per night, of accommodation, breakfast and one telephone call and subsistence.

- ii. Where the expenses incurred by the claimant will not be recorded on the hotel bill, for example, where the claimant chooses to take a meal other than at the hotel, they must obtain receipts for expense reimbursement. See (UPR – FR06²).
- 6.1.2 Items of personal expenditure, for example, the cost of alcoholic beverages, newspapers, movie rentals, must be settled personally, by the claimant, prior to their leaving the hotel.
- 6.1.3 Accommodation Bookings
 - i. Reservations for overnight accommodation should be made through the University's TMSP, unless section 6.1.3.ii applies.
 - ii. In exceptional circumstances, a Head of SBU may authorise and the Group Head of Procurement may then permit a reservation to be made other than through the TMSP. Where they have granted an exception, the Group Head of Procurement will notify the Procurement Officer (Professional Services) within one (1) working day of the approval being given.
 - iii. Where a member of staff has been granted an exception under the terms of section 6.1.3.ii:
 - a) it is the responsibility of the member of staff to notify their line manager in writing (where the line manager is not also the Head of SBU) within one (1) working day of that approval being given of the location of the overnight accommodation and the dates of occupation;
 - b) the member of staff must contact the Procurement Officer (Professional Services) to facilitate the overnight accommodation booking through a procurement purchasing card.

6.2 Conference accommodation

- 6.2.1 It is customary for conference delegates to stay in the conference hotel. However, delegates who intend to stay in the conference hotel must check with the TMSP to ensure that they have been offered the most favourable room rate available in the hotel. Where the TMSP can obtain a more favourable rate, delegates will book accommodation via the TMSP.
- 6.2.2 Where the conference and associated accommodation is to be booked via the conference organiser, the member of staff must contact the Procurement Officer (Professional Services) to make the booking.
- 6.2.3 Even where the conference and associated accommodation is booked via the conference organiser, delegates are required to book the travel via the TMSP.

7 Schedule of additional authorisations for non-standard travel

7.1 Additional prior, written approvals – air travel, and first-class rail and sea travel

7.1.1 In addition to the authorisations required under the terms of section 4, the following additional prior, written approvals will be required in relation to the following classes of air travel (see 5.3), and first-class rail (see 5.4 and 5.5) and sea travel (see 5.6):

- i. **Economy Class:** no additional approval required.
- ii. **Premium Economy Class:**
 - a) for the Vice-Chancellor: by the Chair of the Board;
 - b) for The Chancellor and external Governors (including the Chair of the Board): by the Secretary and Registrar;
 - c) for other claimants: by the Vice-Chancellor (or Deputy).
- iii. **Business Class:**
 - a) for the Vice-Chancellor: by the Chair of the Board;
 - b) for The Chancellor and external Governors (including the Chair of the Board): by the Secretary and Registrar;
 - c) for other claimants: by the Vice-Chancellor (or Deputy).

A copy of the relevant additional prior, written approval given in compliance with section 7.1, must be provided to the Procurement Officer (Professional Services) within one (1) working day of the approval being given. The Procurement Officer (Professional Services) will confirm with the TMSP that the necessary approval has been given.

7.1.2 First class travel (rail or sea) may be permitted in limited or very exceptional circumstances. For example, where a booking can be made well in advance and first-class travel is less expensive than standard class travel. Before making a booking, the claimant is required to obtain the following approvals:

- a) the prior, written agreement of the Group Head of Procurement who will verify that the proposed first-class travel will enable a saving will be made;
- b) the prior, written approval of the relevant Authorising Officer referred to in section 4;
- c) additionally, the prior, written approval of the Vice-Chancellor.

7.1.3 A copy of the relevant additional prior, written approval given by the Vice-Chancellor in compliance with section 7.1.2.c, must be provided to the Procurement Officer (Professional Services) within one (1) working day of the approval being given. The relevant Purchasing Officer will confirm with the TMSP that the necessary approval has been given.

7.1.4 The University will not meet the cost of unauthorised or retrospective travel upgrades.

8 Insurance

8.1 Personal accident and travel insurance

- 8.1.1 Employees, as defined in section 3.4 are afforded personal accident and travel insurance cover under the terms of the University's insurance.
- 8.1.2 Prior to travelling, all claimants, defined in section 3.6 as 'Other members of the University' are personally responsible for ensuring that the University's insurance cover has been extended to provide them with personal accident and travel cover.
- 8.1.3 Further details on [University insurance and contacts](#).

9 Travelling by car

9.1 Vehicle hire

9.1.1 UK

- i. Persons travelling on University business who require a hired vehicle for travel in the UK, or to drive from the UK to a destination overseas, must hire the vehicle through the procurement department by completing and submitting a Vehicle Booking Form.
- ii. The University will not meet the costs of vehicle hire unless the requirement in 9.1.1.i has been met.
- iii. Any variation to this regulation will require the prior, written approval of the Group Chief Financial Officer (or designated deputy).

9.1.2 Overseas

Arrangements for hiring vehicles overseas must be made through the TMSP.

9.2 Use of Privately owned vehicle

- i. Employees may use their own vehicles when travelling on University business:
 - a) where the total distance of the return journey is **170** miles or less and the journey will be undertaken during a single day;
 - b) where the total distance of the return journey is **290** miles or less and the journey will be undertaken over more than one (**1**) day;
 - c) where the appropriate Authorising Officer has approved alternative arrangements.
- iv. Journeys on the UK mainland should otherwise be undertaken by public transport or by means of a vehicle hired through the University's vehicle hire contract (see section 9.1.1), unless exceptional circumstances, such as disability, dictate the use of the individual's personal motor vehicle in which case, written approval for the journey must be obtained in advance from the appropriate Authorising Officer and the reasons for the use of a motor vehicle noted in any expense claim.

- v. Where a privately owned vehicle is to be used on University business, the owner must ensure that the vehicle's insurance policy has been extended to cover business use.
- vi. The insuring of a personal vehicle for business use is personal expenditure that is unable to be reclaimed from the University.

Dr Matthew Andrews
Secretary and Registrar
Signed: 30 June 2026

Alternative format

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