

# Guidance

## UofG Business Travel principles - Exceptional circumstances

This document gives guidance on what would count as ‘exceptional circumstances’ in relation to the University’s Business Travel principles.

### **The Business Travel principles**

The Business Travel principles have been agreed by Senior Management Group in Spring 2025, and are listed in the [University’s Travel Booking Policy, section 1.1](#)

They include

1. No use of flights within the UK other than in exceptional circumstances
2. No use of business class flight travel for journeys of less than 5 hours.
3. Only essential international flight travel (for example, presenting at a conference, meetings with research partners where these cannot be undertaken by video conference, or delivery of TNE at overseas campuses)

### **Exceptional circumstances for domestic flights**

The principles include the necessity to use land-transport for all journeys within the UK, and only to use domestic flights in case of exceptional circumstances.

This principle is included in view that

- a) most UK travel by University staff and students with an air travel alternative is between Scotland and London; and
- b) that routes between Scotland and London offer train options with comparable total travel times

Exceptional circumstances which allow deviation from the principle are based on destination, ease of travel, length of travel time, and for some cases, personal circumstances.

## Examples of exceptional circumstances

The table below shows examples for occasions in which air travel instead of train use would be allowable.

Reason	Explanation
A journey would otherwise involve ferry travel	This includes journeys to destinations, such as Shetland, Outer Hebrides or Northern Ireland.
A train journey would be longer than 6 hours	This would include journeys that would require one or several train changes.
Childcare or other caring responsibilities mean that flights are the only viable option to ensure the wellbeing of travellers and those they care for	Potentially shorter travel times on planes may be the only way for some staff and students to return in time to fulfil care responsibilities.
An immediate international connection	If domestic travel is the first leg for international travel, i.e. flight to London in order to reach a flight to Dubai
For health/pregnancy/disability reasons	Potentially shorter travel times on planes may be the only acceptable option to travel at all for disabled travelers or pregnant women.
For other reasons, such as religious	Potentially shorter travel times on planes may be the only way for some staff and students to fulfil religious obligations.

## Governance

Exceptional circumstances should be evidenced before booking, by contacting the travel approver and giving details on the need for air travel instead of train travel. Evidence should include a comparison of travel schedules by air vs train with details on timings.