Business Air Travel Subgroup
Terms of Reference

- To oversee the development of proposals to increase the efficiency (in terms of cost, climate and wellbeing) of University business air travel, i.e. to implement and possibly update the existing business travel policy, including:
  - Identifying of strategic conflicts of interest i.e. networking, internationalisation, lifestyle etc.;
  - Internal controls;
  - Technology-based alternatives; and
  - Awareness and engagement opportunities.
- To receive and evaluate appropriate data.
- To develop, review and comment on proposals related to the business travel policy, consulting with and seeking feedback from relevant parties.
- To support the implementation of a business travel policy.
- To provide technical expertise and analysis.

Frequency of meetings
Quarterly

Reporting
- Environmental Sustainability Leadership Group
- Sustainable Resources Group (for information)

Membership *(no student rep required as the group focuses on how staff travel)*
- Senior Lecturer in Medieval and Early Modern History (Chair)
- Sustainable Campus Officer (Deputy Chair)
- Project Accountant
- Lecturer, Tyndall Centre for Climate Change
- Compliance and Risk Officer
- Media Services Rep
- Finance Operations Manager