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Help

Scope 3 Emissions from Employee Business Travel

SEPA CENTER FOR CORPORATE CLIMATE LEADERSHIP
U.S. Environmental Protection Agency

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)

Source ID Source Description Vehicle Type Vehicle-Miles (miles) J.D. 201 J.D. 101 J.D. 101 J.D. 102 Federal Client Trips Passenger Car Passenger Car Passenger Car 1.940 607 15.5 13.6 14.4 15.5 13.6 15.5 13.6 15.5				M. I. I	CO ₂	CH₄	N ₂ O
Delta Passenger Car 100 31 0.8 0.7	Source ID	Source Description	Vehicle Type		Emissions	Emissions	Emissions
JO-001 John Doe 1			,,,,,	Miles (miles)	(kg)	(g)	(g)
Non Client Miles Expense InterSystems Passenger Car 1,940 607 15.5 13.6 10.0	JD-001	John Doe 1	Passenger Car		31	0.8	
Non Client Miles Expense InterSystems Passenger Car 1,940 607 15.5 13.6 10.0	HIT Dept	Federal Client Trips	Passenger Car	2,061	645	16.5	14.4
	Non Client						
Total for all Personal Vehicle Business Travel	Miles	Expense InterSystems	Passenger Car	1,940	607	15.5	13.6
Total for all Personal Vehicle Business Travel							
Total for all Personal Vehicle Business Travel 1,252 32.0 28.0							
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Total for all Personal Vehicle Business Travel 1,252 32.0 28.0							
	Total for all Pers	sonal Vehicle Business Travel			1,252	32.0	28.0

Table 2. Rail or Bus - Business Travel by Passenger-Miles (${\rm CO_2,\,CH_4}$ and ${\rm N_2O}$)

				CO.	CH₄	N ₂ O
Source ID	Source Description	Vehicle Type	Passenger- Miles (miles)	Emissions	Emissions	Emissions
50050	l com co z com parem		Miles (miles)	(kg)	(g)	(g)
JD-001	John Doe 1	Transit Rail (i.e. Su	100	10	0.8	0.1
JD-001 None	John Doe 1 none in 2023		100 0			
Total for all Pail	I and Bus Business Travel			0	0.0	0.0
Total for all Rall	i and bus business fraver			U	0.0	0.0

Table 3. Air - Business Travel by Passenger-Miles (CO_2 , CH_4 and N_2O)

I				_	CO ₂	CH₄	N ₂ O
ı	Source ID	Source Description	Flight Length	Passenger-	Emissions	Emissions	Emissions
	•		Miles (miles)	(kg)	(g)	(g)	

JD-001	John Dog 1	Madium Haul />= 2	1 000	220	10.4	0 5
HIT Dept	John Doe 1 Company wide federal client exp	Medium Haul (>= 3	1,000	229	10.4 6.4	<u>8.5</u> 44.1
HIT Dept	Federal client miles medium	Air Long Houl (>= 1	10,744 10,470	1,386	6.3	54.4
пп рерг		Air Long Haul (>= 2	10,470	1,707		
	non client	Air Short Haul (< 30	0	0	0.0	0.0
HIT Dept		Air Short Haul (< 30	0	0	0.0	0.0
Total for all Air F	Puningan Travel			3,093	10.7	00.5
Total for all Alf E	Total for all Air Business Travel				12.7	98.5

GHG Emissions

Total CO₂ Emissions by Travel Type

Transport Type	CO ₂ (kg)	CH₄ (g)	N_2O (g)
Passenger Car	1,252	32	28
Light-Duty Truck	0	0	0
Motorcycle	0	0	0
Intercity Rail - Northeast Corridor	0	0	0
Intercity Rail - Other Routes	0	0	0
Intercity Rail - National Average	0	0	0
Commuter Rail	0	0	0
Transit Rail (i.e. Subway, Tram)	0	0	0
Bus	0	0	0
Air Short Haul (< 300 miles)	0	0	0
Air Medium Haul (>= 300 miles, < 2300 miles)	1,386	6	44
Air Long Haul (>= 2300 miles)	1,707	6	54

Total CO₂ Equivalent Emissions (metric tons) - Employee Busir 4.4