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Revision History

Date	Notes / Comments / Changes
April 22, 2023	Made the following updates: • Updated the images of the **Prompts** page and report for the Air Travel Carbon Footprint Insight – Details report to include the new **Distance/Weight Units** prompt and associated updates to the report. • Updated the image of the **Prompts** page for the Sustainability Dashboard. "CO2e" was changed to "CO2E" on the Prompts page.
March 18, 2023	Updated the images of the **Prompts** page and report in the following sections to include the new **Distance/Weight Units** prompt and associated updates to the reports: • Business Car Carbon Footprint Insights - Details • Rail Business Travel Emission – Details • Sustainability Dashboard
February 1, 2023	Corrected the report names in the following sections: • Report: Business Same Day Trip - Details • Dashboard: Sustainability Dashboard • Report: Total Trip – Details Business Car Carbon Footprint Insights – Details should be Business Car Carbon Footprint Insight - Details Business Same Day Trip – Details report should be Business Same Day Trips – Details Total Trip – Details should be Total Trips - Details
January 21, 2023	Added the following sections: Report: Air Travel Carbon Footprint Insight - Details Report: Business Car Carbon Footprint Insights - Details Report: Business Same Day Trip - Details Report: Rail Business Travel Emission – Details Dashboard: Sustainability Dashboard Report: Total Trip – Details
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
June 19, 2021	Added the following note to the to the Primary Passenger Name column description for the Air Carbon Footprint - Detail report: **NOTE:** If a traveler's name is missing, "Missing Name" is displayed in the **Primary Passenger Name** column for the traveler.
February 20, 2021	Updated the copyright year; no other changes
November 14, 2020	Updated the report image for the Air Carbon Footprint - Summary report. The Country labels were renamed to Country/Region.
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright

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Date	Notes / Comments / Changes
December 8, 2018	Added additional information about report prompts and reports to the reports in the Carbon Footprint folder
Decebmer 15 2016	Changed copyright; no other content changes
March 23 2016	Changed the text under the heading from **Travel Data** to **Travel / TripLink Data**; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

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Chapter 5: Folder – Carbon Footprint

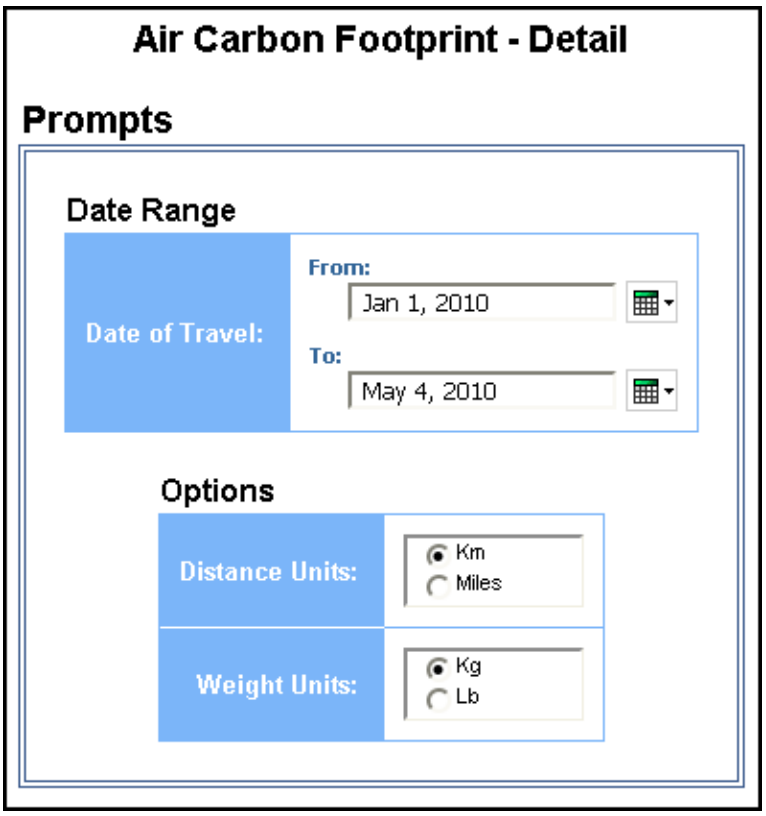
Report: Air Carbon Footprint - Detail

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report tracks carbon emissions by traveler for air segments.

If the duration of the flight is 4 hours or longer, it is considered a long-haul flight. If the flight is less than 4 hours, it is considered a short-haul flight.

Report Prompts



Date Range Prompt

- **Date of Travel:** Used to filter the report by the start date of the trip

Options Prompts

- **Distance Units:** Used to select if the distance should be shown in miles or kilometers
- **Weight Units:** Used to select if the weight should be shown in pounds or kilograms

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Report Output

Air Carbon Footprint - Detail

Date of Travel Between Jan 1, 2010 and Sep 30, 2010
Distance Units: Km
Weight Units: Kg

Primary Passenger Name	Date of Travel	Departure City	Arrival City	Route Distance	Type	Class of Service	CO2 Emission
Allycen, Craig	Feb 7, 2010	London, GB	San Francisco, CA, US	8,624	Short Haul	ECONOMY	845.92
	Feb 7, 2010	San Francisco, CA, US	Kona, HI, US	3,810	Long Haul	ECONOMY	373.79
	Feb 13, 2010	Kona, HI, US	Los Angeles, CA, US	4,028	Long Haul	ECONOMY	395.10
	Feb 13, 2010	Los Angeles, CA, US	Las Vegas, NV, US	379	Short Haul	ECONOMY	67.65
	Feb 15, 2010	Las Vegas, NV, US	Washington, DC, US	3,316	Long Haul	ECONOMY	361.79
	Feb 15, 2010	Washington, DC, US	London, GB	5,909	Long Haul	ECONOMY	579.63
Allycen, Craig							**2,623.88**
Bradley, Charrell	May 24, 2010	London, GB	Chicago, IL, US	6,350	Short Haul	ECONOMY	622.88
	May 26, 2010	Chicago, IL, US	London, GB	6,350	Long Haul	ECONOMY	622.88
Bradley, Charrell							**1,245.75**
Dryer, Rose Marie	Jan 14, 2010	London, GB	Madrid, ES	1,247	Short Haul	ECONOMY	136.04
	Jan 15, 2010	Madrid, ES	London, GB	1,247	Short Haul	ECONOMY	136.04
	Apr 27, 2010	London, GB	Glasgow, GB	555	Short Haul	ECONOMY	98.90
	Apr 28, 2010	Glasgow, GB	London, GB	555	Short Haul	ECONOMY	98.90
Dryer, Rose Marie							**469.89**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date of Travel	' ' + ParamDisplayValue('travelDatePrompt')	Displays the date range from the **Date of Travel** prompt on the **Prompts** page
Distance Units	' ' + ParamDisplayValue('distMeasureParam')	Displays the distance units selected from the **Distance Units** prompt on the **Prompts** page
Weight Units	' ' + ParamDisplayValue('measureTypeParam')	Displays the weight units selected from the **Weight Units** prompt on the **Prompts** page

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Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Primary Passenger Name	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip **NOTE:** If a traveler's name is missing, "Missing Name" is displayed in the **Primary Passenger Name** column for the traveler.
Date of Travel	<Departure Date>	[Travel].[Air Segments].[Departure Date]	Departure date (month day, year format) of the associated air segment
Departure City	<Departure City>	[Travel].[Air Segments].[Departure City]	Location (city, state, country) of the departure station
Arrival City	<Arrival City>	[Travel].[Air Segments].[Arrival City]	Location (city, state, country) of the arrival station
Route Distance	<Route Distance>	CASE ?distMeasureParam? WHEN 'KM' THEN [Travel].[Air Segments].[Distance (km)] ELSE [Travel].[Air Segments].[Distance (miles)] END	Distance traveled in miles or kilometers
Type	<Type>	CASE WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'en' THEN 'Short Haul' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'zh-cn' THEN '短途旅行' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air	Indicates if the trip is “short haul” or “long haul” in the reporting country language

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'zh-tw' THEN '短程飛行' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'en-gb' THEN 'Short Haul' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'fr' THEN 'Court-courrier' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'de' THEN 'Kurzstrecke' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'ja' THEN '短距離' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'it' THEN 'Breve raggio' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'ko' THEN '단거리' WHEN	

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		_hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'sv' THEN 'Kort resa' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# = 'nl' THEN 'Korte afstand' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='cs' then 'Krátká cesta' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='pt-BR' then 'Percurso curto' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='es' then 'Corto recorrido' ELSE case WHEN # sq($runLocale)# = 'en' THEN 'Long Haul' WHEN # sq($runLocale)# = 'zh-cn' THEN '长途旅行' WHEN # sq($runLocale)# = 'zh-tw' THEN '長程飛行' WHEN # sq($runLocale)# = 'en-gb' THEN 'Long Haul' WHEN # sq($runLocale)# = 'fr' THEN 'Long-courrier'	

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		WHEN # sq($runLocale)# = 'de' THEN 'Langstrecke' WHEN # sq($runLocale)# = 'ja' THEN '長距離' WHEN # sq($runLocale)# = 'it' THEN 'Lungo raggio' WHEN # sq($runLocale)# = 'ko' THEN '장거리' WHEN # sq($runLocale)# = 'sv' THEN 'Lång resa' WHEN # sq($runLocale)# = 'nl' THEN 'Lange afstand' WHEN # sq($runLocale)# ='cs' then 'Dlouhá cesta' WHEN # sq($runLocale)# ='pt-BR' then 'Percurso longo' WHEN # sq($runLocale)# ='es' then 'Larga distancia' end END	
Class of Service	<Class of Service>	[Travel].[Air Segments].[Class of Service]	Class of service (for example, economy) associated with the air segment
CO2 Emission	<CO2 Emission>	CASE ?measureTypeParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END	Amount of carbon released for the associated air segment, in pounds or kilograms

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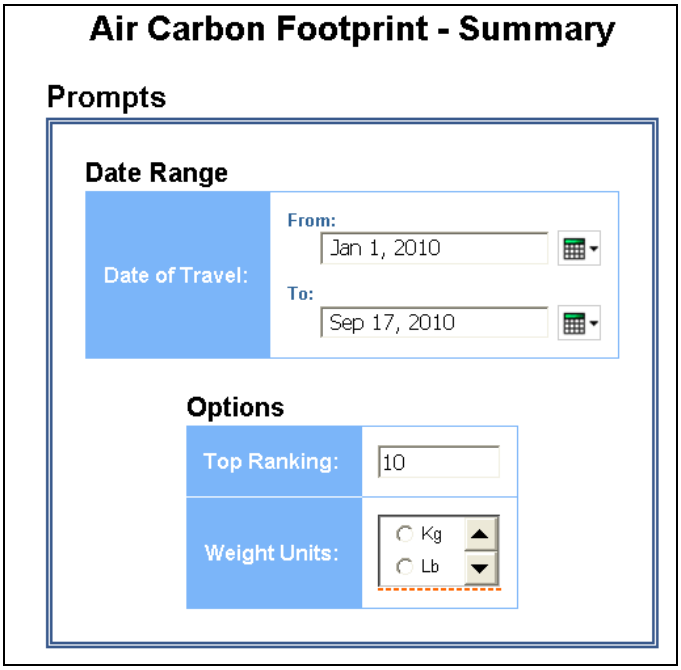
Report: Air Carbon Footprint - Summary

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides a snapshot of company carbon footprint by different measurements.

If the duration of the flight is 4 hours or longer, it is considered a long-haul flight. If the flight is less than 4 hours, it is considered a short-haul flight.

