**CarbonNeutral® business travel Certification: Attestation of compliance with the requirements of The CarbonNeutral Protocol**

Version date: July 2023

**Client and Attestation Provider Overview**

Name of company obtaining CarbonNeutral® business travel certification (“Client”):

*[Enter client company name]*

Organization conducting the attestation (“Attestation Provider”):

*[Enter assessing company name]*

Individual conducting the attestation:

*[Enter name, title, assessing company name, and qualifications]*

**Report Overview**

Subject of CarbonNeutral® certification:

*The business travel impact of [Enter client company name]*

CarbonNeutral® certification period:

*[Enter certification period]*

Title of data report:

*[Enter file name]*

Assessment data period:

*[Enter data period]*

Methodology applied:

[*E.g. GHG Protocol Corporate Standard]*

Version of The CarbonNeutral Protocol applied:

[*E.g. July 2023]*

**Confirmation of disclosures**

Please mark each of the following with an ‘X’ or checkmark to confirm.

**Required:**

* Completed and signed Scope 2 declaration where company has sourced renewable electricity via contractual instruments (RECs, I-RECs, utility programs, etc..)
* Full list of any GHG emissions sources omitted, including reason for omission
* Data report is attached to this attestation
* All emissions factors applied in the GHG footprint calculation are included in Table 2
* All significant estimates and assumptions applied in the GHG footprint calculation are included in Table 3.
* Emissions factors and significant estimates and assumptions in Tables 2 and 3 have been reviewed and approved by the company as reasonable and appropriate.

**Recommended:**

* Report includes recommendations to improve the accuracy of calculations or methodology for future assessments

**Table 1 - Results for CarbonNeutral® business travel certification**

Results are separated by emissions source category in accordance with The CarbonNeutral Protocol.

|  |  |  |  |
| --- | --- | --- | --- |
| **Emissions source category** | **Required or Recommended** | **Included in Assessment (Yes/No/N.A.)** | **tCO2e** |
| All direct emissions from on-site sources used to deliver the activity | N.A. |  |  |
| All direct emissions from mobile sources used to deliver the activity | Required |  |  |
| Emissions from the consumption of purchased electricity (including transmission and distribution) and/or steam used in the delivery of the activity | Required |  |  |
| Travel of employees/ contractors - by air, public transport, rented/leased vehicle and taxi - involved in the delivery of the activity | N.A. |  |  |
| Travel of individuals to and from the activity - by air, public transport, rented/leased vehicle and taxi, and hotel accommodation | N.A. |  |  |
| Emissions from hotel accommodation due to business travel | Required |  |  |
| Waste disposal | N.A. |  |  |
| Embodied emissions of consumables used in the delivery of the activity | N.A. |  |  |
| Transportation of products associated with the activity to the first customer | N.A. |  |  |

**Total volume to be offset**: *\_\_\_\_\_\_\_\_\_\_\_\_\_*tCO2*e (rounded* ***up*** *to nearest tonne)*

Percentage of total GHG emissions inventory from primary data:

*[Enter percentage]*

Do the business travel by air emissions calculations utilize a factor with radiative forcing:

*[Yes/No/N.A.]*

**Table 2 - Emissions factors and sources**

Include all emissions factors applied in the GHG footprint calculations in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Emissions source** | **Factor** | **Units** | **Reference** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Table 3 - Significant estimates and assumptions**

List all significant estimates and assumptions applied in the GHG footprint calculations in the table below.

|  |  |
| --- | --- |
| **Emissions source** | **Description** |
|  |  |
|  |  |
|  |  |
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|  |  |
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**Confirmation of compliance with The CarbonNeutral Protocol**

I hereby represent and warrant to Climate Impact Partners LLC and its affiliates (“Climate Impact Partners”) that:

* the above information is true, accurate and complete;
* the methodology, formulae, assumptions and information used in connection with the GHG emissions data and report provided to Climate Impact Partners have been undertaken in line with best practice and the requirements of The CarbonNeutral Protocol and Climate Impact Partners and third parties may rely upon them;
* all information used in connection with the GHG emissions data and report provided to Climate Impact Partners is true, accurate and complete;
* the GHG emissions data and report have been reviewed by a second individual;
* the Assessors responsible for undertaking the GHG emissions data and report, and the related reviews have the required skill, experience and expertise to do so;
* the Assessment Provider and Assessors responsible for undertaking the GHG emissions data calculations and report are independent from the Client obtaining CarbonNeutral® certification; and
* I have the knowledge and authority to make the foregoing representations and warranties on behalf of my company.

Assessor Name:

Signature:

Job Title:

Assessment Provider / Organisation Name:

Date: