<table>
<thead>
<tr>
<th>Emission source / activity</th>
<th>Emission Factor Source Documentation</th>
<th>Calculation Method</th>
<th>Assumption/limitation and justification</th>
</tr>
</thead>
</table>
- Activity data captured as kg of paper purchased  

GHG Emissions (tCO2-e) = Emissions Factor X Activity data | - Consumption of paper obtained from stationery provider is accurate |
| **Business travel - air** | DBEIS 2018: UK Government conversion factors for Company Reporting, Business travel without RF, WTT Business travel-air | As noted in Emissions Factor Source Documentation  
- Activity data captured in passenger km (pkm)  
- Flight categories applied are as follows:  
  - Domestic – economy – long distance (>1,200 km)  
  - Domestic – economy – short distance (≤1,200 km)  
  - Long Haul International (>3700 km) - Business  
  - Long Haul International (>3700 km) – Economy  
  - Long Haul International (>3700 km) – Premium Economy  
  - Long Haul International (≥3700 km) – First Class  
  - Short Haul International (≤3700 km) – Business  
  - Short Haul International (≤3700 km) – Economy | - Data provided by corporate travel provider is complete |
## United States Carbon Inventory

**Business travel - hotel stays**

Average hotel room activity data (per night) for electricity and natural gas taken from Emissions CIBSE Guide F–Energy Efficiency in building, Section 20, Page 20-10, 2012

Stationary electricity and associated transmission loss factors taken from:

- DBEIS 2018: UK Government conversion factors for Company Reporting, UK electricity, Transmission and distribution, WTT-UK & overseas elec, Overseas electricity

Natural gas and associated transmission loss factors taken from:

- IEA CO2 Emissions from fuelled combustion Highlights (2017 Edition), Part II CO2 emissions from fuel combustion - Summary Tables - CO2 emissions per kWh from electricity generation using natural gas - 2017 page II.70-72
- 2017, National Greenhouse Accounts (NGA) Factors – Table 38

<table>
<thead>
<tr>
<th>Activity data captured in nights stays (nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Emission Factor = ( \sum [\text{Various Emission Factors} \times \text{Associated &quot;Average Hotel Room Activity&quot;}] )</td>
</tr>
<tr>
<td>GHG Emissions (tCO2-e) = Hotel Emission Factor \times \text{Activity Data (nights)} / 1000</td>
</tr>
</tbody>
</table>

- No Emissions from food consumption included in Factor Calculator
- Data provided by travel provider is complete
| Stationary Energy - Electricity Use | Emissions & Generation Resource Integrated Database (eGrid) 2016 GHG Annual Output Emission Rates - NPCC New York City/Westchester (KWh) | • Activity data for electricity is in KWh  
• Data is extrapolated based on prior period usage for invoices not received  
GHG Emissions (tCO2-e) = Emission Factor \times Activity Data  
\frac{1000}{1000} | • Data provided by utilities is complete |
|-----------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Transmission losses - Stationary energy - electricity | Emissions & Generation Resource Integrated Database (eGrid) 2016 Subregion Output Emission Rates – T&D Losses - Electricity - NPCC New York City/Westchester (KWh) | • Activity data for electricity is in KWh  
• Data is extrapolated based on prior period usage for invoices not received  
GHG Emissions (tCO2-e) = Emission Factor \times Activity Data  
\frac{1000}{1000} | • Data provided by utilities is complete |