

Supplier info:

Staff travel and accommodation

We as a company have chosen to embed more sustainable practices while organising events, by using TRACE.

TRACE is the definitive carbon measurement platform for sustainable events. By capturing data we can generate emissions and waste impact reports in real time, designed to give us insight into the environmental impact of our events. More information about TRACE can be found [here](#).

As one of our suppliers, we appreciate your assistance in helping us gather together the information needed to fully measure our carbon impact and to help us create a greener, more sustainable industry. We are eager to capture the transport of your staff over the course of working on our event.

Data required:

- For each non flight journey we'll need to know the **type of transport** used as well as the **start and end destination**. For flights, we will also need to know the **class**.
- For accommodation we ask if the hotel uses **standard or renewable energy**, the **amount of rooms** taken and for **how many nights**.

Inputting into TRACE:

The data that you gather can then either be [inputted directly into TRACE](#) or into [templates](#) that have been built to be [copied and pasted](#) into the platform, by either yourselves or by your client.

Once you've inputted data into TRACE, you're eligible for a TRACE-trained supplier badge to advertise your commitment to measurement, contact us via this [form](#) to get yours.

TOP TIPS for data collection and input:

- *If the items on the drop down menus do not apply exactly, please select the closest match. Don't change the options as it won't work in the calculator*
- *If you enter the start and end points then the mileage is calculated automatically when you input into TRACE. Alternatively, feel free to just enter that, and skip the start and end columns.*
- *If you need more rows please insert them between existing ones in order to preserve the drop down formatting.*
- ***This section is to capture your own staff transport to and from the event.***