

Scope 3 Emissions from Employee Business Travel

Guidance

- (A) Enter annual data in ORANGE cells in the table corresponding to the transport method. Example entry is shown in first
(B) Mileage data can be entered for individual trips or individual employees, or miles for multiple employees can be subtotal
vehicle type or flight length.
(C) For employees traveling by car, select "Vehicle Type" and enter miles traveled (vehicle-miles) in Table 1.
(D) For employees traveling by rail or bus, select "Vehicle Type" and enter miles traveled (passenger-miles) in Table 2.
(E) For employees traveling by air, select "Flight Length" and enter miles traveled (passenger-miles) in Table 3.
--- Note: The emission factors for air travel do not include radiative forcing. Per the GHG Protocol, for air
travel emission factors, multipliers or other corrections to account for radiative forcing may be applied to the
GWP of emissions arising from aircraft transport. If applied, companies should disclose the specific factor

Table 1. Personal Vehicle, Rental Car or Taxi - Business Travel by Vehicle-Miles (CO2, CH4 and N2O)

Table with 7 columns: Source ID, Source Description, Vehicle Type, Vehicle-Miles (miles), CO2 Emissions (kg), CH4 Emissions (g), N2O Emissions (g). Includes rows for JD-001, HIT Dept, and Non Client Miles, with a total row at the bottom.



