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GREEN EDU-TRIPS

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GreenTravel PROTOCOL



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INTRODUCTION

In light of the undeniable scientific evidence demonstrating the detrimental impact of human activities on the environment, urgent and concerted efforts are needed to mitigate climate change. The European Union has recognised this need, recently adopting proposals to reshape climate, energy, transport and fiscal policies with the aim of reducing greenhouse gas emissions by at least 55% by 2030 compared to 1990 levels. Transport, which accounts for approximately 25% of total EU greenhouse gas emissions, requires immediate attention. Furthermore, it highlights the need for a clear path towards a 90% reduction of transport-related emissions by 2050, especially in view of the increase in CO₂ emissions from commercial aviation in recent years. The urgency is undeniable, as even seemingly innocuous activities, such as international travel associated with programmes like Erasmus+, contribute significantly to this environmental challenge.

In response to this situation, the Green Edu-trips project partners have set out to create a Green Travel Protocol, providing a structured framework for organisations to adopt greener travel practices. The protocol recognises the need to make sustainable choices not only on a trip-by-trip basis, but as an integral part of an organisation's internal culture.

Through comprehensive strategies covering planning, preparation, mode of transport and accommodation selection, the protocol empowers organisations to effect systemic change and contribute significantly to the overall goal of a climate-neutral continent by 2050.

The Scoring System

The Green Travel Protocol fits perfectly with the EU's climate objectives and offers a tangible solution for organisations facing the environmental impact of their travel. By introducing a scoring system, the protocol facilitates continuous improvement, motivating organisations to strive for greater sustainability on every trip. This scoring mechanism not only assesses environmental impact, but also serves as a roadmap for suggested improvements, fostering a culture of ongoing environmental responsibility. By providing personalised suggestions for improvement, the protocol transforms the quest for sustainability into a dynamic and motivating journey, encouraging organisations to exceed their own benchmarks and set new standards for green travel.

Unlike temporary, ad hoc solutions, this protocol drives a complete change in the way organisations operate internally. Organisations can choose to adopt the protocol in its entirety or selectively apply specific tips and strategies, thus tailoring their sustainability journey.

The protocol's approach ensures that it not only meets the immediate needs of partner organisations, but also makes a significant contribution to the wider European landscape, aligning with the EU's vision of a sustainable and climate-resilient future.

WHAT IS GREEN TRAVEL?



Green travel is a travel philosophy that consciously strives to minimise the impact of travel on the environment and communities. It is also known as sustainable travel, conscious travel or ecotourism.

Travelling is a pleasurable, fulfilling and productive activity but it also has a huge negative environmental impact. It is one of the fastest growing industries, producing around 10 % of all carbon emissions. Business travel is particularly problematic, especially business-related flying. Business travellers make up about 12 % of flight passengers in Europe yet they make up for about 30 % of all flights. The reason is that business travellers are frequent flyers.

With the effects of global warming and climate change clearly observable, the topic of green travel is more important than ever and the time to adopt green travel practices is now. That is why we can and should characterise green travel also as a sensible and ethical way to travel.

In practice, green travel consists of choosing environmentally friendly means of transport, minimising our luggage, staying in sustainable accommodations, producing as little waste as possible or buying local products to support local communities. All this demands that we know where to find reliable information and avoid greenwashing and other traps of modern travel. Following these principles demands a certain level of motivation, dedication and planning that can seem overwhelming.

For us, the partners of the Green-Edu Trips project, addressing the topic of green travel was a matter of responsibility, environmental, social, personal and, of course, professional. As we are a part of the 12 % of European business-related frequent flyers and generally travel a lot, we wanted to improve our travel practices to make them more sustainable and to share our experiences, new found knowledge and insight about green travel with the community of Erasmus+ travellers and others who care for the environment and how their travel impacts it.

It is important to understand that green travel is not an all-or-nothing proposition. Rarely are we able to be perfect as green travellers and that should not be our goal in the first place. The important thing is to implement as many green travel practices as possible and stick with them. Being a flawed but persistent green traveller is better than trying to be perfect and quitting because of the impossibly high bar. In time we can refine our approach and perhaps even add more green practices.

There are many things we can do to make our travel greener, some small, some big, some complicated, some simple. Which ones we will choose depends on our budget, time restrictions, transportation and accommodation options and other circumstances. Dividing our travel in different stages like before, during and after travel and tasks like finding transportation, packing, finding accommodation can help you get a better overview of the entire trip and simplify your planning.

It is very important to be able to make informed decisions about your travel practices. Sometimes a simple change of perspective or a new piece of information can show you a new attainable way to travel greener.

We hope that this Green Travel Protocol and its companion Vademecum Green will show you some new effective green travel steps you can take and motivate you to integrate more sustainable travel practices into your company travels.

GREEN TRAVEL PRTOCOL

BEFORE TRAVEL
DURING TRAVEL
AFTER TRAVEL



BEFORE TRAVEL

TRANSPORTATION

Transportation is one of the biggest polluters of the environment, producing around 25 % of all greenhouse gases. While all modes of transportation have some impact on the environment, the impact varies greatly between, for example, flying or taking an electric train, meaning that your choice of transportation will in a large way dictate how green your trip will ultimately be.

When travelling longer distances, you should, as much as possible, avoid flying and driving in favour of public transport, especially trains. For shorter distances various active transportation options like walking or biking are the greenest (as well as the cheapest and healthiest) choice.

Optimise the number of passengers

Your travel group should be made only of the people that absolutely need to travel to your business event. People who don't have to be there in person can participate on-line.

