

ACCESS Travel Guidance V2.0 (July 2026)

ACCESS Travel Principles

We encourage all those engaged with ACCESS to consider and reflect on the following travel principles in their decision making:

- **In line with the environmental sustainability elements of our [Guiding Principles](#)**, ACCESS has a preference for flight-free travel and we encourage those travelling to/from ACCESS Network events (or on behalf of ACCESS to events elsewhere) to use land-based public transport (i.e. rail, bus and tram) and ferry travel (where applicable) wherever possible.
- **However, in line with the EDI elements of our [Guiding Principles](#)**, we recognise that this preference is not always the most appropriate option for everyone and understand that individual circumstances may mean that these preferred modes of transport may not be feasible.
- **Indeed, in line with the knowledge co-production elements of our [Guiding Principles](#)**, we recognise the value of having a diversity of participants fully able to contribute to our activities in person, which might sometimes mean that travel (by land, sea or air) is the appropriate choice to support meaningful co-production, even when hybrid engagement might be an alternative option.

Process for decision-making:

Individuals are invited to consider and reflect on these travel principles for their proposed journey and decide on what the most appropriate mode of travel is for their circumstances.

Whilst ACCESS has a preference for flight-free travel, this is not a 'rule' because we appreciate that individual circumstances are an important consideration and we want to ensure everyone in our community can engage with our activities.

Decisions on travel mode choice are therefore made by the traveller, based on their own consideration and reflection on the ACCESS Travel Guidance, our preferences and our [Guiding Principles](#).

Additional support available for land-based and sea travel

If you consider that land-based travel and/or sea travel is appropriate for your journey but you have concerns and would like support in discussing what options are available for your needs, we invite you to contact the ACCESS Admin team to discuss what advice and help we can offer: access_admin@exeter.ac.uk.

We are building-up a set of knowledge and expertise on sustainable travel that we are happy to share with you.

Our experience of ACCESS to date is that travellers may have questions or concerns related to one or more of the following. The Admin team will happily explore the options and work with you to consider issues such as:

- **Cost:** ACCESS is happy to consider additional costs for land-based travel and sea travel, including overnight accommodation en route (where applicable). We can also offer advice and support in securing the best value bookings, such as the use of split rail tickets and advance purchasing.
- **Booking:** Booking land-based travel and sea travel can be more complex than point-to-point air travel and ACCESS can provide support in navigating booking systems, particularly if your journey is outside of the UK and you are unfamiliar with how to make reservations.
- **Accessibility:** ACCESS recognises that some forms of transport may be challenging to use in certain circumstances, and we are very pleased to discuss any accessibility needs if you'd like support with these when arranging travel. These might include assisted travel when using trains, specific seat requirements, extended journey or transfer times, or particular types of accommodation en route. _

For all travel and subsistence claims being made from ACCESS funds

Please note that the [University of Exeter Expenses Policy](#) and [UKRI research funding policy \(see section 5\)](#) must be followed when booking travel that will be claimed from ACCESS funds. Specifically, claimants must ensure that:

- Travel is by standard class using rail or air transport
- They keep within daily subsistence rates, which do not permit the reimbursement of costs for alcoholic beverages
- Exceptions to University of Exeter and UKRI policies may only be permitted where there is a justifiable health and wellbeing need and are approved by the research organisation before purchase, and evidence of this should be available.

If you have any queries about the expenses permissible or any exceptions that may apply, please contact: access_admin@exeter.ac.uk

Any claims for expenses that exceed the limits or deviate from the above referenced policies will not be reimbursed unless prior approval has been received for an exception.