Report Prompts



Date Range Prompt

- **Date of Travel:** Used to filter the report by the start date of the trip

Options Prompts

- **Top Ranking:** Used to define the number of top categories to rank
- **Weight Units:** Used to select if the weight should be shown in pounds or kilograms

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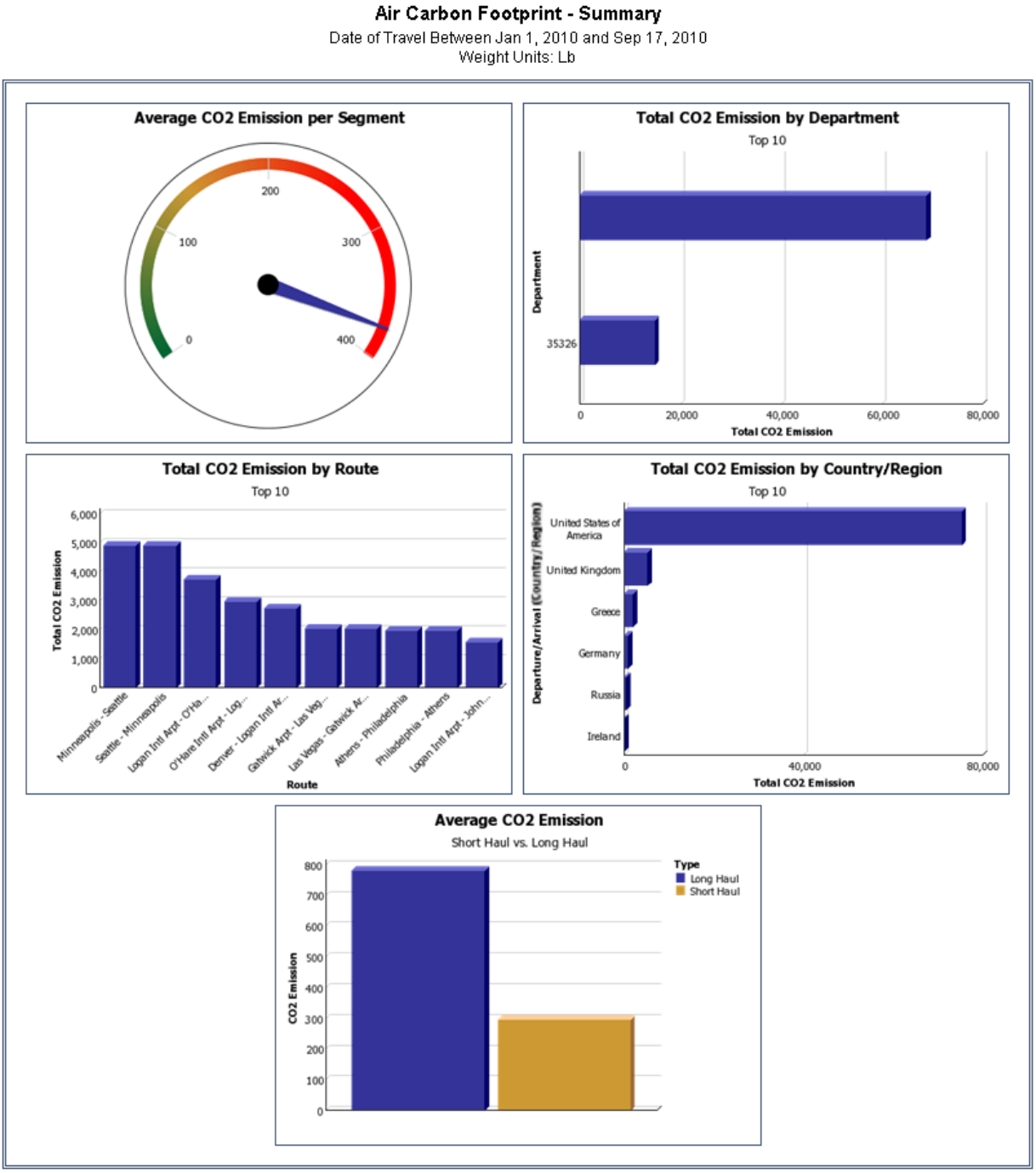
Report Output



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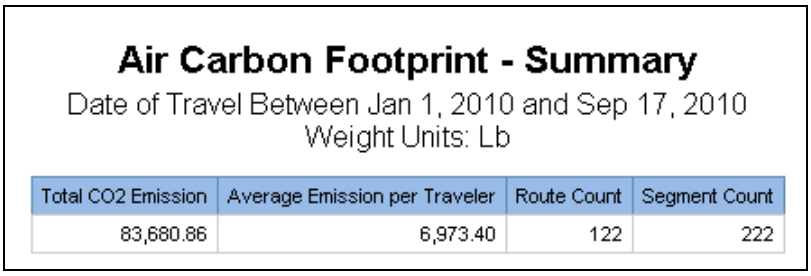

Air Carbon Footprint - Summary

Date of Travel Between Jan 1, 2010 and Sep 17, 2010
Weight Units: Lb

Total CO2 Emission	Average Emission per Traveler	Route Count	Segment Count
83,680.86	6,973.40	122	222

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Date of Travel	ParamDisplayValue('travelDateParam')	Displays the date range from the **Date of Travel** prompt on the **Prompts** page
Weight Units	ParamDisplayValue('unitsParam')	Displays the weight units selected from the **Weight Units** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Average CO2 Emission per Segment

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<CO2 Emission>	CASE ?unitsParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END	Amount of carbon released per air segment, in pounds or kilograms

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Total CO2 Emission by Department

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	N/A	'Top ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Total CO2 Emission	<CO2 Emission>	CASE ?unitsParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END	Amount of carbon released by department, in pounds or kilograms
Department	<#Organizational Unit#>	upper([Travel].[Trips].[Organizational Unit])	Organizational unit associated to the employee taking the trip

Total CO2 Emission by Route

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	N/A	'Top ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Total CO2 Emission	<CO2 Emission>	CASE ?unitsParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END	Amount of carbon released by route, in pounds or kilograms
Route	<#Route Name#>	[Travel].[Air Segments].[Route Name]	Origin and destination for the associated air segment

Total CO2 Emission by Country

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	N/A	'Top ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total CO2 Emission	<Total CO2 Emission>	[Departure].[CO2 Emission] + [Arrival].[CO2 Emission]	Amount of carbon released by country, in pounds or kilograms
Departure/Arrival Country/Region	<#Country#>	[Departure].[Departure Country]	Full country/region name of the departure station

Average CO2 Emission

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
CO2 Emission	<CO2 Emission>	CASE ?unitsParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END	Amount of carbon released per air segment, in pounds or kilograms
Type	<Type>	CASE WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# in('en','en-us') THEN 'Short Haul' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='zh-cn' THEN '短途旅行' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='en-gb' THEN 'Short Haul' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air	Indicates if the trip is "short haul" or "long haul" in the reporting country language

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='fr' THEN 'Court-courrier' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='de' THEN 'Kurzstrecke' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='ja' THEN '短距離' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='ko' THEN '단거리' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='it' THEN 'Breve raggio' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='nl' THEN 'Korte afstand' WHEN _hours_between([Travel].[Air Segments].[Arrival Date/Time],[Travel].[Air Segments].[Departure Date/Time]) < 4 and # sq($runLocale)# ='sv' THEN 'Kort resa'	

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		ELSE case when # sq($runLocale)# in('en','en-us') then 'LONG HAUL' when # sq($runLocale)# ='zh-cn' then '长途旅行' when # sq($runLocale)# ='en-gb' then 'LONG HAUL' when # sq($runLocale)# ='fr' then 'Long-courrier' when # sq($runLocale)# ='de' then 'Langstrecke' when # sq($runLocale)# ='ja' then '長距離' when # sq($runLocale)# ='zh-tw' then '長程' when # sq($runLocale)# ='ko' THEN '장거리' when # sq($runLocale)# ='it' THEN 'Lungo raggio' when # sq($runLocale)# ='nl' THEN 'Lange afstand' when # sq($runLocale)# ='sv' THEN 'Lång resa' end END	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total CO2 Emission	<Total CO2 Emission>	total(CASE ?unitsParam? WHEN 'KG' THEN [Travel].[Air Segments].[Carbon Footprint (kg)] ELSE [Travel].[Air Segments].[Carbon Footprint (lbs)] END for Report)	Total amount of carbon released, in pounds or kilograms

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Average Emission per Traveler	<Average Emission per Traveler>	total([Total CO2 Emission])/count(distinct [Travel].[Trips].[Primary Traveler])	Total average amount of carbon released per traveler, in pounds or kilograms
Route Count	<Route Count>	[Travel].[Air Segments].[Route Key]	Count of routes measured for carbon release
Segment Count	<Segment Count>	[Travel].[Air Segments].[Air Segment Key]	Count of segments measured for carbon release

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Report: Air Travel Carbon Footprint Insight – Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides detailed carbon footprint information for your organization's air travel. Information from the report is summarized and visualized in the **Air Travel Carbon Footprint Insights** section of the Sustainability Dashboard.

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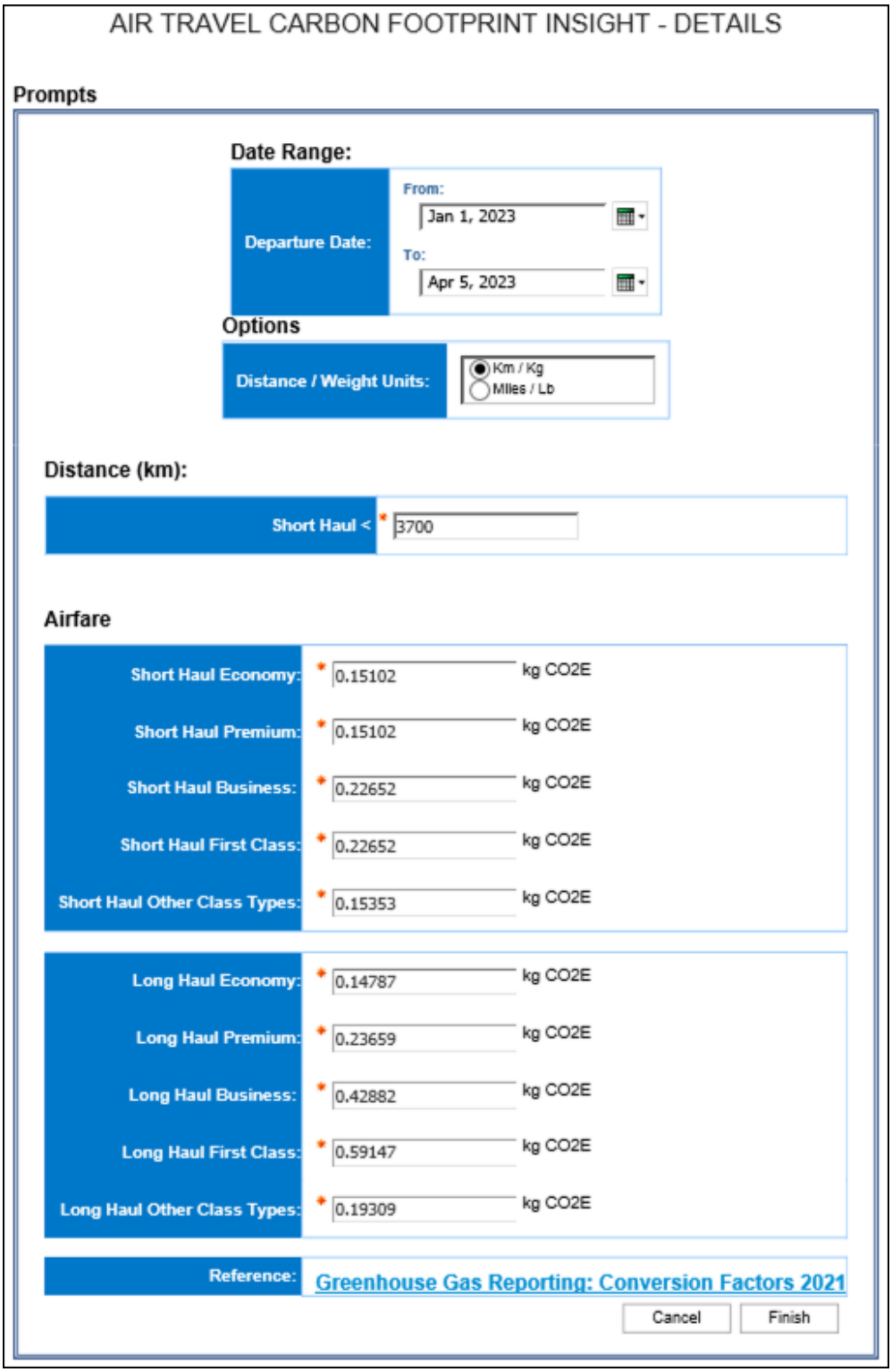
Report Prompts

On the **Prompts** page, all rates are prefilled according to the Greenhouse Gas Reporting rates. The rates on the **Prompts** page can be modified to accommodate your organization's carbon dioxide equivalent (CO_2e) standards.



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Report Output

AIR TRAVEL CARBON FOOTPRINT INSIGHT - DETAILS

Distance / Weight Units: Km / Kg
Air Departure Date: Between Jan 1, 2023 and Apr 5, 2023

Total Air Emission
888,164

Primary Passenger Name	Date of Travel	Departure City	Arrival City	Type
	Jan 9, 2023	Atlanta, GEORGIA, US	Newark, NEW JERSEY, US	Short Haul
	Jan 30, 2023	Atlanta, GEORGIA, US	Newark, NEW JERSEY, US	Short Haul
	Jan 5, 2023	Atlanta, GEORGIA, US	Portland, OREGON, US	Short Haul
	Jan 5, 2023	Baltimore, MARYLAND, US	Atlanta, GEORGIA, US	Short Haul
	Jan 21, 2023	Los Angeles, CALIFORNIA, US	Sacramento, CALIFORNIA, US	Short Haul
	Jan 26, 2023	Sacramento, CALIFORNIA, US	Atlanta, GEORGIA, US	Short Haul
	Feb 26, 2023	Detroit, MICHIGAN, US	Boston, MASSACHUSETTS, US	Short Haul
	Mar 25, 2023	Boston, MASSACHUSETTS, US	Baltimore, MARYLAND, US	Short Haul
	Feb 8, 2023	Des Moines, IOWA, US	Atlanta, GEORGIA, US	Short Haul
	Feb 10, 2023	Atlanta, GEORGIA, US	Des Moines, IOWA, US	Short Haul
	Mar 15, 2023	Dallas, TEXAS, US	Des Moines, IOWA, US	Short Haul
	Mar 2, 2023	Orlando, FLORIDA, US	San Francisco, CALIFORNIA, US	Long Haul
	Mar 7, 2023	Chicago, ILLINOIS, US	Newark, NEW JERSEY, US	Short Haul
	Mar 7, 2023	St Louis, MISSOURI, US	Chicago, ILLINOIS, US	Short Haul
	Mar 9, 2023	Chicago, ILLINOIS, US	St Louis, MISSOURI, US	Short Haul
	Mar 9, 2023	Newark, NEW JERSEY, US	Chicago, ILLINOIS, US	Short Haul
	Mar 14, 2023	Houston, TEXAS, US	Austin, TEXAS, US	Short Haul
	Mar 14, 2023	St Louis, MISSOURI, US	Houston, TEXAS, US	Short Haul
	Jan 23, 2023	Philadelphia, PENNSYLVANIA, US	Indianapolis, INDIANA, US	Short Haul

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Type	Ticket Status	Trip Status	Class of Service	Cabin Class Code	Route Distance	CO2 Emission
Short Haul	Active	Ticketed	Economy	Y	1,200	181.224
Short Haul	Active	Ticketed	Economy	Y	1,200	181.224
Short Haul	Active	Ticketed	Economy	Y	3,490	527.0598
Short Haul	Active	Ticketed	BUSINESS CLASS	C	928	210.21056
Short Haul	Active	Ticketed	ECONOMY	Y	600	90.612
Short Haul	Active	Ticketed	Economy	Y	3,360	507.4272
Short Haul	Active	Ticketed	Economy	Y	1,015	153.2853
Short Haul	Active	Ticketed	BUSINESS CLASS	C	593	134.32636
Short Haul	Active	Ticketed	Starter Max	Y	1,195	180.4689
Short Haul	Active	Ticketed	Starter Max	Y	1,195	180.4689
Short Haul	Active	Ticketed	Starter Max	Y	1,005	151.7751
Long Haul	Active	Ticketed	Flex	Y	3,931	581.27697
Short Haul	Active	Ticketed	Starter Plus	Y	1,155	174.4281
Short Haul	Active	Ticketed	Starter Plus	Y	415	62.6733
Short Haul	Active	Ticketed	Starter Max	Y	415	62.6733
Short Haul	Active	Ticketed	Starter Max	Y	1,155	174.4281
Short Haul	Active	Ticketed	Starter Max	Y	225	33.9795
Short Haul	Active	Ticketed	Starter Max	Y	1,076	162.49752
Short Haul	Active	Ticketed	ECONOMY	Y	943	142.41186

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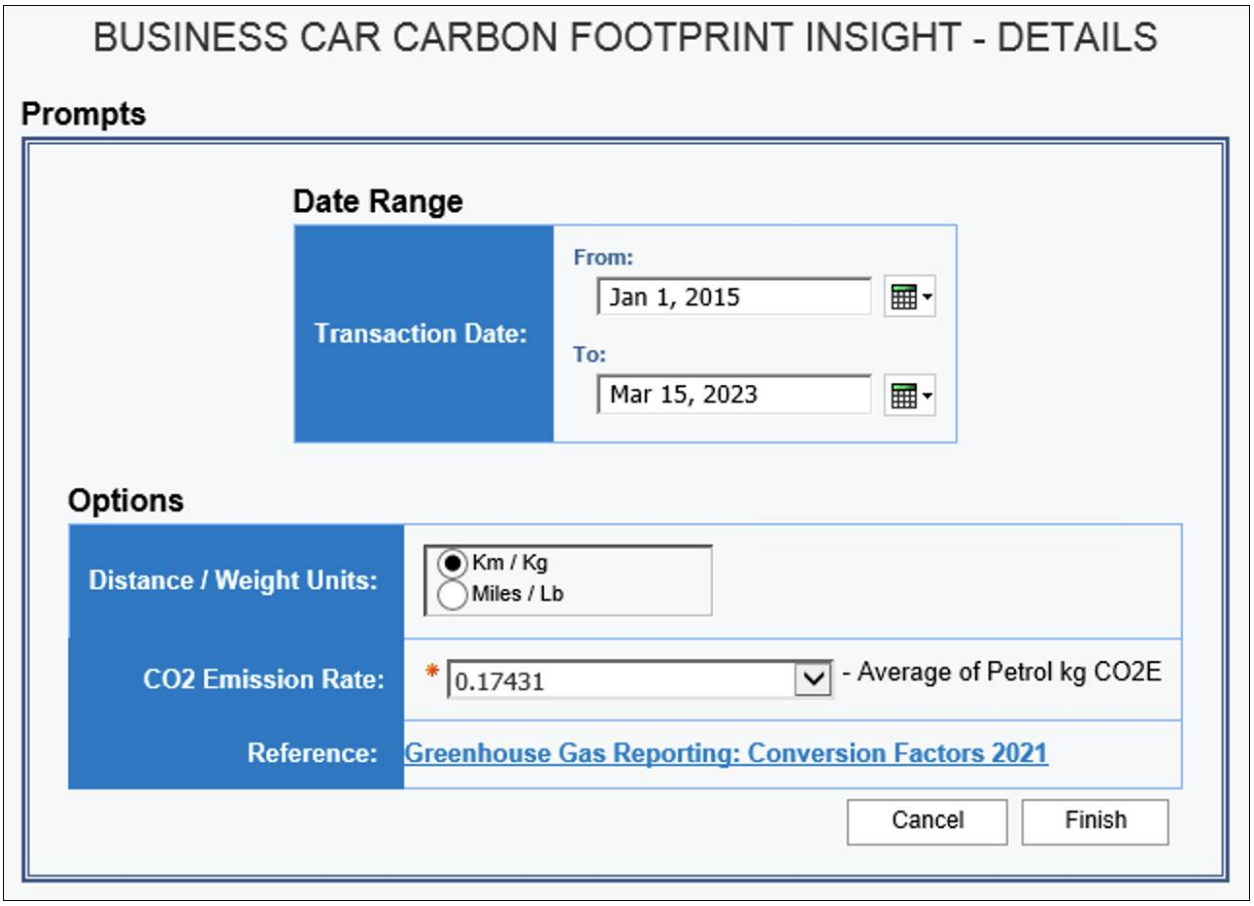
Report: Business Car Carbon Footprint Insight – Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides detailed carbon footprint information for your organization's business car travel. Information from the report is summarized and visualized in the **Business Car Carbon Footprint Insights** section of the Sustainability Dashboard.

Report Prompts

On the **Prompts** page, the Car CO2E Rate is prefilled according to the Greenhouse Gas Reporting rates. The rate on the **Prompts** page can be modified to accommodate your organization's carbon dioxide equivalent (CO_2e) standards.



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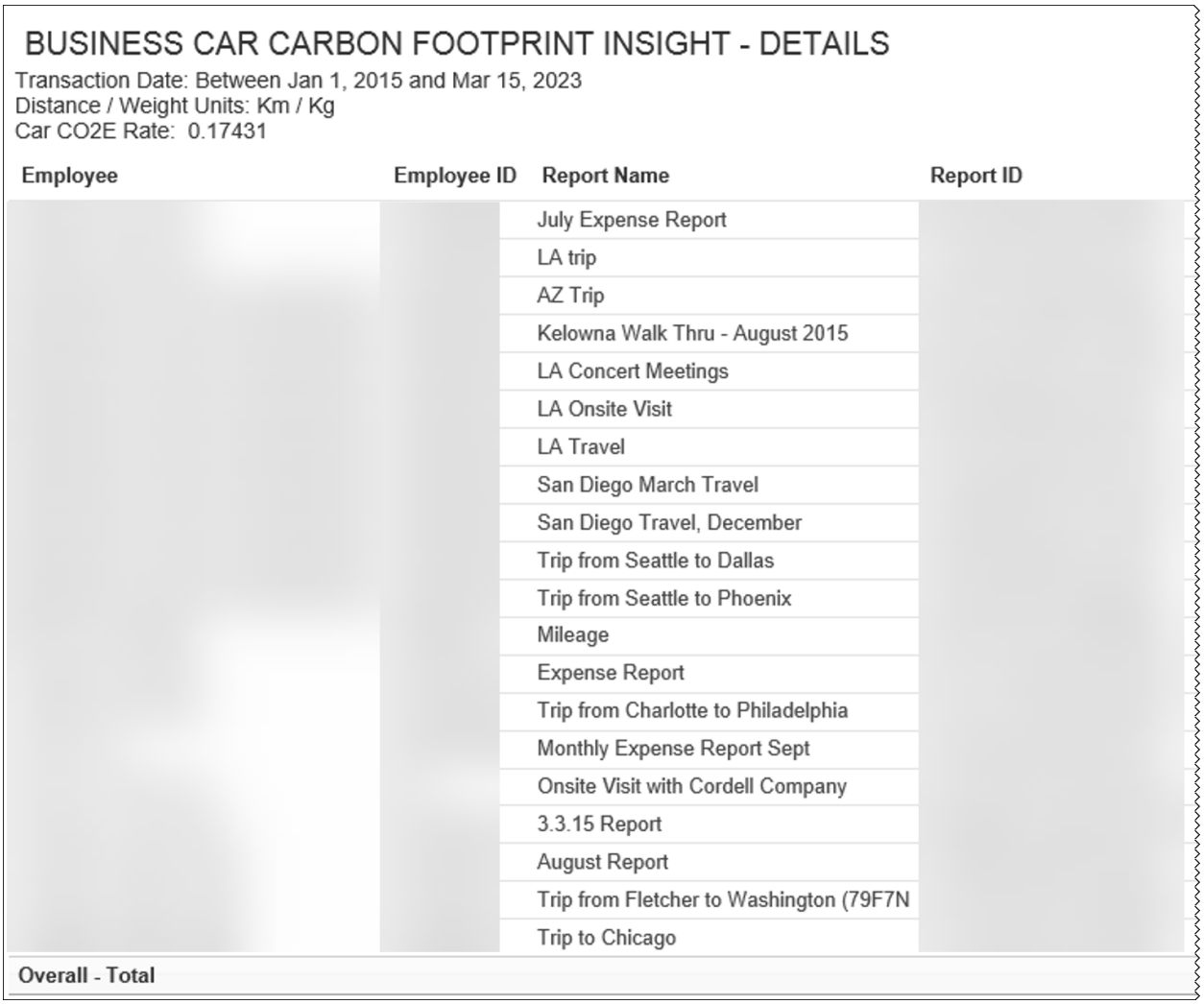
Report Output



BUSINESS CAR CARBON FOOTPRINT INSIGHT - DETAILS

Transaction Date: Between Jan 1, 2015 and Mar 15, 2023
Distance / Weight Units: Km / Kg
Car CO2E Rate: 0.17431

Employee	Employee ID	Report Name	Report ID
		July Expense Report	
		LA trip	
		AZ Trip	
		Kelowna Walk Thru - August 2015	
		LA Concert Meetings	
		LA Onsite Visit	
		LA Travel	
		San Diego March Travel	
		San Diego Travel, December	
		Trip from Seattle to Dallas	
		Trip from Seattle to Phoenix	
		Mileage	
		Expense Report	
		Trip from Charlotte to Philadelphia	
		Monthly Expense Report Sept	
		Onsite Visit with Cordell Company	
		3.3.15 Report	
		August Report	
		Trip from Fletcher to Washington (79F7N	
		Trip to Chicago	
Overall - Total			

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Report ID	Expense Type	Transaction Date	Route Distance	CO2 Emission
	Personal Car Mileage	Jul 29, 2015	53.11	9.26
	Personal Car Mileage	Aug 17, 2015	53.11	9.26
	Personal Car Mileage	Apr 15, 2015	117.48	20.48
	Personal Car Mileage	Aug 21, 2015	35.41	6.17
	Personal Car Mileage	Nov 17, 2015	35.41	6.17
	Personal Car Mileage	Nov 27, 2015	57.94	10.10
	Personal Car Mileage	May 15, 2015	35.41	6.17
	Personal Car Mileage	Apr 9, 2015	61.16	10.66
	Personal Car Mileage	Dec 8, 2015	35.41	6.17
	Personal Car Mileage	Dec 5, 2015	35.41	6.17
	Personal Car Mileage	Jul 30, 2015	56.33	9.82
	Personal Car Mileage	Mar 16, 2015	1,778.33	309.98
	Personal Car Mileage	Sep 16, 2015	193.12	33.66
	Personal Car Mileage	Jul 3, 2015	320.26	55.82
	Personal Car Mileage	Sep 23, 2015	75.64	13.18
	Personal Car Mileage	Nov 11, 2015	104.61	18.23
	Personal Car Mileage	Mar 3, 2015	72.42	12.62
	Personal Car Mileage	Aug 17, 2015	267.15	46.57
	Personal Car Mileage	Jul 30, 2015	8.05	1.40
	Personal Car Mileage	May 20, 2015	273.59	47.69
				1,299.39

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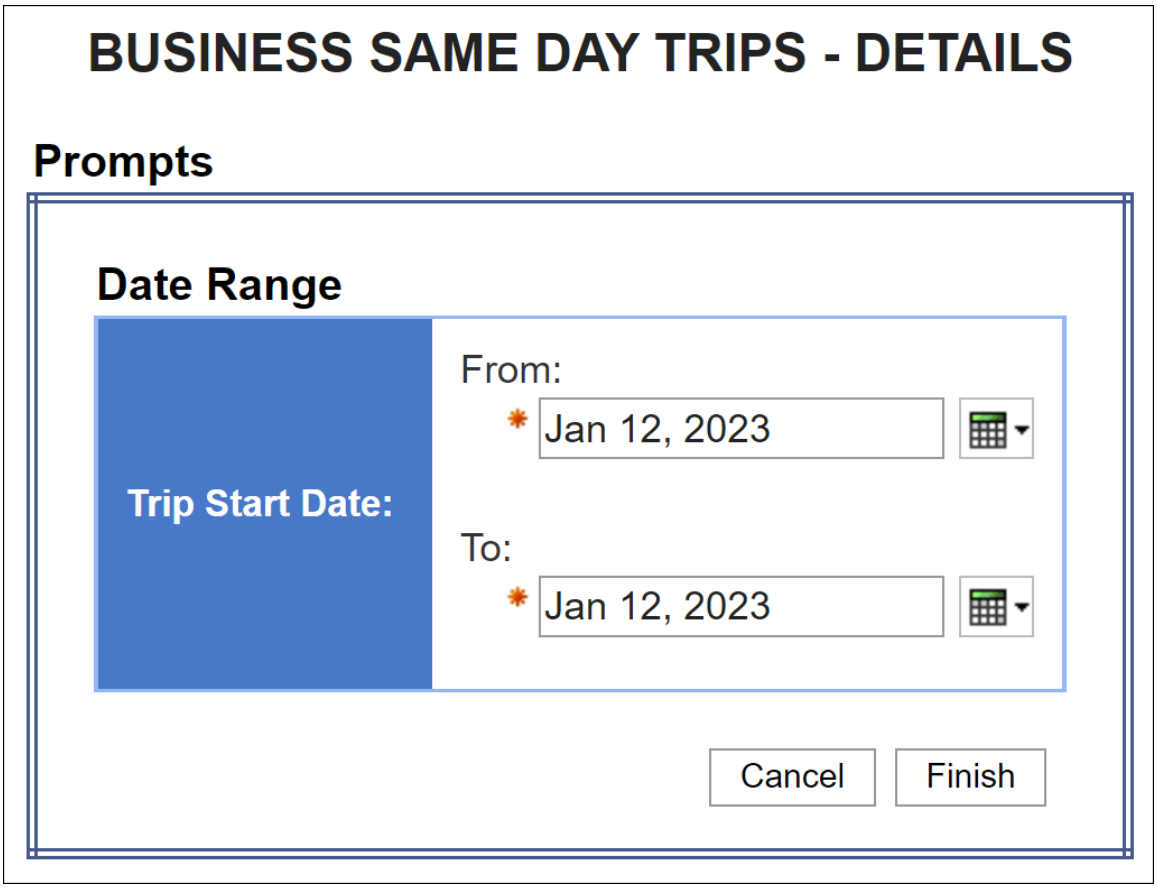
Report: Business Same Day Trips – Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides detailed emission information for your organization's business travel. Information from the report is summarized and visualized in the **Business Travel Carbon Footprint Insights** section of the Sustainability Dashboard.

Report Prompts



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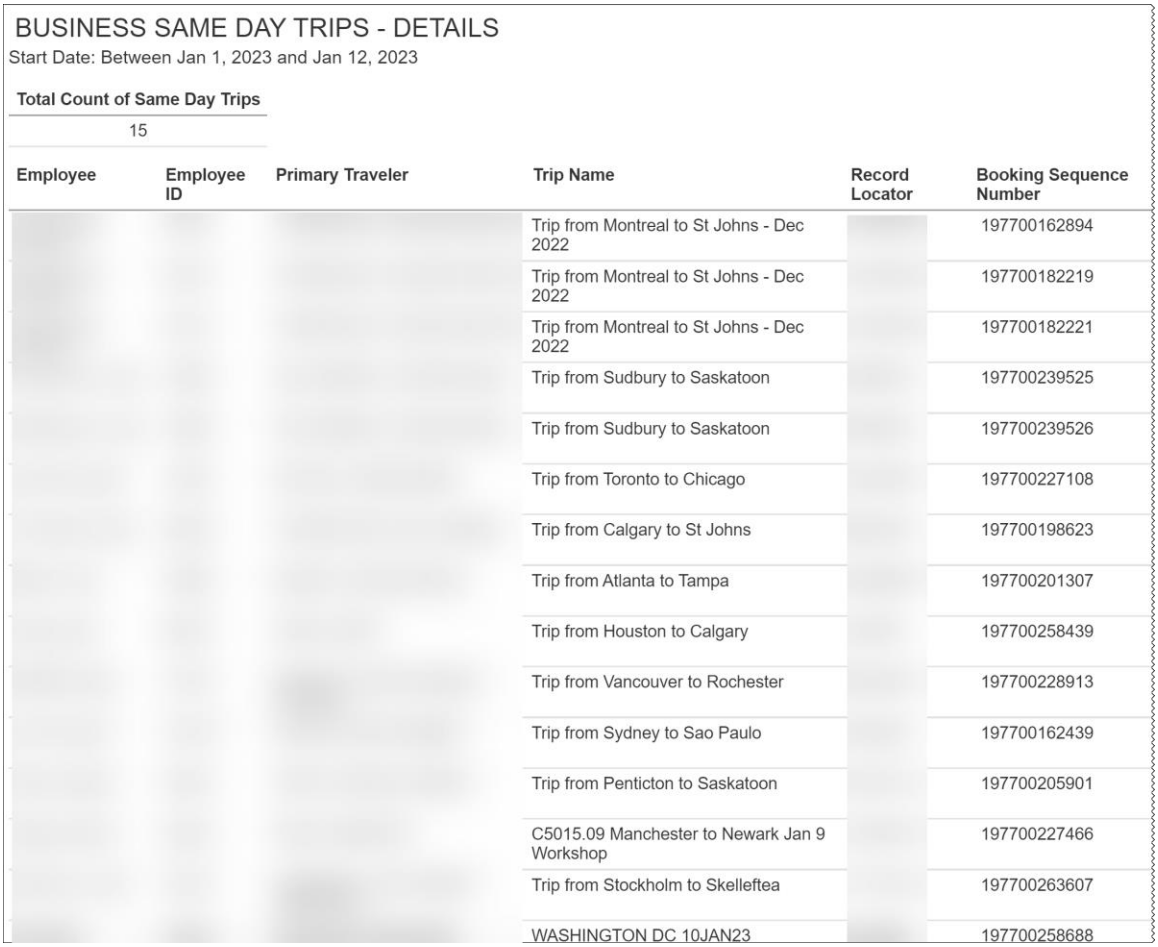
Report Output



BUSINESS SAME DAY TRIPS - DETAILS

Start Date: Between Jan 1, 2023 and Jan 12, 2023

Total Count of Same Day Trips
15

Employee	Employee ID	Primary Traveler	Trip Name	Record Locator	Booking Sequence Number
			Trip from Montreal to St Johns - Dec 2022		197700162894
			Trip from Montreal to St Johns - Dec 2022		197700182219
			Trip from Montreal to St Johns - Dec 2022		197700182221
			Trip from Sudbury to Saskatoon		197700239525
			Trip from Sudbury to Saskatoon		197700239526
			Trip from Toronto to Chicago		197700227108
			Trip from Calgary to St Johns		197700198623
			Trip from Atlanta to Tampa		197700201307
			Trip from Houston to Calgary		197700258439
			Trip from Vancouver to Rochester		197700228913
			Trip from Sydney to Sao Paulo		197700162439
			Trip from Penticton to Saskatoon		197700205901
			C5015.09 Manchester to Newark Jan 9 Workshop		197700227466
			Trip from Stockholm to Skelleftea		197700263607
			WASHINGTON DC 10JAN23		197700258688

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Booking Sequence Number	Itinerary Source	Itinerary ID	Booking Source	Expense Type	Start Date	End Date	Trip Key
197700162894	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197700182219	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197700182221	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197700239525	Concur Travel	83309944	Sabre	Air	Jan 2, 2023	Jan 2, 2023	97001
197700239526	Concur Travel	83309944	Sabre	Air	Jan 2, 2023	Jan 2, 2023	97001
197700227108	Concur Travel	83301137	Sabre	Air	Jan 3, 2023	Jan 3, 2023	96920
197700198623	Concur Travel	83280680	Sabre	Air	Jan 4, 2023	Jan 4, 2023	96723
197700201307	Concur Travel	83283078	Sabre	Air	Jan 5, 2023	Jan 5, 2023	96747
197700258439	Concur Travel	83322728	Sabre	Air	Jan 6, 2023	Jan 6, 2023	97118
197700228913	Concur Travel	83302163	Sabre	Air	Jan 6, 2023	Jan 6, 2023	96943
197700162439	Concur Travel	83254840	Sabre	Air	Jan 8, 2023	Jan 8, 2023	96219
197700205901	Concur Travel	83286526	Sabre	Air	Jan 9, 2023	Jan 9, 2023	96774
197700227466	Concur Travel	83301381	Sabre	Air	Jan 9, 2023	Jan 9, 2023	96929
197700263607	Concur Travel	8978444	Sabre	Air	Jan 9, 2023	Jan 9, 2023	95905
197700258688	Concur Travel	83322978	Sabre	Air	Jan 10,	Jan 10,	97119

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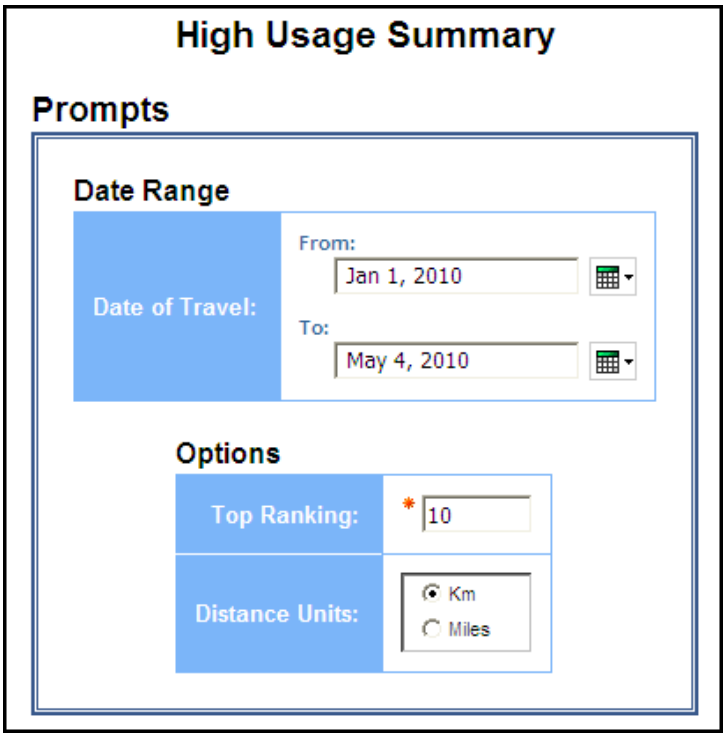
Report: High Usage - Summary

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides a snapshot of the highest categories for carbon emissions.

Report Prompts



Date Range Prompt

- **Date of Travel:** Used to filter the report by the start date of the trip

Options Prompts

- **Top Ranking:** Used to define the number of top categories to rank
- **Distance Units:** Used to select if the distance should be shown in miles or kilometers

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Report Output

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Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Top Ranking	ParamDisplayValue('travelDateParam')	Displays the rank value from the **Top Ranking** prompt on the **Prompts** page
Distance Units	ParamDisplayValue('distMeasureParam')	Displays the distance units from the **Distance Units** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Air Routes by Trip Count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Trip Count	<Trip Count>	[Travel].[Air Segments].[Trip Key]	Number of keys generated by the reporting database that uniquely identifies each air segment
Route Name	<#Route Name#>	[Travel].[Air Segments].[Route Name]	Origin and destination for the associated air segment

Travelers by Trip Count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Trip Count	<Trip Count>	[Travel].[Trips].[Trip Key]	Number of keys generated by the reporting database that uniquely identifies each trip

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Primary Traveler	<#Primary Traveler#>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip

Rail Routes by Trip Count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Trip Count	<Trip Count>	[Travel].[Rail Segments].[Trip Key]	Number of keys generated by the reporting database that uniquely identifies each rail booking
Route Name	<#Route Name#>	[Travel].[Rail Segments].[Route Name]	Origin and destination for the associated rail segment

Travelers by Car Rental Count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Car Rental Count	<Car Rental Count>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Number of keys generated by the reporting database that uniquely identifies each car rental booking
Primary Traveler	<#Primary Traveler#>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip

Cities/Airports by Car Rental Count

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Car Rental Count	<Car Rental Count>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Number of keys generated by the reporting database that uniquely identifies each car rental booking

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Data Item Label	Data Item Name	Data Item Expression	Data Item Description
City/Airport	<#Station Two Name#>	[Travel].[Trips].[Station Two Name]	Full name of the destination station of the city pair (for example, Atlanta)

Air Routes by Distance

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Route Distance	<Route Distance>	CASE ?distMeasureParam? WHEN 'KM' THEN [Travel].[Air Segments].[Distance (km)] ELSE [Travel].[Air Segments].[Distance (miles)] END	Distance traveled in miles or kilometers
Route Name	<#Route Name#>	[Travel].[Air Segments].[Route Name]	Origin and destination for the associated air segment

Travelers by Distance Flown

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Distance	<Distance>	CASE WHEN ?distMeasureParam? = 'KM' THEN [Travel].[Air Segments].[Distance (km)] ELSE [Travel].[Air Segments].[Distance (miles)] END	Distance traveled in miles or kilometers
Primary Traveler	<#Primary Traveler#>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip

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Rail Routes by Distance

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Top " "	N/A	' ' + ParamDisplayValue('rankParam')	Rank value as defined in the **Top Ranking** report prompt
Route Distance	<Route Distance>	CASE ?distMeasureParam? WHEN 'KM' THEN [Travel].[Rail Segments].[Distance (km)] ELSE [Travel].[Rail Segments].[Distance (miles)] END	Distance traveled in miles or kilometers
Route Name	<#Route Name#>	[Travel].[Rail Segments].[Route Name]	Origin and destination for the associated rail segment

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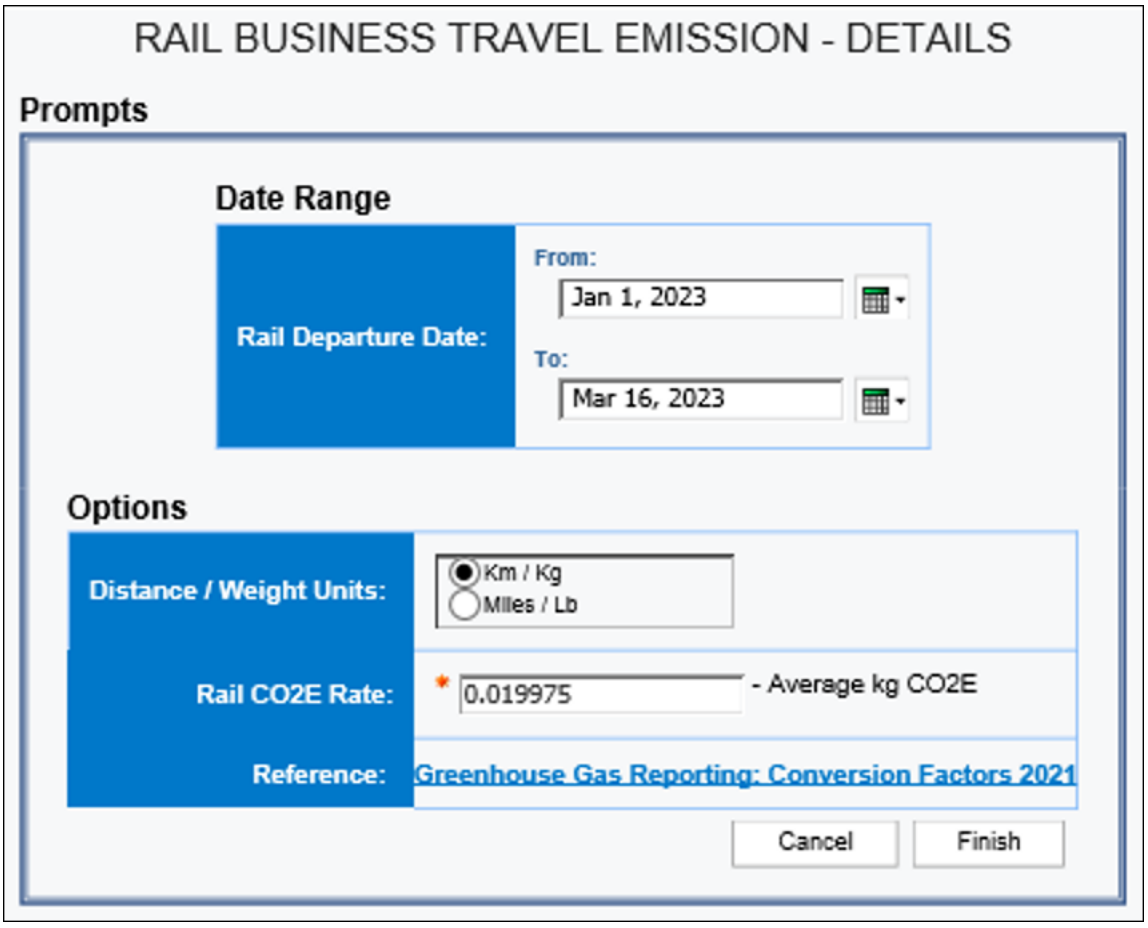
Report: Rail Business Travel Emission – Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides detailed emission information for your organization's rail business travel. Information from the report is summarized and visualized in the **Increase Rail Usage for Business Travel** section of the Sustainability Dashboard.

Report Prompts

On the **Prompts** page, the Rail CO2E Rate is prefilled according to the Greenhouse Gas Reporting rates. The rate on the **Prompts** page can be modified to accommodate your organization's carbon dioxide equivalent (CO_2e) standards.