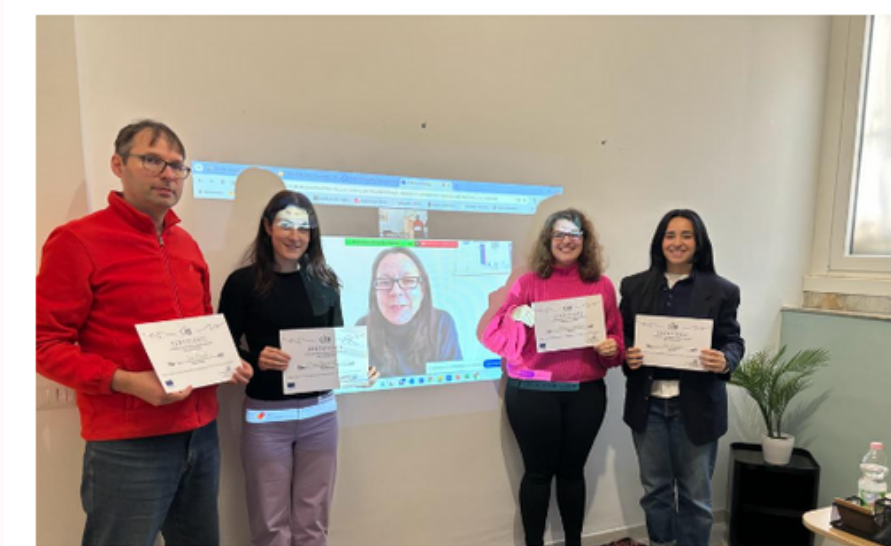
Lower number of people makes your entire trip greener as it means less waste will be produced and less food, water and energy used during your trip. In terms of transportation, it means lower carbon footprint as less luggage¹ results in less weight and space taken on a plane or a train.

1

¹ Carbon footprint of a single 20 kg bag on a standard flight is around 131 kg of CO₂, an equivalent of driving about 450 km in an average car. (<https://carbotech.ch/en/projekte/die-bedeutung-von-1-kg-co2eq-emissionen/>)

BEFORE TRAVEL

TRANSPORTATION



Picture 1. Example of a face-to-face meeting with online participants. You can work efficiently and achieve the same results by avoiding unnecessary travel

Evaluation of modes of transport

Research available transportation options to reach your destination. When you know what is available, use the reverse mobility pyramid principle² to select the optimal environmentally friendly option. Be aware that carbon emissions vary greatly between modes of transport.

Avoiding flying is generally the best way to go but this may not always be the case as CO₂ emissions can vary³ due to vehicle type and age, distance, number of passengers and even from country to country. This means that in some cases flying can even be a better option than driving or driving can be less polluting than taking a bus or a train.

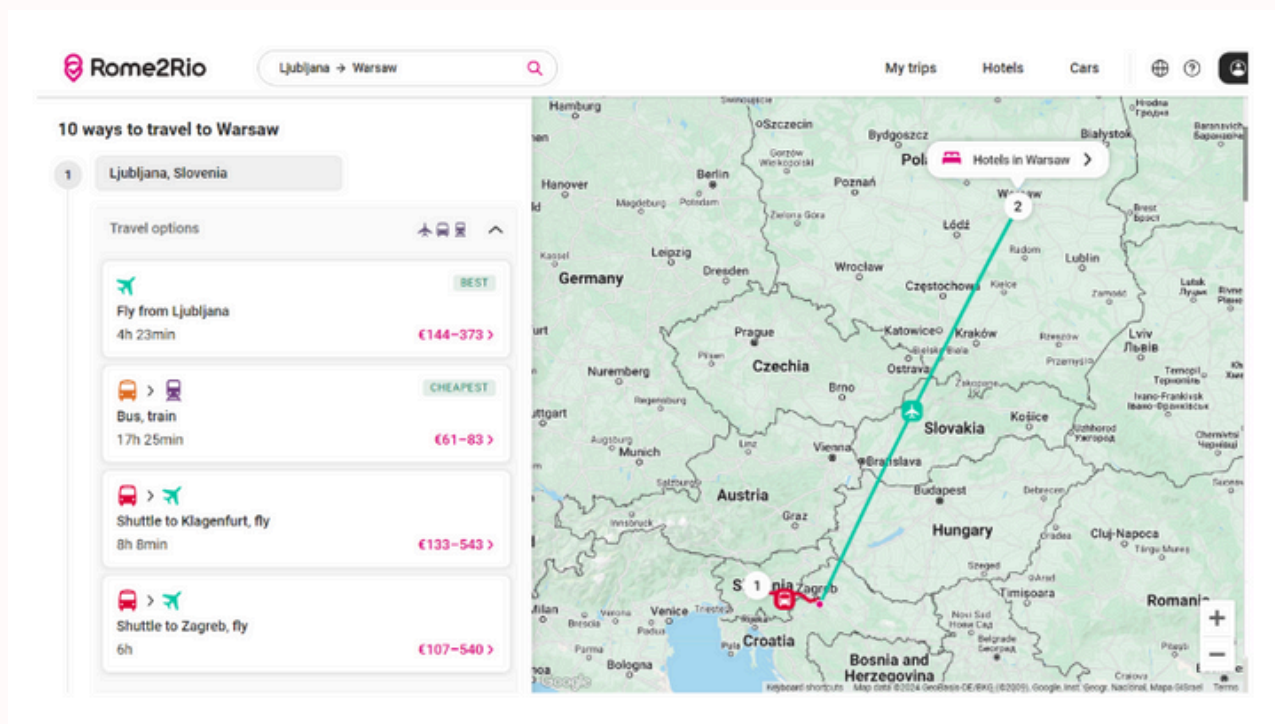
² <https://pedestrianspace.org/share-north-mobility-pyramid/>

³ For example, an electric train ride inside Poland can produce much more pollution than an equal-distance train ride in France because in Poland around 80% of electricity is produced from coal and in France about 75 % of electricity is from nuclear power: <https://www.bbc.com/news/science-environment-49349566>

BEFORE TRAVEL

TRANSPORTATION

If you will drive all or part of the way and have an option to choose between different automobiles, you can use websites like [Green Vehicle Guide](#) to compare emissions from different cars and choose the greenest model.



