



Carbon Reduction Plan Template

Supplier name: Corporate Travel Management (CTM)

Publication date: 29/08/2024

Commitment to achieving Net Zero

CTM is committed to achieving Net Zero emissions by 2030.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: July 1 2022 – June 30 2023 (FY23)

Additional Details relating to the Baseline Emissions calculations.
--

Please note: The emissions listed below represent the operations from the entire Corporate Travel Management brand, across the Australia/New Zealand, North America, EU/UK and Asia regions.

CTM's current GHG emissions boundary includes scope 1, 2 & scope 3.03, 3.05, 3.06 & 3.07 and has set 2030 net zero target and reduction efforts around these categories. Scope 3.04 (Upstream Transportation and Distribution) and scope 3.09 (Downstream Transportation and Distribution) emissions are not currently measured or reported on by CTM as these are outside of the scope of CTM's operations. CTM's core business falls within professional services, connecting customers with supplier's travel products (flights, hotels, car hire, etc) and providing customers with travel technology solutions.

Baseline year emissions: FY23

EMISSIONS	TOTAL (tCO₂e)
Scope 1	1.0tCo2e



Scope 2	1,436.3tCo2e
Scope 3 (Included Sources)	<p>3.3 Fuel and Energy-Related Activities – 293tCo2e</p> <ul style="list-style-type: none"> - Natural Gas Consumption – 0.4tCo2e - Electricity consumption – 292.2tCo2e <p>3.5 Waste generated in operations – 166.9tCo2e</p> <ul style="list-style-type: none"> - Total waste sent to landfill – 166.3tCo2e - Total transport of materials to recycling and landfill – 0.6tCo2e <p>3.6 Employee Business Travel – 1525.1tCo2e</p> <p>3.7 Employee commuting and working from home – 2782.3tCo2e</p> <ul style="list-style-type: none"> - Electricity consumption from employees working from home – 2157.8tCo2e - Total distance for employees commuting by car – 44.7tCo2e - Total distance for employees commuting by bus – 366.9tCo2e - Total distance for employees commuting by train – 213.0tCo2e
Total Emissions	<p>6,204.6tCo2e</p> <p>Total less scope 3 employee business travel abatement credits (1,525.1tCo2e) – 4,679.5tCo2e</p>

Current Emissions Reporting

Reporting Year: July 1 2023 – June 30 2024 (FY24)	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0.0tCo2e
Scope 2	1,833.3tCo2e
Scope 3 (Included Sources)	<p>3.3 Fuel and Energy-Related Activities – 262.2tCo2e</p> <ul style="list-style-type: none"> - Natural Gas Consumption – 5.1tCo2e - Electricity consumption – 257.1tCo2e <p>3.5 Waste generated in operations – 206.6tCo2e</p> <ul style="list-style-type: none"> - Total waste sent to landfill – 206.0tCo2e



	<ul style="list-style-type: none"> - Total transport of materials to recycling and landfill – 0.6tCo2e <p>3.6 Employee Business Travel – 8766.6tCo2e</p> <p>3.7 Employee commuting and working from home – 2082.9tCo2e</p> <ul style="list-style-type: none"> - Electricity consumption from employees working from home – 1120.3tCo2e - Total distance for employees commuting by car – 446.2tCo2e - Total distance for employees commuting by bus – 336.8tCo2e - Total distance for employees commuting by train – 179.6tCo2e
Total Emissions	<p>13,151.8tCo2e</p> <p>Total less scope 3 employee business travel abatement credits and Large Scale Energy Generation Certificates (EACs) (9,126.3tCo2e) – 4,025.5tCo2e</p>

Emissions reduction targets

CTM has set carbon reduction and efficiency targets to guide our emissions reduction progress. These reduction targets can be seen in the below table and in the linked [Climate \(net\) Positive Plan](#).

Ref #	Procedure Requirement	Efficiency Targets				
		FY2023	FY2024	FY2025	FY2027	FY2030
Energy – Smart energy consumption to reduce our carbon footprint. (Baseline 2023)						
E1	Increased use of renewable energy sources and supply	Baseline	20% Net Zero	30% Net Zero	50% Net Zero	100% Net Zero
E2	Considered performance ratings for new buildings, fit-outs and equipment	Minimum standards for new building occupancy, fit-outs and electrical equipment				
	Scope 3 emission reduction across all locations					
	3.03 – Fuel and energy-related activities	Baseline	–	–	>49%	>98%
E3	3.05 – Waste generated in operations	Baseline	–	–	20%	50%
	3.06 – Business Travel	100% Neutral	100% Neutral	100% Neutral	100% Neutral	100% Neutral
	3.07 – Employee Commuting (and working from home)	Baseline	–	–	20%	50%
E4	Carbon Net Positive Target	Carbon Net Positive Footprint (tCO2e)				
E5	Engagement of suppliers to deliver sustainable travel to customers	Engagement of suppliers to deliver sustainable travel to clients				
Waste – Effective management of materials to reduce consumer-based carbon emissions						
W1	Continual review of office-based surplus materials	Continual review of office-based surplus materials				
W2	Improved waste management efficiencies	Baseline	–	–	20%	50%

Table 1



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Since CTM published their first sustainability report in FY21, CTM has implemented many initiatives to understand and reduce our environmental impact. Some of the carbon reduction initiatives that have been implemented include:

- Offsetting 100% of emissions from employee business travel
- Purchasing large scale energy generation certificates (EACs) to begin mitigating impact from energy supply as CTM begin transitioning to renewable energy
- Ensuring that new office tenancies meet minimum sustainability standards
- CTM has entered into a Sustainable Aviation Fuel (SAF) partnership with Delta Airlines to support in reducing our emissions.
- Increasing internal communication around emissions reduction to encourage employees to consider their own impact
- Holding regular Client Advisory Boards with key customers and stakeholders to facilitate discourse and collaboration around carbon emissions reduction

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).



Signed on behalf of the Supplier:

Debbie Carling

Debbie Carling - CEO

.Date: ...28 August 2024