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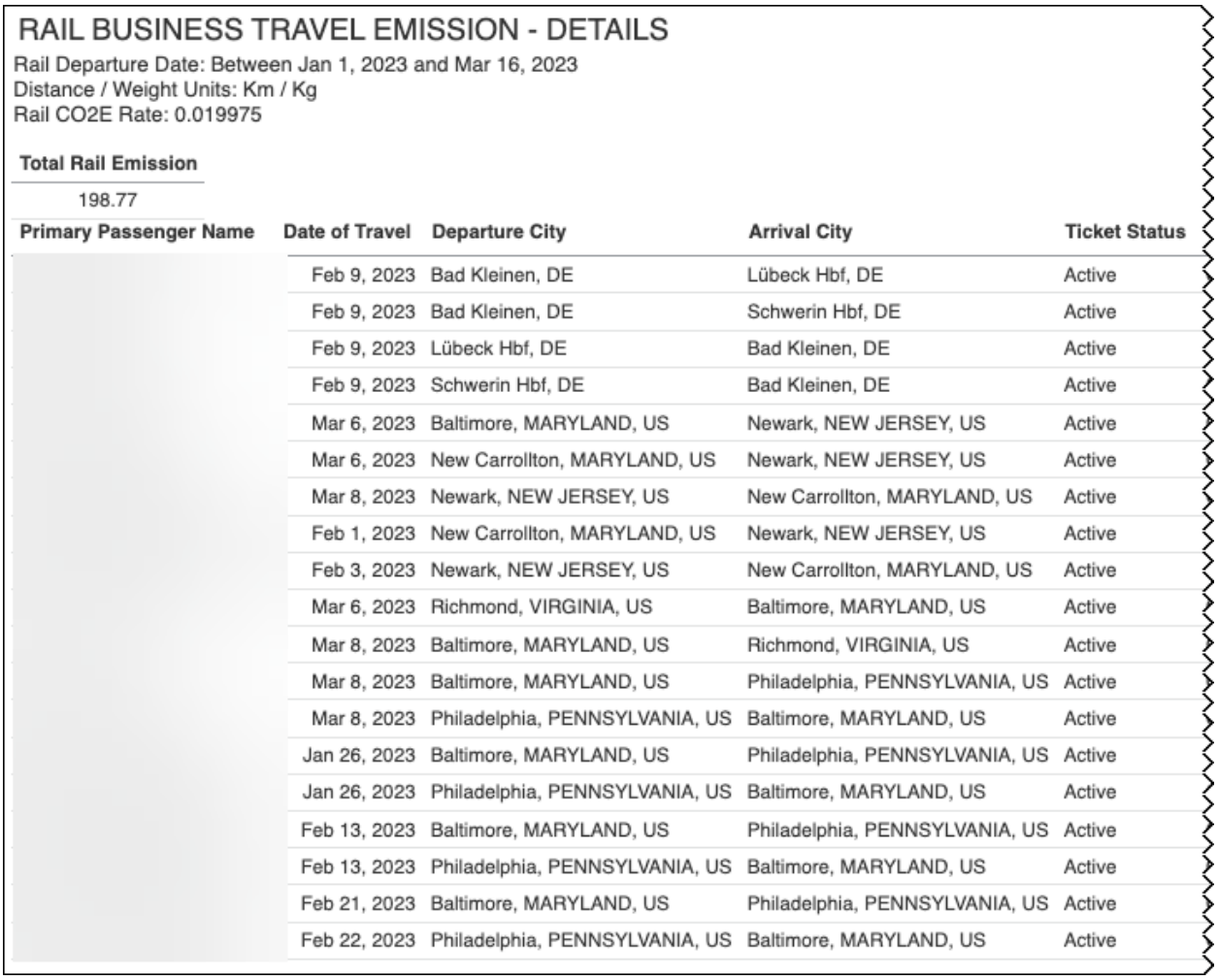
Report Output



RAIL BUSINESS TRAVEL EMISSION - DETAILS

Rail Departure Date: Between Jan 1, 2023 and Mar 16, 2023
Distance / Weight Units: Km / Kg
Rail CO2E Rate: 0.019975

Total Rail Emission
198.77

Primary Passenger Name	Date of Travel	Departure City	Arrival City	Ticket Status
	Feb 9, 2023	Bad Kleinen, DE	Lübeck Hbf, DE	Active
	Feb 9, 2023	Bad Kleinen, DE	Schwerin Hbf, DE	Active
	Feb 9, 2023	Lübeck Hbf, DE	Bad Kleinen, DE	Active
	Feb 9, 2023	Schwerin Hbf, DE	Bad Kleinen, DE	Active
	Mar 6, 2023	Baltimore, MARYLAND, US	Newark, NEW JERSEY, US	Active
	Mar 6, 2023	New Carrollton, MARYLAND, US	Newark, NEW JERSEY, US	Active
	Mar 8, 2023	Newark, NEW JERSEY, US	New Carrollton, MARYLAND, US	Active
	Feb 1, 2023	New Carrollton, MARYLAND, US	Newark, NEW JERSEY, US	Active
	Feb 3, 2023	Newark, NEW JERSEY, US	New Carrollton, MARYLAND, US	Active
	Mar 6, 2023	Richmond, VIRGINIA, US	Baltimore, MARYLAND, US	Active
	Mar 8, 2023	Baltimore, MARYLAND, US	Richmond, VIRGINIA, US	Active
	Mar 8, 2023	Baltimore, MARYLAND, US	Philadelphia, PENNSYLVANIA, US	Active
	Mar 8, 2023	Philadelphia, PENNSYLVANIA, US	Baltimore, MARYLAND, US	Active
	Jan 26, 2023	Baltimore, MARYLAND, US	Philadelphia, PENNSYLVANIA, US	Active
	Jan 26, 2023	Philadelphia, PENNSYLVANIA, US	Baltimore, MARYLAND, US	Active
	Feb 13, 2023	Baltimore, MARYLAND, US	Philadelphia, PENNSYLVANIA, US	Active
	Feb 13, 2023	Philadelphia, PENNSYLVANIA, US	Baltimore, MARYLAND, US	Active
	Feb 21, 2023	Baltimore, MARYLAND, US	Philadelphia, PENNSYLVANIA, US	Active
	Feb 22, 2023	Philadelphia, PENNSYLVANIA, US	Baltimore, MARYLAND, US	Active

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Ticket Status	Trip Status	Class of Service	Cabin Class Code	Route Distance	CO2 Emission
Active	Confirmed			53	1.06
Active	Confirmed			14	0.28
Active	Confirmed			53	1.06
Active	Confirmed			14	0.28
Active	Confirmed	Acela Business Class Seat	C	275	5.49
Active	Confirmed	Coach Reserved Seat	Y	304	6.07
Active	Confirmed	Coach Reserved Seat	Y	304	6.07
Active	Confirmed	Coach Reserved Seat	Y	304	6.07
Active	Confirmed	Coach Reserved Seat	Y	304	6.07
Active	Confirmed	Coach Reserved Seat	Y	202	4.03
Active	Confirmed	Coach Reserved Seat	Y	202	4.03
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08
Active	Confirmed	Coach Reserved Seat	Y	154	3.08

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Dashboard: Sustainability Dashboard

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

Overview

The Sustainability Dashboard can help your organization analyze air and rail bookings in the current year as compared to the prior year, as well as company and personal car mileage information.

The Sustainability Dashboard can assist with reducing your organization's overall travel carbon footprint by helping to identify opportunities for rail alternatives and identifying the number of rail and air segments traveled between selected city pairs (origin and destination). Incorporating company car and personal car mileage spend categories into the equation, the dashboard provides an organization with insight into the impact of air, rail, and car mileage.

By establishing a baseline carbon footprint, your organization can more easily determine how to reduce or eliminate excess travel, budget for actionable climate solutions, and mitigate emissions contributions.

There are five detail reports associated with the Sustainability Dashboard available for Intelligence clients:

- Air Travel Carbon Footprint Insight - Details
- Business Car Carbon Footprint Insight - Details
- Business Same Day Trips - Details
- Rail Business Travel Emission - Details
- Total Trips – Details

The detail reports provide an in-depth look at the information summarized on the Sustainability Dashboard.

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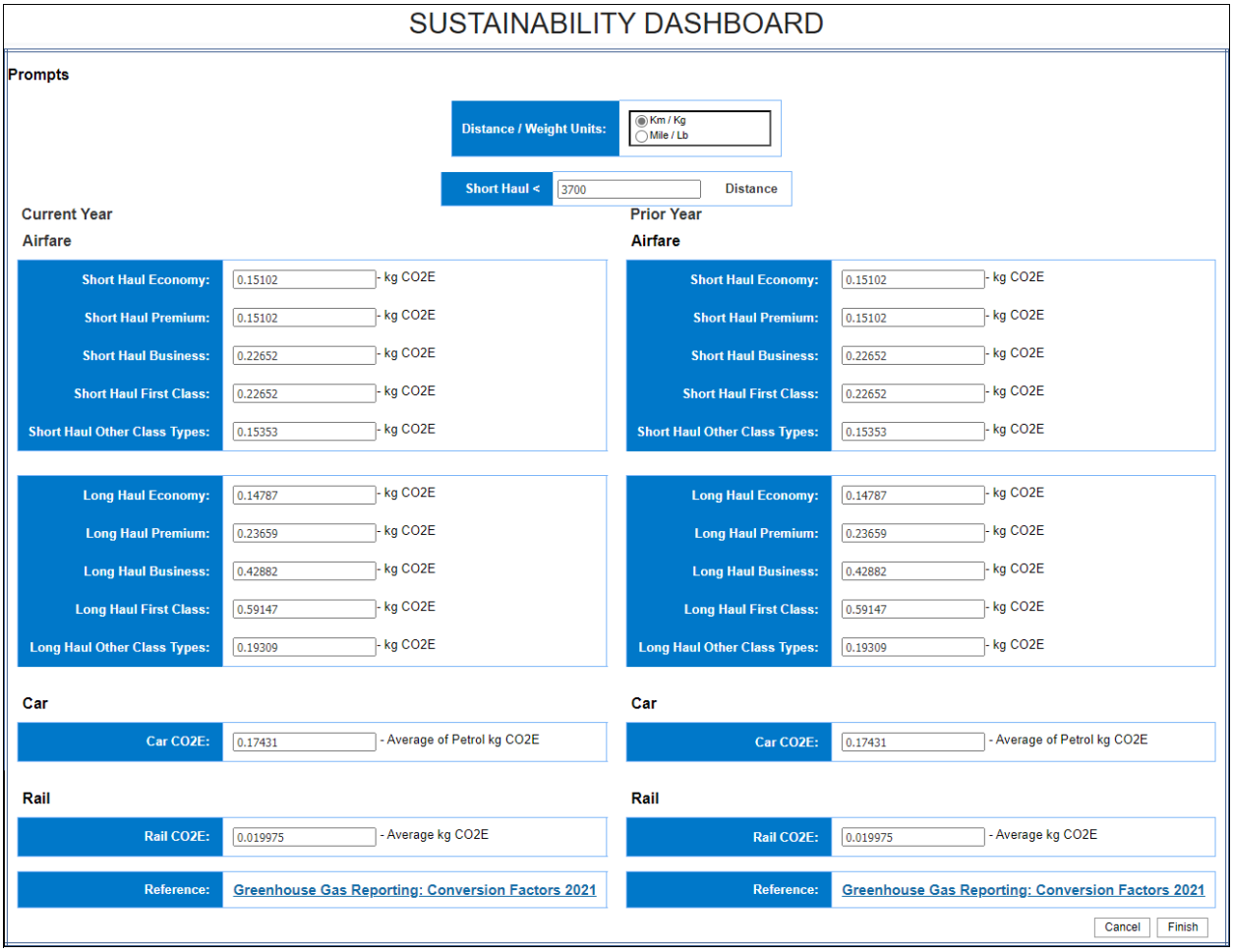
Dashboard Prompts

On the Sustainability Dashboard's prompts page, all rates are prefilled according to the Greenhouse Gas Reporting rates. The rates on the prompts page can be modified to accommodate your organization's carbon dioxide equivalent (CO_2e) standards.