Picture 2. Comparing the different means of transport, there is more than one option to reach your destination. Often there are cheaper and more environmentally friendly options than flying. You can make use of websites and apps that show the different options to reach a destination.

: Climate change: Should you fly, drive or take the train?

BEFORE TRAVEL

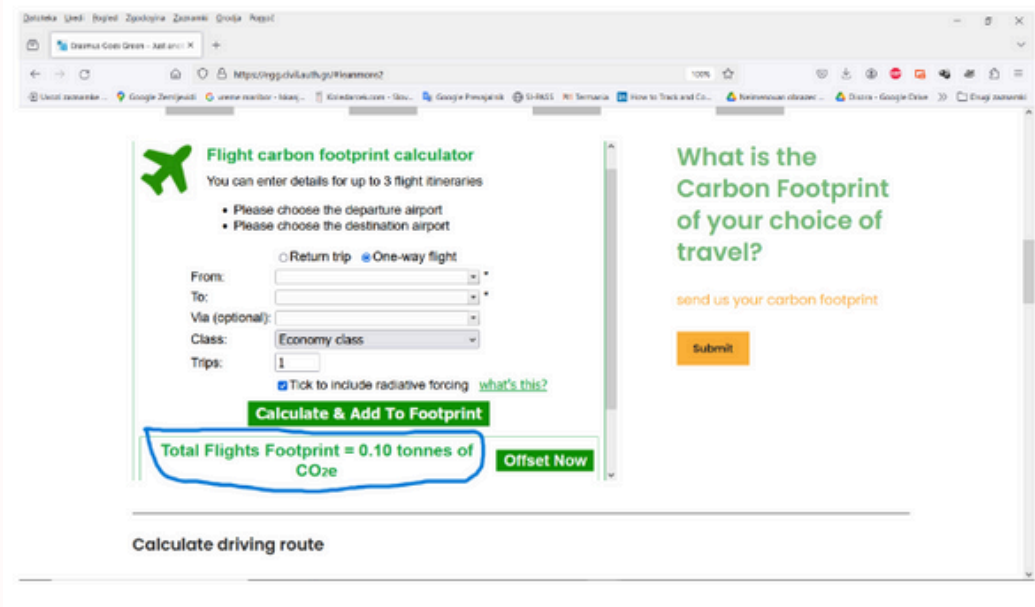
TRANSPORTATION

Calculate your carbon emissions

The best way to select the truly greenest option is to calculate and compare emissions for different modes of transport, specifically for your trip. This can be quickly and easily done using the carbon footprint calculator developed by the [Erasmus Goes Green Project](#).

The calculator is simple to use and allows choosing between different modes of transport (flying, road travel, rail). You can calculate carbon footprint for different distances, types of cars (including hybrid and electric), international/national bus and train travel and more.

If we use an example of travelling one-way from Vienna to Rome, the calculation shows us that flying and taking a bus are almost identical while driving an average petrol car is environmentally the worst option.



Flight carbon footprint calculator
You can enter details for up to 3 flight itineraries

- Please choose the departure airport
- Please choose the destination airport

☐ Return trip
 ☒ One-way flight

From:
 To:
 Via (optional):
 Class:
 Trips:

☒ Tick to include radiative forcing [what's this?](#)

Calculate & Add To Footprint

Total Flights Footprint = 0.10 tonnes of CO₂e

Offset Now

What is the Carbon Footprint of your choice of travel?

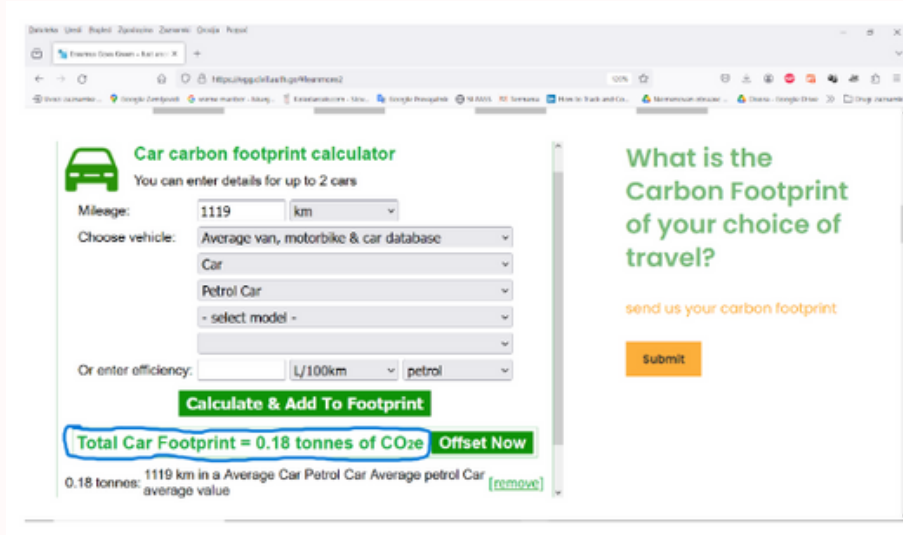
send us your carbon footprint

Submit

Calculate driving route

BEFORE TRAVEL

TRANSPORTATION



Picture 3. If we use an example of travelling one-way from Vienna to Rome, the calculation shows us that flying and taking a bus are almost identical while driving an average petrol car is environmentally the worst option.

Specific environmental strategies according to mode of transport

Depending on your choice of transport, there are some effective actions you can take to minimise your carbon footprint.

- **Make sure to carpool and manage your speed when driving**

If driving is the best choice for you, make carpooling a priority to reduce the number of cars used for travel. You will additionally lower your emissions by driving efficiently, avoiding unnecessary braking and acceleration and keeping tires well-inflated. Avoiding high-speeds and adjusting your speed to the road will further lower your emissions and fuel consumption and increase your safety in traffic.

