

# CARBON SMART TRAVEL GUIDE



Australian  
National  
University



# What's in this guide?

This document compiles information related to the **Environmental Sustainability** section of the [ANU Travel Policy](#) and should be read in conjunction with the Policy and [Travel Handbook](#). It reflects up-to-date information as of May 2024.

The guide aims to help you plan how you can reach your goals with a lower carbon footprint.

Here we list **actions you can take and things to think about** when considering and planning travel with low carbon travel.

Travel is part of how we work



A by-product of our work



Our unique responsibilities



Three levels of action



We are close to our goal



Actions you can take



To navigate this guide, click on the buttons or go to the next slide.

# Travel is part of how we work

*We see travel as an essential part of university life. We travel to do business, build networks, conduct research, participate in events, and study.*

*There are two types of travel that are necessary to meet these goals:*

- **University travel** - includes domestic and international travel done for university business and activities including research, conferences, fieldwork, meetings, student recruitment/marketing, philanthropy, training, outside studies and other non-specified reasons.
- **Commuter travel** - relates to the movement of staff and students from their homes to and from ANU campuses to work or study.

This guide is relevant to **University travel** only.



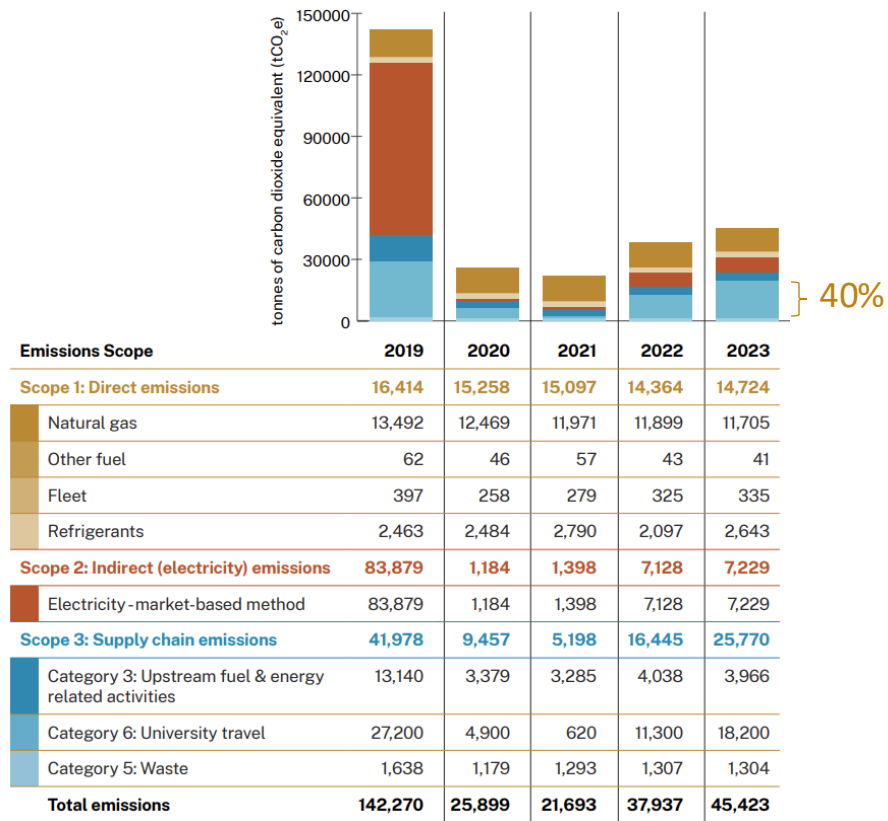
## Greenhouse gas emissions from travel can be a by-product of our work.

The activities we do when we travel may be linked with positive impacts in our careers and towards reaching ANU strategic goals.

However, every flight we take and every trip we make adds to our environmental impact.

For the 2022-23 financial year, greenhouse gases (GHGs) from University travel were the highest single source of emissions of those currently mapped by ANU\*.

Figure 1. ANU greenhouse gas emissions, ANU Environmental Sustainability Report 2023



\*Supply chain emissions have been shown to be the highest source of emissions for most entities (GHG Protocol, n.d.). These will be increasingly mapped by ANU over time.



