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

Scope 3 Emissions from Business Travel

Guidance

(A) Enter annual data in ORANGE cells in the table corresponding to the transport method. Example entry is shown in first row (*GREEN Italics*).
(B) Mileage data can be entered for individual trips or individual employees, or miles for multiple employees can be subtotaled by 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 used.

Table 1. Personal Vehicle, Rental Car or Taxi - Business Travel by Vehicle-Miles (CO_2, CH_4 and N_2O)

Source ID	Source Description	Vehicle Type	Vehicle-Miles (miles)	CO_2 Emissions (kg)	CH_4 Emissions (g)	N_2O Emissions (g)
JD-001	*John Doe 1*	*Passenger Car*	*100*	*18*	*0.5*	*0.3*
Marketing	Expense reports	Passenger Car	2,892	507	14.9	10.0
Fed Travel	Federal Contracts	Passenger Car	3,528	618	18.1	12.1
Total for all Personal Vehicle Business Travel				1,124	33.0	22.1

Table 2. Rail or Bus - Business Travel by Passenger-Miles (CO_2, CH_4 and N_2O)

Source ID	Source Description	Vehicle Type	Passenger-Miles (miles)	CO_2 Emissions (kg)	CH_4 Emissions (g)	N_2O Emissions (g)
JD-001	*John Doe 1*	*Transit Rail (i.e. Subway, Tram)*	*100*	*9*	*0.7*	*0.1*
Total for all Rail and Bus Business Travel				0	0.0	0.0

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

Source ID	Source Description	Flight Length	Passenger-Miles (miles)	CO_2 Emissions (kg)	CH_4 Emissions (g)	N_2O Emissions (g)
JD-001	*John Doe 1*	*Medium Haul (>= 300 miles, < 2300 miles)*	*1,000*	*229*	*10.4*	*8.5*
Fed Travel	Federal Contracts	Air Short Haul (< 300 miles)	0	0	0.0	0.0
Fed Travel	Federal Contracts	Air Medium Haul (>= 300 miles, < 2300 miles)	23,898	3,089	15.4	98.0
Fed Travel	Federal Contracts	Air Long Haul (>= 2300 miles)	23,727	3,857	15.3	122.9
Marketing		Air Short Haul (< 300 miles)	0	0	0.0	0.0
Marketing		Air Medium Haul (>= 300 miles, < 2300 miles)	0	0	0.0	0.0

Total for all Air Business Travel				6,946.0	30.6	220.9

GHG Emissions

Total CO_2 Emissions by Travel Type

Transport Type	CO_2 (kg)	CH_4 (g)	N_2O (g)
Passenger Car	1,124.5	33.0	22.1
Light-Duty Truck	0.0	0.0	0.0
Motorcycle	0.0	0.0	0.0
Intercity Rail - Northeast Corridor	0.0	0.0	0.0
Intercity Rail - Other Routes	0.0	0.0	0.0
Intercity Rail - National Average	0.0	0.0	0.0
Commuter Rail	0.0	0.0	0.0
Transit Rail (i.e. Subway, Tram)	0.0	0.0	0.0
Bus	0.0	0.0	0.0
Air Short Haul (< 300 miles)	0.0	0.0	0.0
Air Medium Haul (>= 300 miles, < 2300 miles	3,089.1	15.4	98.0
Air Long Haul (>= 2300 miles)	3,857.0	15.3	122.9

Total CO_2 Equivalent Emissions (metric tons) - Business Travel	**8.1**