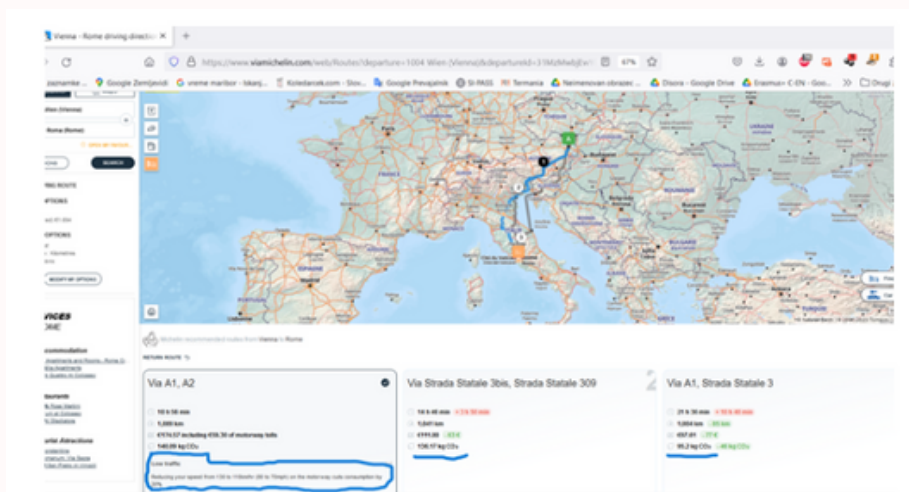
BEFORE TRAVEL

TRANSPORTATION



Picture 4. Carpooling is a sensible and fun way to travel. With this we can reduce CO₂ emissions, save money and contribute to traffic reduction.

Use a route planner to optimise your travel distance, time and fuel consumption. Route planners show you the optimal route to your destination and give you a lot of additional tips and information to make your travel efficient. Route planner at <https://www.viamichelin.com> allows you to choose different vehicle types and provides you with multiple routes, tips and speed management advice.



Picture 5. Route planner provides you with a lot of useful data for your car drive. It shows you multiple routes, travel time, carbon emissions produces and offers advice on how to manage your speed for optimal efficiency.

BEFORE TRAVEL

TRANSPORTATION

If possible, use hybrid or electric vehicles⁴ and car-sharing options. There are many car-sharing services available like SHARENOW or Avant2go. Downloading their apps will make the car-sharing experience easy.



Picture 6. Car sharing can give you easy access to electric vehicles. It truly is a greener way to drive.

Charging electric vehicles is getting easier. You can use mobile apps like Chargemap to plan your travel route and find charging stations along the way.



Picture 7. Charging stations are widely available in most European countries, making range anxiety a thing of the past.

⁴Some people think that electric vehicles are less environmentally friendly because they need more resources to produce. This is true however, once you start driving them, the positive environmental impact is big and the extra resources used in production get »compensated« in approximately 2 years: <https://www.bbc.com/news/science-environment-49349566>

BEFORE TRAVEL

TRANSPORTATION

Travel longer distances and choose modern trains and buses

Bus and especially train travel are often the greenest options. You can make them even greener by using sleeper trains and taking longer journeys as your carbon footprint decreases with travel distance increase. Choosing companies that use newer models of trains and buses and pack light to minimise luggage will decrease your carbon emissions even more.

Learn more: [The keys to optimizing your train trips for business](#)



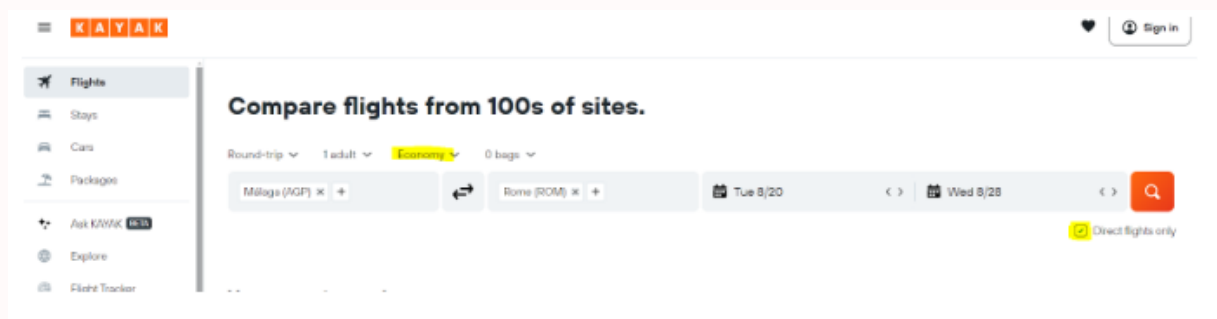
Picture 8. *Modern long-distance buses provide a great ratio between the level of carbon emissions, travel comfort and price. Travelling with only a backpack makes your bus trip greener and less complicated. We had a lot of fun, as you can see.*

BEFORE TRAVEL

TRANSPORTATION

Fly direct with budget airlines

If you had no other option and had to fly, choose direct flights and fly economy class. Book direct flights without stops as multiple takeoffs increase fuel consumption. Flying longer distances and choosing budget airlines also helps. If possible, choose to fly on newer models of planes as they pollute less. Pack only essentials and keep your luggage to a minimum.



Picture 9. There are many websites where you can compare all flight possibilities from your place of origin and choose a direct and non-stop travel option.

Learn more: [7 Ways to Make Your Air Travel More Sustainable](#)

BEFORE TRAVEL

PACKING/UNPACKING

When travelling for work, you often need to pack the items you need for business meetings, presentations, or other professional commitments. These may include professional clothing, business equipment, presentation materials, and personal belongings.