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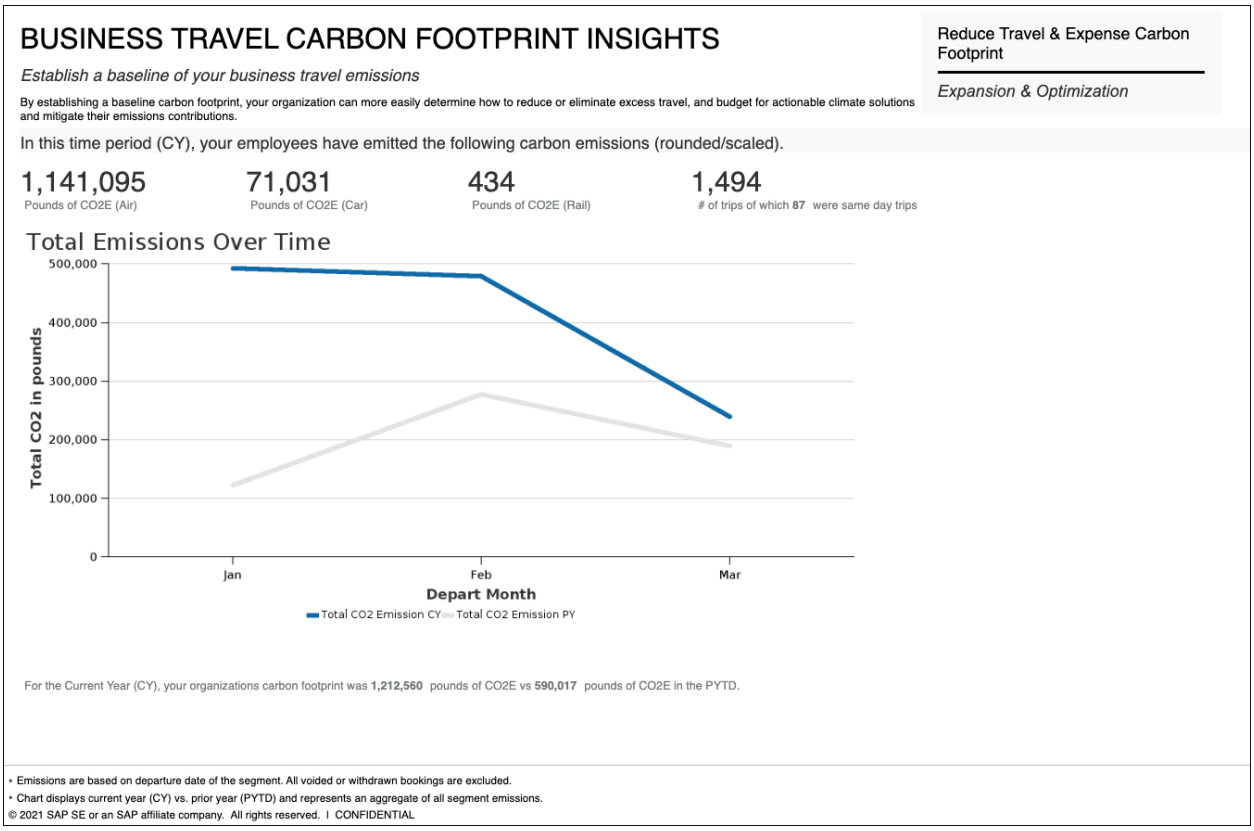
Section: Business Travel Carbon Footprint Insights

The **Business Travel Carbon Footprint Insights** section provides a visualization of the emission information for your organization's business travel from the Business Same Day Trips – Details report.



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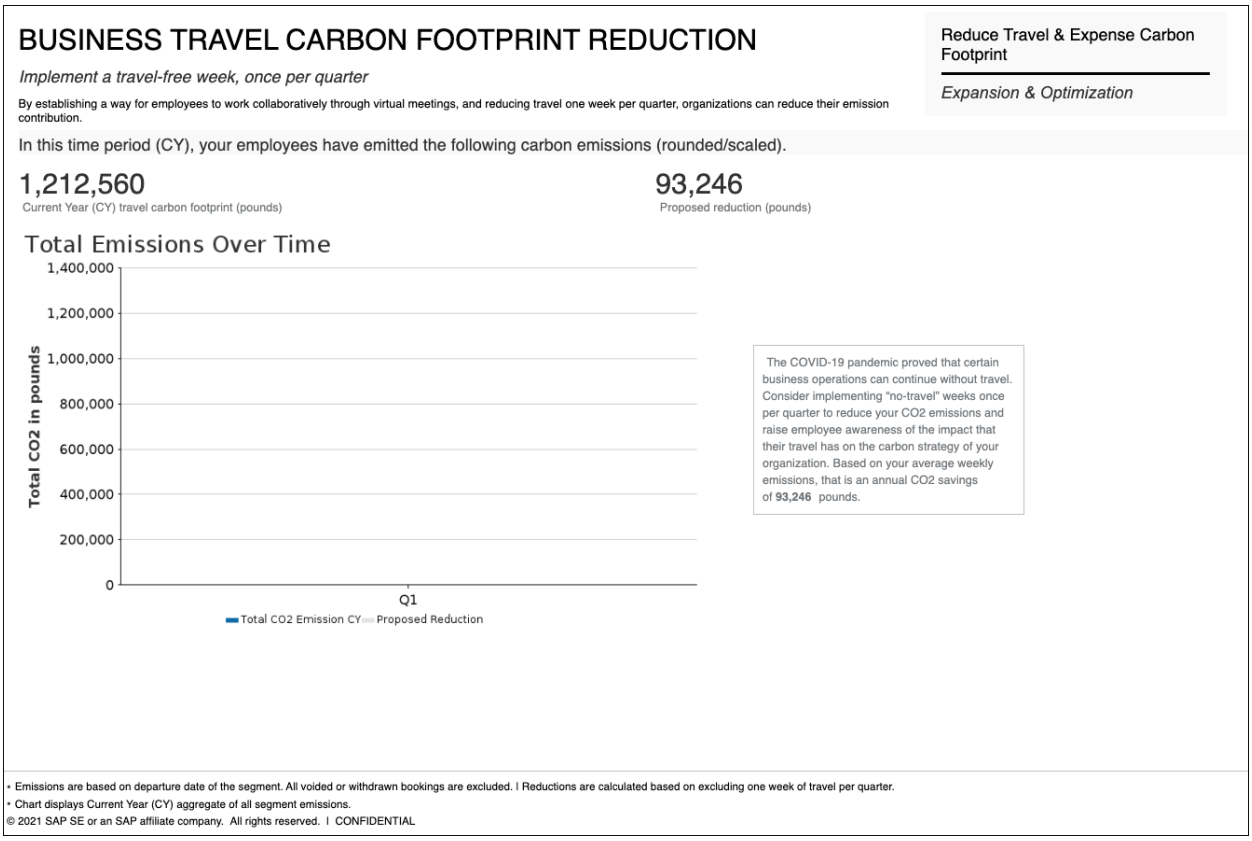
Section: Business Travel Carbon Footprint Reduction

The **Business Travel Carbon Footprint Reduction** section provides a visualization of the emission information for your organization's business travel from the Total Trips – Details report.



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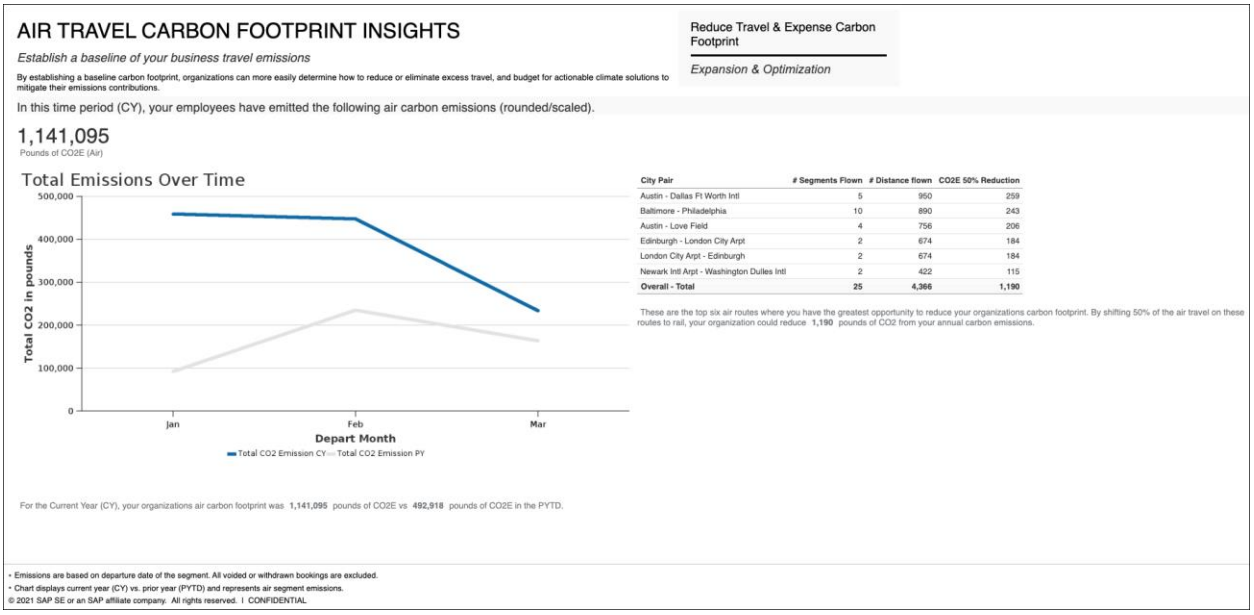
Section: Air Travel Carbon Footprint Insights

The **Air Travel Carbon Footprint Insights** section provides a visualization of the carbon footprint information for your organization's air travel from the Air Travel Carbon Footprint Insight – Details report. This section also displays the most commonly used air travel city pairs (origin and destination cities).



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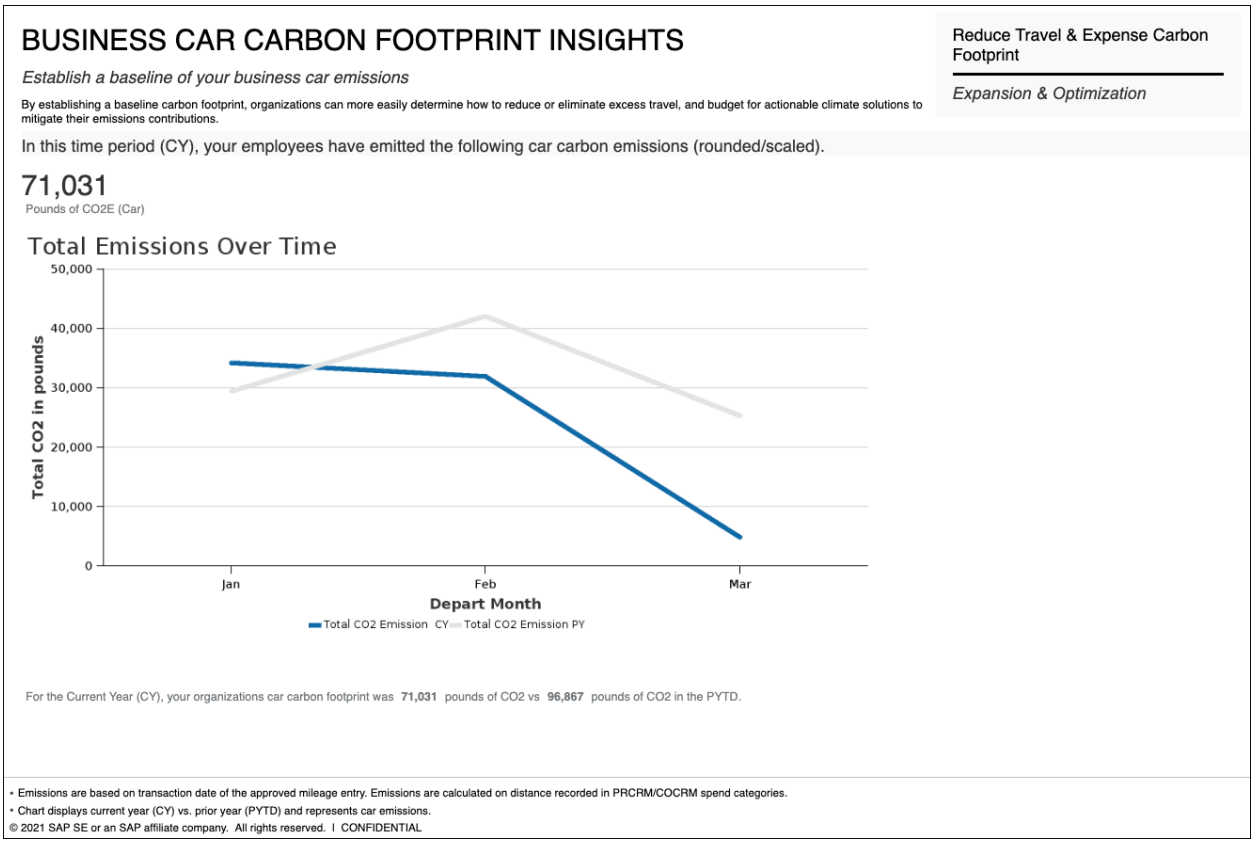
Section: Business Car Carbon Footprint Insights