# Reducing our emissions is meeting our unique responsibilities as the national university

## ANU Corporate Plan 2024 - 2027

**Purpose 4 – Meeting its obligations to the nation and Australian Capital Territory (ACT) through its status as a national institute**

**4.8** Meeting our commitment to mitigate the negative effects of climate change in line with our national mission.

**KPIs**

12. Reduce our overall trajectory of emissions.

## ANU Strategic Plan 2025

**Strengthening our national mission and meeting our unique responsibilities**

- Test and share new ideas for the Australian higher education sector
- Contribute to global environmental sustainability

We are committed to reducing our carbon emissions across all emissions sources.

This guide covers **University travel**. To learn more about our work in other areas, visit the [ANU Sustainability website](#).

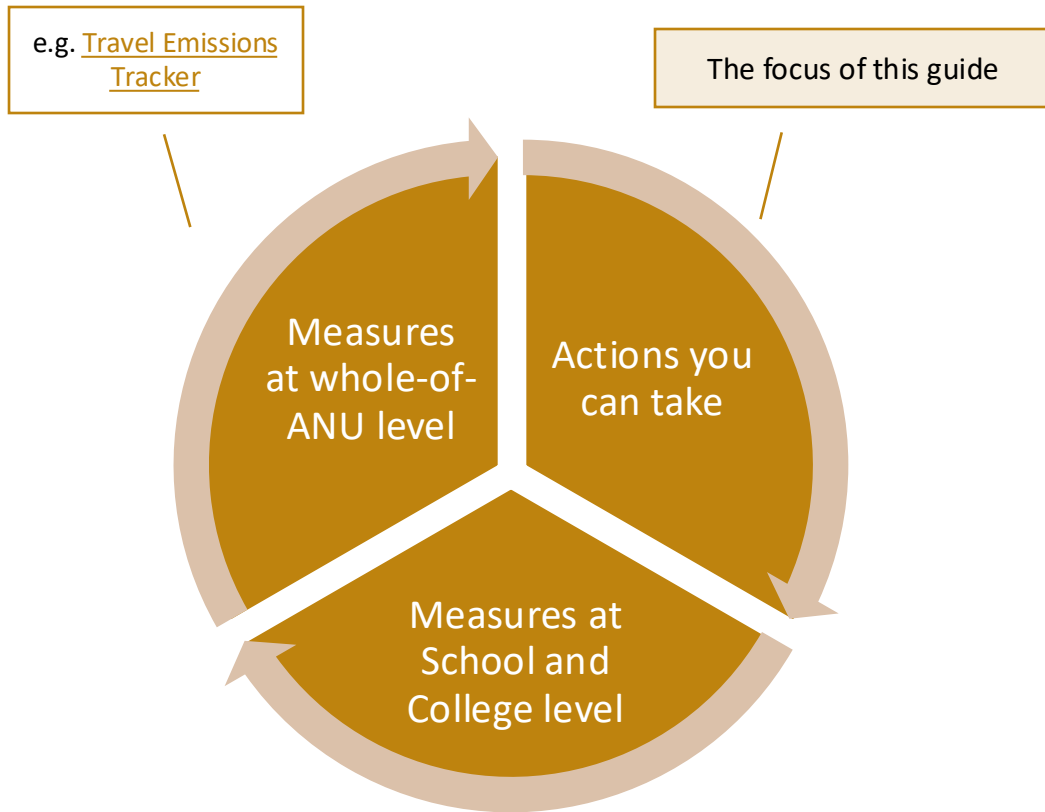


# We need our combined actions

It can be challenging to balance our need to undertake meaningful travel and reduce our carbon footprint.

Travel will continue to be essential to some aspects of our work. The fundamental question guiding us is *how might we enable our staff to be successful with a lower carbon footprint?*

Research by the [ANU Travel Lab](#) highlights the need for action at individual, collective and institutional levels.