Lighter luggage not only means more flexibility in terms of transport, but it also saves CO₂. Heavy luggage consumes more fuel. Packing only what you need saves fuel and energy—whether travelling by car, train, plane, or boat. But that doesn't mean compromising on essentials. It's about replacing disposable items with sustainable alternatives.

Based on the most common professional obligations and recognised essentials of travelling for business, there are always things you should consider to become a greener traveller:

Luggage or backpacks for business travel

Start by evaluating the size and weight of the luggage or backpack to minimise the environmental impact of transportation. Choosing lightweight options can significantly reduce fuel consumption during travel, contributing to lower carbon emissions.



Picture 10. Business trips are usually short and focused, likely to include a business lunch or dinner and often a late-night flight back home. Will you be comfortable carrying luggage for these events?

BEFORE TRAVEL

Packing/Unpacking

Also, prioritise environmentally friendly and sustainable materials. Look for luggage or backpacks made from recycled plastic, organic cotton, hemp, or natural fibres such as jute or bamboo or recycled materials, such as recycled polyester or recycled nylon, which have a lower environmental impact than traditional synthetic materials. These materials are often biodegradable or recyclable, further reducing waste and resource consumption. When choosing a brand, look for those that offer repair services or provide spare parts to extend the life of the luggage or backpack, minimising waste and promoting a circular economy.

Versatility is another important consideration. Choose luggage or backpacks that can be used for multiple purposes beyond business travel, such as weekend getaways or outdoor adventures. This will extend the life of the product and maximise its utility, reducing the need for additional purchases. Finally, evaluate the end-of-life options for the luggage or backpack. Determine whether it can be recycled, upcycled or composted at the end of its useful life to ensure responsible disposal and minimise environmental impact.

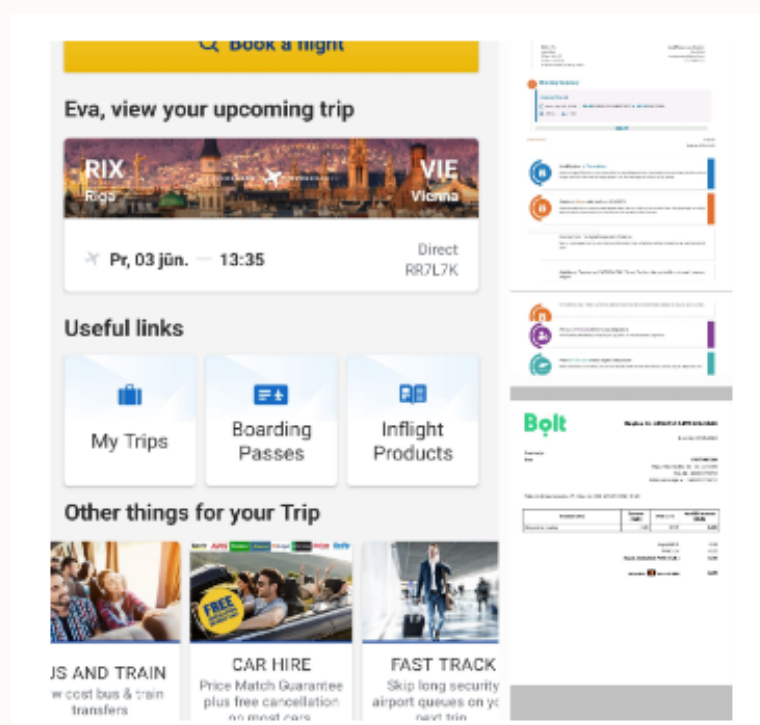
Learn more: [A Guide To Eco-Friendly And Sustainable Luggage](#)

BEFORE TRAVEL

Packing/Unpacking

Travel and business documents

A key green travel tip to minimise paper use and conserve resources is to embrace digital travel and business documents. By choosing electronic boarding passes, itineraries, maps and guidebooks, presentations and other digital business-related documents over their printed counterparts, travellers can significantly reduce their carbon footprint. This eco-friendly approach saves paper and reduces the energy and resources required to print, transport and dispose of traditional paper documents. In addition, digital documents are more convenient to carry, access and update, making them a practical and sustainable choice for modern travellers committed to reducing their impact on the planet.



Picture 11. Having your documents digitally with you also reduces the risk of them being lost or in poor condition when you return from business trips and bring them back to the office.

Learn more: [The Pros and Cons of Digital vs. Printed Documents](#)

BEFORE TRAVEL

Packing/Unpacking

Professional attire

When it comes to sustainably packing professional attire for green travel, choosing clothes and accessories that are environmentally friendly and minimise waste is essential. Choose lightweight and wrinkle-resistant fabrics that are easy to pack and transport, reducing the need for bulky luggage and minimising the energy and resources required for washing and ironing. Choose items that can be mixed and matched to create multiple outfits, such as a neutral suit jacket or blazer that can be paired with different tops and bottoms. Similarly, when packing accessories such as ties, scarves, belts and jewellery, prioritise items made from sustainable materials or consider second-hand options. By choosing versatile accessories that complement different outfits, you can maximise their use and minimise the environmental impact of your travel wardrobe.



Picture 12. Regarding versatile clothing or footwear for¹ your business trips, the less is more principle applies, as shoes take up much space in your luggage. Do you need two or three pairs of shoes for a two-day trip?