The **Business Car Carbon Footprint Insights** section provides a visualization of the carbon footprint information for your organization's business car travel from the Business Car Carbon Footprint Insight – Details report.



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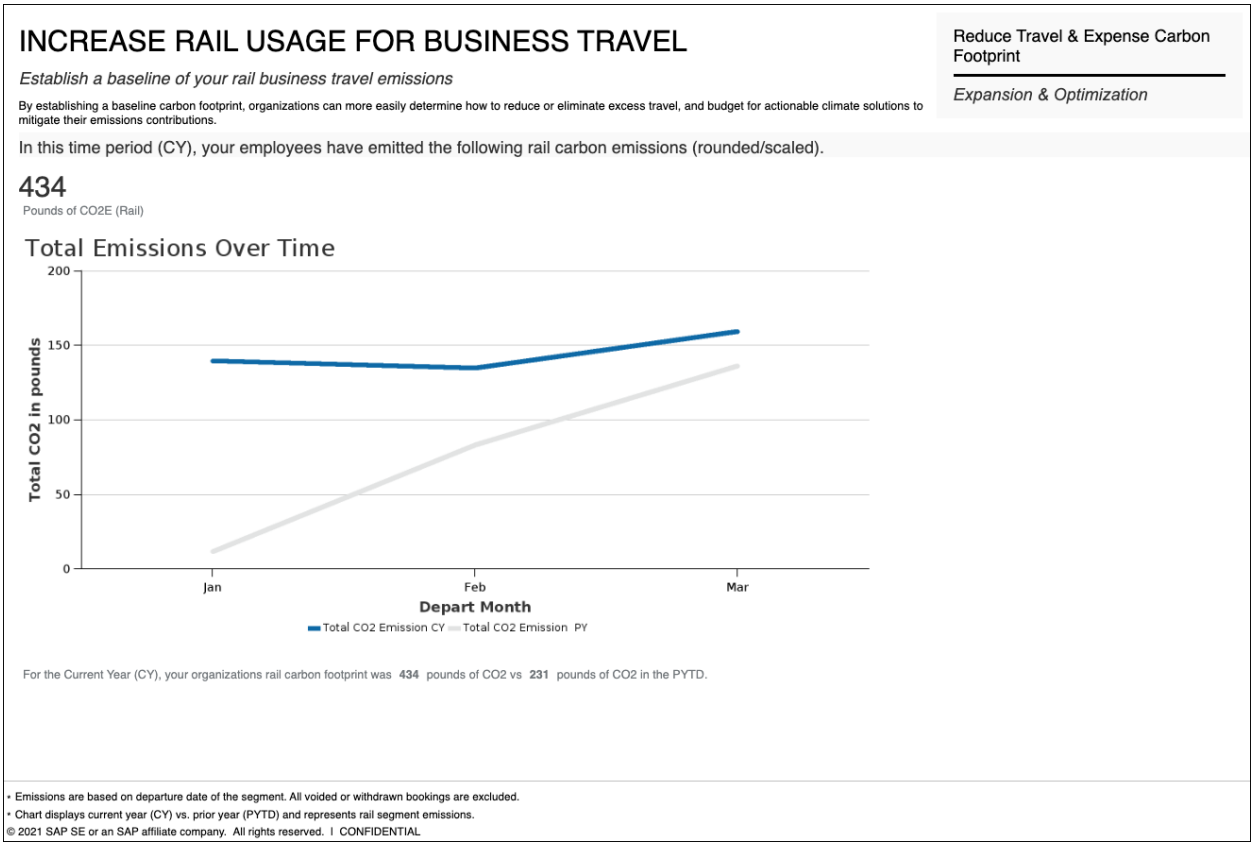
Section: Increase Rail Usage for Business Travel

The **Increase Rail Usage for Business Travel** section provides a visualization of the emission information for your organization's rail business travel from the Rail Business Travel Emission – Details report.



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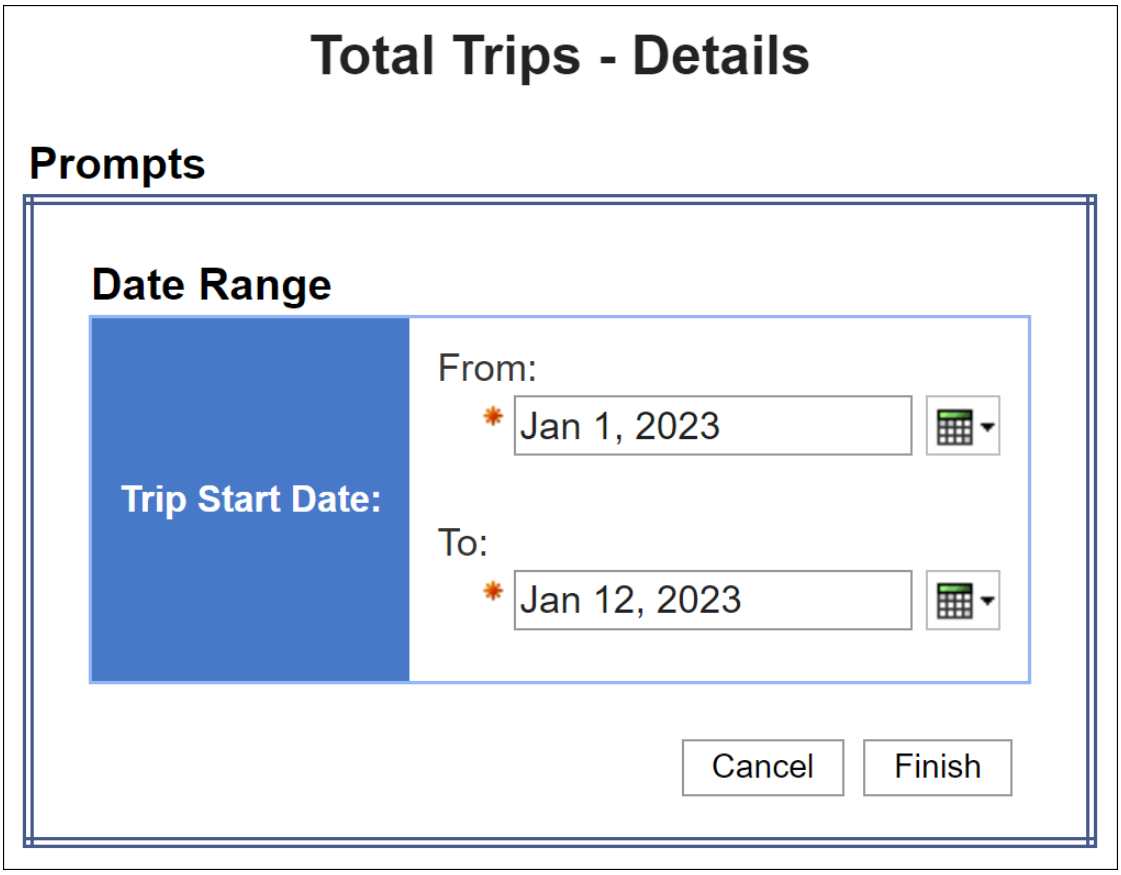
Report: Total Trips – Details

Available to: ☐ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides detailed emission information for your organization's business travel. Information from the report is summarized and visualized in the **Business Travel Carbon Footprint Reduction** section of the Sustainability Dashboard.

Report Prompts



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Report Output

Total Trips - Details

Start Date: Between Jan 1, 2023 and Jan 12, 2023

Total Count of Trips
194

Employee	Employee ID	Primary Traveler	Trip Name	Record Locator	Booking Sequence Number
			Trip from Montreal to St Johns - Dec 2022		197700162894
			Trip from Montreal to St Johns - Dec 2022		197700182219
			Trip from Montreal to St Johns - Dec 2022		197700182221
			Hotel Reservation at ST JOHN'S		197834607845
			Trip from Sudbury to Saskatoon		197700239525
			Trip from Sudbury to Saskatoon		197700239526
			Car/Hotel Reservation		197834609225
			Hotel Reservation at BALTIMORE, MD, USA		197834588330
			Trip from Columbus to Baltimore		197700232010
			VBME PROJECT WORK AT THE PORT OF QUEBEC		197834597565
			Trip from Pittsburgh to Memphis		197700203871
			Trip from Pittsburgh to Memphis		197834536883
			Trip from Pittsburgh to Memphis		197834536886
			Trip from Pittsburgh to Memphis		197834537110
			H370175 2023-01-06		197700205670

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Booking Sequence Number	Itinerary Source	Itinerary ID	Booking Source	Expense Type	Start Date	End Date	Trip Key
197700162894	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197700182219	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197700182221	Concur Travel	83255120	Sabre	Air	Jan 1, 2023	Jan 1, 2023	96241
197834607845	Concur Travel	83309893	Sabre	Hotel	Jan 1, 2023	Jan 2, 2023	97000
197700239525	Concur Travel	83309944	Sabre	Air	Jan 2, 2023	Jan 2, 2023	97001
197700239526	Concur Travel	83309944	Sabre	Air	Jan 2, 2023	Jan 2, 2023	97001
197834609225	Concur Travel	83310445	Sabre	Car	Jan 2, 2023	Jan 6, 2023	97002
197834588330	Concur Travel	83302802	Sabre	Hotel	Jan 2, 2023	Jan 3, 2023	96950
197700232010	Concur Travel	83299215	Sabre	Air	Jan 2, 2023	Jan 4, 2023	96895
197834597565	Concur Travel	83306337	Sabre	Car	Jan 2, 2023	Jan 15, 2023	96973
197700203871	Concur Travel	83284900	Sabre	Air	Jan 2, 2023	Jan 6, 2023	96763
197834536883	Concur Travel	83284900	Sabre	Hotel	Jan 2, 2023	Jan 6, 2023	96763
197834536886	Concur Travel	83284900	Sabre	Car	Jan 2, 2023	Jan 6, 2023	96763
197834537110	Concur Travel	83284900	Sabre	Hotel	Jan 2, 2023	Jan 6, 2023	96763
197700205670	Concur Travel	83286349	Sabre	Air	Jan 2,	Jan 6,	96771

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