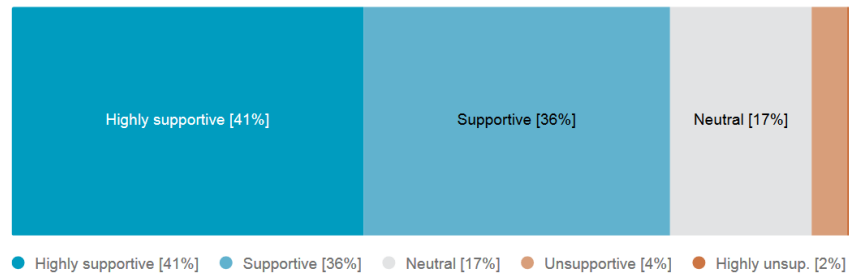


# How might we enable our staff to be successful with a lower carbon footprint?

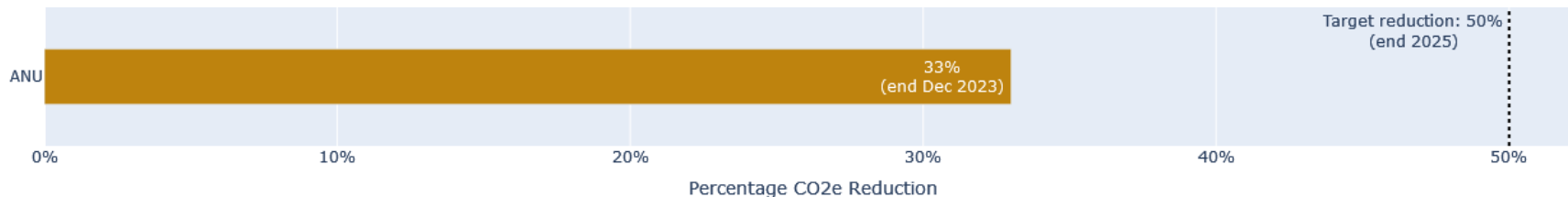
ANU has a target to **reduce University travel emissions** by 50% from 2019 levels, by 2025.

The ANU community supports this target<sup>1</sup>, and the good news is that we are two-thirds of the way to achieving it.

Strong support for reducing travel emissions - 77% of respondents are supportive of the goal



## Progress towards goal<sup>2</sup>



# Actions you can take

Click on the icons or go to the next slide.



**1. Consider the need to travel and what alternatives you have**



**2. Make transport choices that reduce your travel footprint**



**3. Reduce your carbon footprint while travelling**





# 1. Consider the need to travel and what alternatives you have

## Food for thought:

- Can you do this without travel? When an opportunity presents itself, consider the need for travel.
- What is the most efficient way to achieve your goals? What will bring the most value with less impact?
- If there is an annual conference you usually attend? Consider alternating attending in person and virtually.
- Some disciplines have biennial conferences. Can you plan other business around that time and location if that's the case?
- Can you reduce the number of people travelling to one meeting/event by creating opportunities to share knowledge about the event or meeting outcomes?

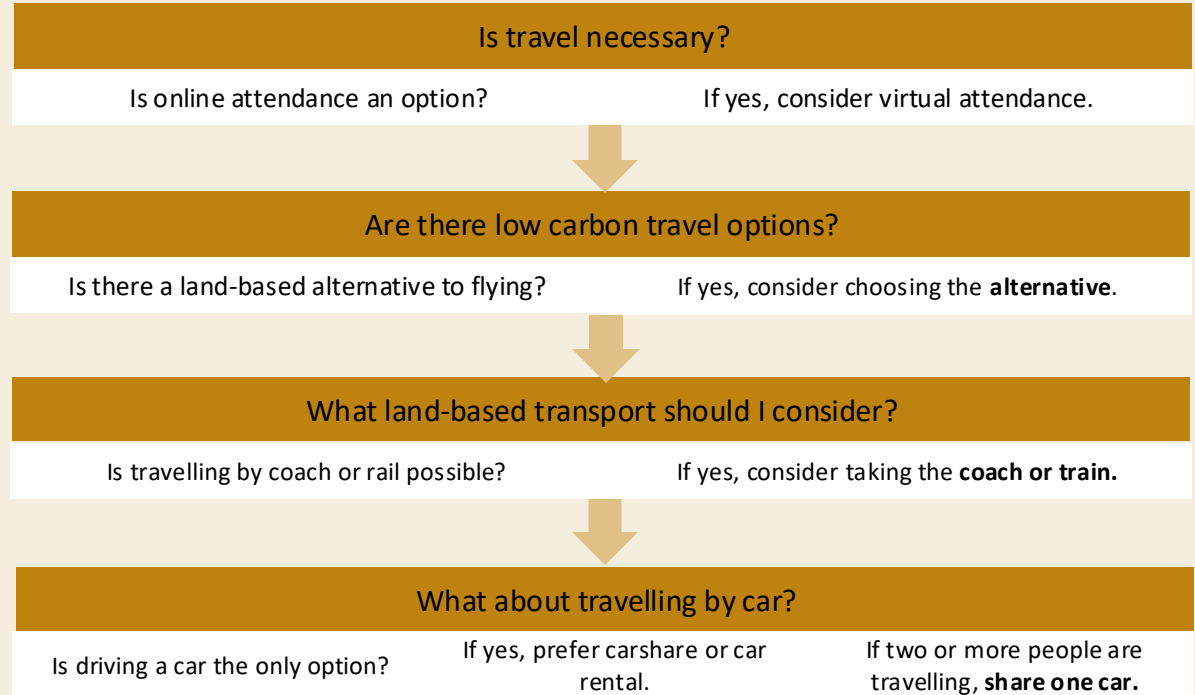
## Actions you can take:

- List the travel opportunities you already know of for a given period (e.g. a full calendar or financial year or a project duration).
  - You can add opportunities you plan to pursue but can't confirm yet e.g. presenting a paper.
- Check if virtual attendance/meeting would be an option for one (or more) of them.
  - If it is in a different time zone, discuss flexible work options with your supervisor.
- Consider your plan. If you take two long-haul flights or more per year, you are likely in the high emitter group.
  - Check the traveller profiles tab in the [Travel Emissions Tracker](#) to see more.
- Collaborate with local networks. Consider travelling shorter distances to collaborate with regional partners.
- Establish a regional hub or node for a larger national or international conference, where it's possible to network with nearby colleagues on common interests and activities.



# 1.1. Considering alternatives

- **Key take away:** when travel is necessary, reduce your impact with low carbon travel options.



## 2. Make transport choices that reduce your travel footprint

### Food for thought:

- Flying is sometimes the only viable option for visiting major Australian cities and overseas travel.
- If you need to fly, you can reduce the impact of your trip by choosing lower emission forms of travel.
- A [2021 report](#) found that low-emission flight itineraries can emit 63% less than the same route with high emission options and 22% lower than the average emissions itinerary.
- Research from UC Davies found that showing CO<sub>2</sub> emissions in flight searches would reduce, rather than increase, costs ([Amenta & Sanguinetti 2020](#)).

### Actions you can take:

- ❑ Emissions vary a lot per vehicle type. Low carbon travel options can include rail, coach and single or multi-person vehicles.
  - ❑ See [next slide](#), for a comparison of emissions for a return Canberra-Sydney trip by vehicle type.
- ❑ When flying is the only viable option, choose lower emissions itineraries or routes.
  - ❑ Tip: CTM – ANU preferred Travel Management Company – provides CO<sub>2</sub> emissions data of all flights in their online platform and can sort options as per their emissions. Most online booking platforms do the same.
    - ❑ To access the CTM online booking system, contact [Shared Services - Travel](#).
  - ❑ Check the most direct routes, as these will likely have lower emissions overall.
  - ❑ Fly economy. Flying business class produces 3x more CO<sub>2</sub> emissions per passenger, and flying first class produces 9x more.



## 2.1. Comparing emissions per vehicle type

- The CO<sub>2</sub> emissions of a trip will vary by vehicle, fuel type, and number of people in a vehicle, as shown in Table 1.
- Emissions range from low (G - green), through mid (A - amber) to high (R - red)
- One person driving a car by themselves generates higher emissions than if they were travelling by coach or train or if there were more people in the car.
- **Key take away:** Shared vehicles are better as a low carbon travel option.

Vehicle type	CO <sub>2</sub> emissions per person (pp) from low (G - green), through mid (A - amber) to high (R - red)	
Average Flight	133kg	(R)
Rail	26kg	(G)
Bus/Coach (non-electric)	17kg	(G)
Vehicle type - Cars	CO <sub>2</sub> emissions pp for <b>one person</b> alone	CO <sub>2</sub> emissions pp for <b>two people</b> in the vehicle
Petrol small car (Up to 1.4 litre engine)	80kg (A)	40kg (G)
Petrol mid-range (1.4 to 2.0 litre engine)	110kg (A)	55kg (G)
Petrol average large (Above 2.0 l engine)	174kg (R)	87kg (A)
Diesel average large (Above 2.0 l engine)	120kg (R)	60kg (A)
Petrol-Hybrid average small/medium car	60kg (A)	30kg (G)
Petrol-Hybrid large car	90kg (A)	45kg (G)
Plug-In Hybrid average small car	20kg (G)	10kg (G)
Plug-In Hybrid average medium/large	40kg (G)	20kg (G)
Electric – Charged with renewable energy	0kg (G)	0kg (G)

Source: Trip Emissions Planner (from ANU Travel Emissions Tracker data), and Carbon footprint Calculator (<https://calculator.carbonfootprint.com/calculator.aspx>)