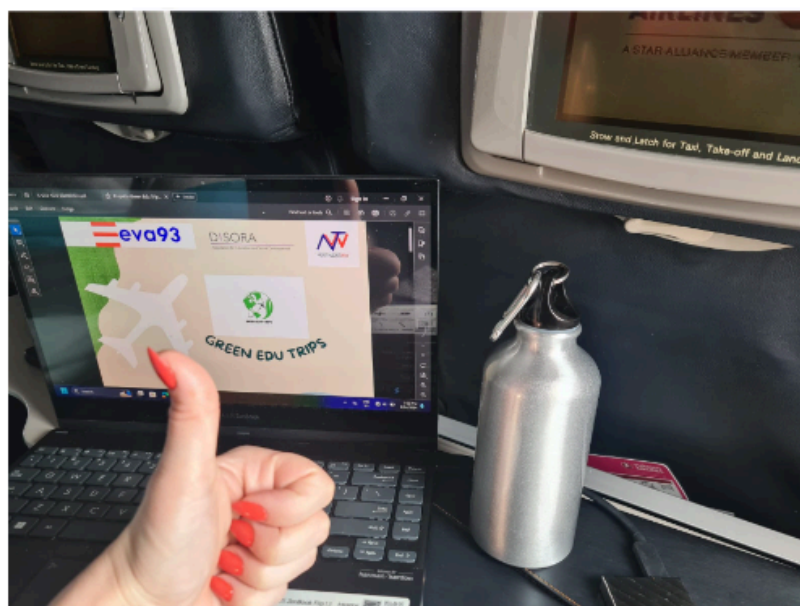
Learn more: How can the fashion industry supply chain become sustainable?

BEFORE TRAVEL

Packing/Unpacking

Electronic devices and chargers

In today's travel landscape, eco-friendly practices are essential to reduce our environmental impact. Choosing energy efficient and sustainable electronic devices is key. Choose durable products with long-lasting batteries to minimise waste. Incorporate renewable energy sources such as solar-powered chargers to promote sustainability. Use environmentally friendly charging solutions such as magnetic or wireless phone chargers. When choosing chargers, look for compatibility, versatility and brands committed to sustainability to ensure they are compatible with your devices and provide seamless charging wherever you go. These conscious choices contribute to a greener future for all.



Picture 13. Having one charger for your phone, tablet, laptop and power bank saves space in your suitcase or rucksack, but consider this: do you really need to take all these devices with you, or is it just a habit you can change?

Learn more: [Sustainable Portable Chargers: Greener Mobile Power](#)

BEFORE TRAVEL

Packing/Unpacking

Personal care items

Ensuring your eco-friendly travel routine also means making thoughtful choices about personal care items. While not directly related to work commitments, toiletries, medications and grooming essentials are critical to comfort and professionalism. Choose biodegradable toiletry containers and favour refillable options. Also, choose small refillable containers and avoid packing more than necessary. These simple adjustments will minimise waste and support sustainable travel practices.



Picture 14. The image shows the same 13 self-care products in different packaging. Can you imagine how much space these small refillable containers save in your luggage?

Learn more: [Refillable Travel Products: How Refillable Travel Products Are Revolutionizing the Startup Industry](#)

BEFORE TRAVEL

Packing/Unpacking

Reusable water bottle

Stay hydrated on the go with a reusable water bottle. Choose materials such as stainless steel or BPA-free plastic for durability and safety. Conveniently, many airports and public spaces offer water refill stations, reducing the need for single-use plastic bottles. Adopting this eco-conscious practice not only minimises waste but also supports a greener travel experience for everyone.



Picture 15. At the first project meeting, the Green Edu-Trips partnership received these refillable, long-lasting water bottles. In a year, these bottles will have travelled at least once worldwide. These refillable water bottles have already reduced the use of plastic bottles in our organisations and allow us to save a lot of money on water when travelling.

Learn more: [Embracing Sustainability: How Reusable Water Bottles Empower SDG 6](#)

Minimise the number of items you bring by packing only what you truly

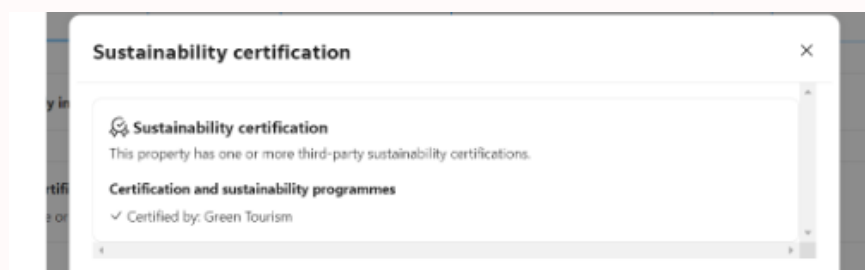
BEFORE TRAVEL

WORK AND VISIT

When we travel for work, it is common to find ourselves in different environments from our usual ones, where we carry out everyday activities such as sleeping, eating or visiting places of interest. Even if we are far from home, it is essential to adapt to the place and to remember that we can maintain environmentally friendly practices. Therefore, when choosing accommodation, it is preferable to opt for options that prioritise sustainability and to familiarise ourselves with local environmental policies. In addition, planning activities in advance and choosing local and sustainable dining options can reduce our carbon footprint. Travellers can make a positive contribution to the preservation of the environment while fulfilling their professional obligations by following these strategies:

Choice of accommodation

When selecting accommodation, priority will be given to establishments that prioritise sustainability. This means favouring private accommodations or smaller establishments over large hotels, which often have higher energy consumption rates. Priority should be given to hotels with recognised sustainability certifications, such as LEED and Green Seal. These certifications serve as indicators of a commitment to responsible environmental practices, including energy efficiency, waste reduction, and water conservation.



Picture 16. On accommodation booking sites offer the option of filtering by sustainability criteria. We can also check if it has any of the accredited sustainability certifications and make sure that we are making a good choice

Learn more: [LEED rating system](#) | [Green Seal Impact Report](#)

BEFORE TRAVEL

Work and Visit

Be aware of the environmental policy of the location

Promoting awareness of the destination's environmental policies is essential prior to travel. It is necessary to investigate local environmental practices, such as the availability of waste separation and recycling facilities. This will allow travellers to make informed choices and adjust their behaviour accordingly, aligning with local environmental practices and contributing to the preservation of the environment.



