

# SUSTAINABLE TRAVEL POLICY

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Chair of Environment, Social and Governance Committee  
Version 1

The Royal Academy of Music moves music forward by inspiring successive generations of musicians to connect, collaborate and create.  
Charity number 310007  
Company registration number RC000438

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**UNIVERSITY  
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## 1. PURPOSE

This policy sets out the Academy's commitment to reducing the environmental impact of travel associated with our operations, while supporting our educational, recruitment, artistic, research and business objectives. It aims to promote more sustainable travel choices among staff, students, and visitors, in line with our [Environmental, Social and Governance Strategy](#).

## 2. SCOPE

This policy applies to:

- All staff and students travelling on behalf of the Academy.
- Visitors, contractors, and collaborators where travel is funded or arranged by the Academy
- Academy activities including performances, auditions, conferences, outreach, and recruitment.

## 3. POLICY STATEMENT

As a small specialist institution with collaboration and performance at its core, travel is often essential to our work. However, we are committed to:

- Reducing the need for travel where possible.
- Encouraging low-carbon and active travel options such as a cycle to work scheme.
- Minimising emissions from essential travel by making more sustainable choices.
- Raising awareness and embedding sustainability into travel planning and decision-making.

## 4. PRINCIPLES

### 4.1 REDUCING TRAVEL WHERE POSSIBLE

We strongly encourage:

- The use of virtual meetings, auditions, and events where appropriate and where this supports access, inclusion, and environmental benefit.
- Combining multiple purposes into single trips to reduce frequency of travel where appropriate.
- Choosing shared or collective travel options for group activities, where provided and appropriate, to reduce unnecessary duplication of journeys.
- Prioritising local suppliers, collaborators, and venues, to limit travel distances.

### 4.2 CHOOSING LOWER-CARBON MODES

- Prioritise public or shared transport over private car or air travel where feasible.
- Encourage active travel (walking, cycling) for commuting and local journeys and provide facilities such as secure cycle storage and showers.

### 4.3 USE OF TAXIS, TRAINS AND FLIGHTS

- Taxis will only be reimbursed where there is a documented need (such as a disability or reasonable adjustment); reasonable alternatives are not available; or where there is a significant amount of equipment to transport.
- Groups travelling for Academy business or activities are expected to travel together and share journeys where possible.
- Domestic flights and those to near European destinations will not normally be reimbursed unless no practical alternative exists. It is expected that rail travel will be the default option for these destinations where time and costs allow.
- International travel should be approved well in advance, with consideration given to alternatives and opportunities for carbon savings.
- Where flights are essential, the most direct and efficient route should be chosen.
- Reimbursements will be made in accordance with the Academy's Financial Regulations section 16.5.

### 4.4 SUPPORTING SUSTAINABLE CHOICES

- Provide guidance and recommended booking tools that make it easy to choose sustainable travel options.
- Consider environmental impact as a factor in travel-related decision-making (e.g. for venues, collaborations, tours).
- Ensure that staff who regularly book travel are trained and aware of this policy and the Travel objectives of the ESG Strategy.
- Promote awareness of sustainable travel among staff and students, including through induction and general communications.

### 4.5 MONITORING AND IMPROVEMENT

- Monitor institutional travel patterns and emissions through expense claims, booking data, and annual reporting to the ESG Committee.
- Identify opportunities to reduce travel-related emissions and share progress with the Academy community.

## 5. ROLES AND RESPONSIBILITIES

- **Senior Management Team:** ensure travel planning aligns with strategic goals and the principles set out in this policy.
- **Line Managers:** support staff in choosing sustainable travel options and approving travel requests accordingly.
- **Staff and Students:** consider sustainability when planning journeys, and follow relevant policy guidance and advice from staff to reduce emissions.
- **ESG Committee:** Monitor travel data, report on emissions, communicate policy information and promote sustainable practices.

## 6. RELATED POLICIES AND DOCUMENTS

- [ESG Strategy](#)

- Financial Procedures?
- Hybrid Working Policy

## 7. CALCULATION OF EMISSIONS

All travel-related emissions should be calculated using the most recent [UK Government GHG Conversion Factors](#), with an RFI multiplier applied to air travel to reflect the full climate impact. Staff and students should consider total carbon emissions, journey time, and alternatives before confirming travel arrangements.

## 8. REVIEW

This policy will be reviewed every two years to reflect changes in technology, practice, and institutional priorities.