

# Business Travel

## FLIGHTS

In 2006, UBC flights accounted through the Financial Management System totaled 100,202,385 km. While travel for research and collaboration is necessary in pursuit of academic and business objectives, there are ways that UBC departments can reduce flights and in the process, save money and reduce greenhouse gas emissions.

UBC’s forthcoming Climate Action Plan will also target departmental flight reduction. Although UBC is not required to report greenhouse gas emissions associated with flights under the Greenhouse Gas Reductions Target Act, business travel is seen as an area where many businesses, including UBC, are expected to take a leadership role in reducing flights.

### How can your department reduce flights?

Try videoconferencing. UBC Point Grey Campus Telestudios rents out meeting rooms with High Definition (HD) equipment to UBC staff at no charge, while UBC-O facilities are free. Consider both the environmental and economic benefits of videoconferencing rather than airline travel. *See chart below:*

## Authentic Logo

The Green Key rating system certifies hotels based on their environmental practices.

Visit the  
for more  
information.



## CARBON OFFSETTING

If you do have to travel by air within Canada for UBC business or academic purposes, consider using West Jet. The UBC/West Jet agreement offers travelers an 8% discount at source plus a 2% donation to [Offsetters](#) (to offset emissions associated with the flight).

For any other flights, nationally or internationally, consider purchasing carbon offsets. North South Travel, one of UBC’s preferred suppliers offers UBC departments the option of tracking their travel. [North South Travel](#) submits this to Offsetters who will then invoice the department for their carbon offsets.

## HOTELS

The hotel association of Canada certifies hotels based on their environmental practices with a designation of 1 – 5 Green Keys (5 being the greenest). For further information on this eco-rating program, click on the map to find [Green Key](#) certified hotels in Canada and the United States. “University” hotel rates are offered to faculty and staff of CAUBO/ ACPAU (Canadian Association of University Business Officers) for both business and personal travel alike. The CAUBO “University” [Corporate Rate Directory](#) indicates the hotel’s Green Key Rating in the right hand column, making it easier for you to support environmentally progressive hotels in Canada.

## Go Electronic

UBC’s preferred travel agencies, North South Travel and Uniglobe, do not send paper invoices. Opt for online receipts and download boarding passes to your mobile device when given the option.

### FLIGHT VERSUS VIDEO CONFERENCING UBC VANCOVER TO UBC OKANAGAN

Airline Travel for a one hour, face to face meeting	Costs (expenses, staff time and GHG emissions)	Total Costs
Average cost of flight	\$ 300	<b>\$ 350</b> One full day of staff time 0.1 tonnes of travel related CO <sub>2</sub> e
Cost of taxis to and from airports	\$ 50	
Time	One full day	
Travel related GHG emissions	0.1 tonnes of CO <sub>2</sub> e	
Video Conferencing	Costs	Total Costs
Cost of UBC-V facility	\$ 0	<b>\$ 0</b> Two hours of staff time Zero travel related CO <sub>2</sub> e
Cost of UBC-O facility	\$ 0	
Time	2 hours	
Travel related GHG emissions	0	

*Analysis based on the costs of flight travel and HD video conferencing between UBC-V and UBC-O.*