Picture 17. In addition to recycling bins, some countries have other means of recycling to motivate the population to recycle. In this example we can see how by recycling our plastic bottle we can get money in return.

Learn more: [Environment policy: general principles and basic framework](#)

BEFORE TRAVEL

Work and Visit

Activities planification

Encouraging prior planning of activities during the trip will optimise time and prevent unnecessary expenses. By identifying places to visit, dining options, and planned activities in advance, travellers can better plan their journey in an eco-friendly manner. This proactive approach allows travellers to choose the most suitable and sustainable transportation options, such as walking, using public transit, or carpooling.



Picture 18. Through a map we can organise what to do during the day, where to eat, what to see and other activities. Ideally, we can set a route where we can walk or take public transport and do the activities we want to do without the need for additional transport.

1

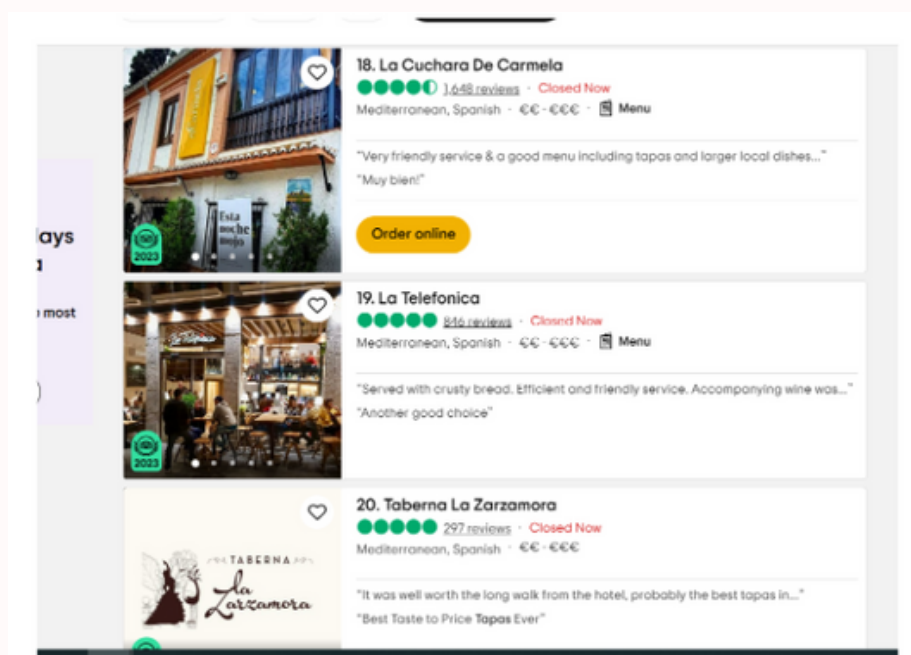
Learn more: Ideas for tourism that get us closer to the UN Sustainable Development Goals.

BEFORE TRAVEL

Work and Visit

Food and local produce

Promoting the selection of restaurants that showcase local cuisine and the purchase of locally sourced products during the trip will be a key focus. Opting for local food establishments and markets not only enhances the cultural immersion of the travel experience but also plays a crucial role in bolstering the regional economy. By supporting local farmers, artisans, and businesses, travellers contribute directly to the livelihoods of communities they visit, fostering sustainable development and preserving cultural heritage.



Picture 19. While planning the activities you are going to do you can decide where to eat to try the local food. There are websites like Tripadvisor where you can filter by the type of food offered by the establishments. If you are in another country, try the local food!

Learn more: [Sustainable Food Tourism: Curating an Identity](#)

DURING TRAVEL

TRANSPORTATION

After arriving at the destination, your travel distances will likely shorten significantly and your travel style will change from long-distance travel to short-distance commute, allowing you to take advantage of a number of new sustainable transportation options. Here are some steps you can take towards sustainable on-site mobility.

Research transportation options at your destination

Even before going on your trip, do some research and familiarise yourself with the transportation options and limitations at your travel destination. Look up local tourism and transportation-related websites to find out about travel options, prices, where and how to buy tickets. You can also download transportation-related mobile apps in advance, to familiarise yourself with public transport routes, frequency of buses, trams etc. Often it can be useful to ask your hosts for specific information about transportation options and tips on more sustainable ways to get around. With preparation you will be able to take better advantage of transport options, combine different modes of transport during a single trip, save time and money buying tickets and more.

Prioritize walking as the greenest and healthiest option

Walking most directly contributes to the reduction of carbon emissions. It makes our environment cleaner, quieter and less traffic-congested. It's also very healthy and it costs you nothing. To make walking your first option, book accommodation in a location that will allow you to reach your desired destinations on foot in a reasonable time.

DURING TRAVEL

Transportation

Plan the best walking routes by using navigation apps. Navigation app will show you the exact distance and time needed to cover it on foot. It will also help you to find your way around if you don't know the place well. This will help you save time and decide if walking is the best option.

You can use step counter apps for motivation, to keep track of your walking achievements and to make sure to reach at least 10.000 steps per day.

Learn more: [6 Environmental Benefits Of Walking](#)



Picture 20. Walking 1-2 kilometres to a meeting point in the morning will give you extra energy needed for a long day of work. It is also a chance to explore the city as we were doing in Karditsa, Greece a few years back.

DURING TRAVEL

Transportation

Take advantage of local micro mobility options to cut down on emissions

If, for some reason, walking is not a viable option for you, there are usually many environmentally friendly micromobility options available today, especially in urban areas. Micromobility (also known as active transport) means travelling by using bicycles, e-bikes, e-scooters, shared bike systems and similar lightweight vehicles.

Many cities offer detailed presentations of their micromobility options on their websites or special apps that allow you to find and plan your routes, rent vehicles or buy public transport tickets, all-in-one.