## 2.2. ANU Policy and guidelines for travelling by land-based transport

1. Coach or Rail	Travellers can request coach and rail quotes and bookings directly with our travel provider via the email <a href="mailto:academic@travelctm.com">academic@travelctm.com</a> or phone 1300 014 962.
2. Car	If travelling by car, ANU recommends that travellers consider carshare and car rental as their preferred options.
2.1. ANU Carshare	<p><a href="#">ANU Carshare</a> is a convenient, efficient, eco-friendly way for staff and students to travel. Our partner offers a range of vehicles for short term and hourly rental at competitive rates. Prefer a hybrid or electric option if possible.</p> <p>Flexicar's vehicles are conveniently located on Campus, see <a href="#">ANU Carshare</a> for booking information.</p>
2.2. Rental Vehicles	<p>When travelling by car, you can <a href="#">rent a vehicle</a> from one of ANU preferred providers. ANU recommends that travellers choose an Electric Vehicle (EV) or a hybrid option whenever available, provided they suit the purpose of travel.</p> <p>Discounted rates are available when booking directly with our preferred <a href="#">car rental providers</a>. Corporate rates include reduced excess and unlimited Km's (may exclude some remote locations). For contact info and conditions see links above.</p>
2.3. Use of a private vehicle	<p><b>ANU recommends that travellers consider <a href="#">car rental and carshare as their preferred options</a> when travelling by car.</b> These are available for staff at discounted rates and are insured when contracted for travel on University business.</p> <p>Individuals using their own personal vehicle whilst on approved University travel should be aware of the University insurance policy conditions. For specific questions about insurance cover when using a personal vehicle contact the ANU Insurance Office. The following steps apply when using a private vehicle:</p>
2.3.1. Before travelling	<ol style="list-style-type: none"><li>1. Read the Procedure: Use of private vehicles on University business when considering the use of a personal vehicle for University business travel. <a href="#">ANU Policy Library - Procedure: Use of private vehicles on University business</a></li><li>2. Request approval for using a private vehicle for University business. Delegation - D4 for Academic Staff and D5 for Professional Staff. <a href="#">ANU Policy Library - Form - Approval for use of a private vehicle on official University business</a></li><li>3. Additionally, travellers will need to fill the form Cents per km Motor Vehicle Allowance. Delegation - D4 for Academic Staff and D5 for Professional Staff. <a href="#">ANU Policy Library - Form - Cents per km Motor Vehicle Allowance</a></li><li>4. Once forms are approved by Delegate, the traveller needs to send them to <a href="mailto:employment.services@anu.edu.au">employment.services@anu.edu.au</a> with the appropriate receipts for processing.</li></ol>
2.3.2. After travelling	<ol style="list-style-type: none"><li>1. Travellers are required to submit their own travel expense reimbursement claims in the self-service portal. For more information see <a href="#">Finance Self Service website</a> and <a href="#">ANU Reimbursement Self Service - Frequently Asked Questions</a>.</li></ol>

# 3. Reduce your carbon footprint while travelling

## Food for thought:

- Be a leader in your area and spread the word on sustainable travel to help your colleagues and peers make considerate choices. When making your own itinerary, lead by example.
- In addition to taking lower carbon transport options, consider the environmental impact of the activities you take part in during your trip, the meals you make and the waste you generate.
- Be mindful of the culture and heritage of the destination and take time to learn about the local history and culture.

## Actions you can take:

- Use low carbon travel at your destination:
  - Whenever possible, choose active travel.
  - When you cannot use active travel, choose public transportation over a private vehicle.
  - If you require a private vehicle, consider carpooling.
  - If you are renting a private vehicle, choose a low emissions vehicle.
  - Help facilitate active and public travel options.
- Choose sustainable accommodation
  - Research sustainable lodging options in the area. Some hotels and lodgings have certifications for sustainability or positive climate-related actions.
  - Enquire about sustainability commitments, strategies or policies.
  - Choose accommodation that reduces the need for travel.
- Be a conscientious visitor.
- Turn off the lights and air conditioning or heating in your room when you leave, consider taking your own toiletries, opt out of daily towel and sheet replacement and unplug unused appliances.
- Purchase local goods and services and buy local produce.



# GET IN TOUCH

For **Carbon Smart Travel** questions, contact us:

E: [ANUgreen@anu.edu.au](mailto:ANUgreen@anu.edu.au)



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