Apart from walking, micromobility is probably the second best environmentally friendly travel option and using it really contributes to cutting down harmful emissions.

Learn more: [Get on your bike: Active transport makes a significant impact on carbon emissions](#)



Picture 21. *Cycling as a means of transport in the city you are visiting will help you to stay active and apart from being beneficial for your health it will save you money on fuel or public transport.*

DURING TRAVEL

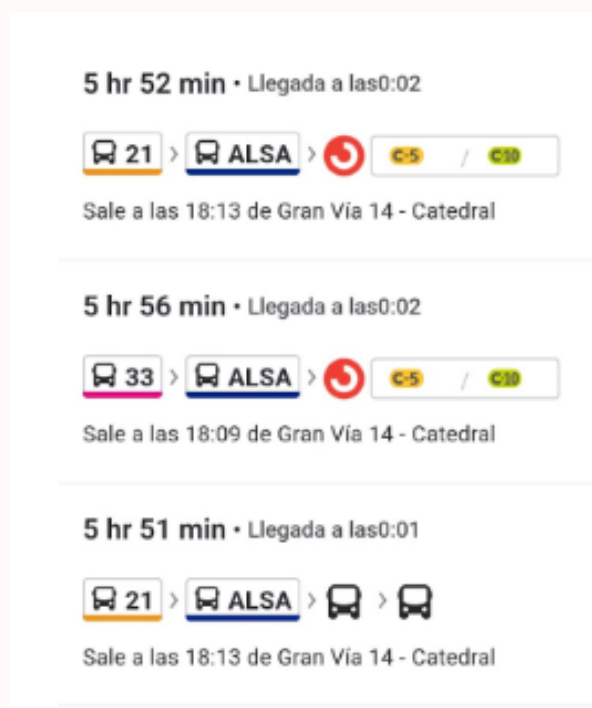
Transportation

Use public transport as a reliable sustainable option

Even if micromobility options are limited, there is always some form of public transport available, be it metro, trams or simply buses. Although less environmentally friendly than walking or micromobility, public transport is still a good and money-saving option.

Download and use mobility apps to easily find all public transport options in your area and plan your trip. This will allow you to easily switch between different modes of transport for optimal travel time and practicality.

The apps often allow buying tickets on-line so you can avoid using printed tickets. If on-line option is not available, make sure to buy a rechargeable transportation card.



Picture 22. If you need to travel a shorter distance by any means of transport, use the different public transport combinations. Download mobile applications that show different ways to get to a place and also include information on prices, duration and even carbon emissions.

DURING TRAVEL

Transportation

Use rechargeable transport cards

Instead of buying subway or bus tickets printed on paper, buy a rechargeable card that you can use multiple times for you and other people in your group. Depending on your location, you will need to buy multiple cards or perhaps only a single all-in-one card.

After you no longer need your rechargeable ticket, you can give it to a local who can continue using it or make sure to recycle it properly.



Picture 23. Use rechargeable cards for your travels to reduce unnecessary consumption of disposable cards and save money. Find out what kind of cards are available and get one, and travel paid for with them can be cheaper.

DURING TRAVEL

PACKING/UNPACKING

When travelling, there are several additional considerations to keep in mind to maintain sustainable practices and minimise environmental impact:

Reusable water bottle

Travelling with a reusable water bottle is a proactive measure, positively contributing to the widespread problem of plastic pollution, in line with sustainability goals. In addition, choosing a reusable water bottle results in long-term cost savings, although the initial investment is slightly higher than purchasing disposable alternatives. Eliminating the need to constantly buy bottled water on the go results in financial benefits over time, making it a prudent economic choice. In addition to the environmental and financial benefits, travelling with a reusable bottle offers convenience. Many travel hubs, such as airports, train stations and tourist destinations, offer water refill stations or access to free tap water, making it easy to refill a reusable bottle without finding a store to purchase bottled water. This streamlined approach to hydration ensures a seamless travel experience.



Picture 24. Almost all airports now have free drinking water stations, and some even offer hot drinking water free of charge. Isn't that great?

Learn more: [Water at Airports](#)

DURING TRAVEL

Packing/Unpacking

Energy-Efficient Charging Practices

In the quest for sustainable travel, adopting energy-efficient charging habits is essential. This includes judiciously charging devices only when needed and carefully unplugging chargers during periods of inactivity to avoid standby power consumption, commonly known as vampire power. In addition, when accessing public charging points, prioritise those powered by renewable energy sources where available. Many cities and airports now have solar-powered charging stations, representing a significant step towards greener travel. By using these facilities, travellers are actively contributing to advancing sustainable energy practices and reducing the carbon footprint associated with travel.



Picture 25. If you encounter a 'Net Zero' commitment display at the airport, it typically signifies the availability of complimentary solar chargers for electronic devices, free access to drinking water stations, and other amenities. Prior to your journey, take a moment to familiarize yourself with the offerings at your chosen airport, and upon arrival, relish the convenience and comfort provided during the pre-flight period.

Learn more: [Green Travel—How to Save Water and Energy While Exploring the World](#)

DURING TRAVEL

Packing/Unpacking

Pack out what you pack in

Travel responsibly by following the 'take out what you put in' principle. Bring a reusable bag or container to collect waste from your travel, including food wrappers and drink containers. Dispose of waste thoughtfully and appropriately in designated bins or recycling facilities. By taking these simple steps, you can minimise your impact on the environment and help preserve the natural beauty of our destinations.



Picture 26. A reusable bag offers versatility in its usage, proving invaluable even during business trips. It can serve as a convenient carrier for your laptop en route to a meeting, seamlessly transitioning into a leisure bag during moments of relaxation and leisure.

Learn more: [Waste Problem is Our Problem](#)

DURING TRAVEL

Packing/Unpacking

Unpack mindfully

Upon reaching your destination, adopt a mindful approach to unpacking your belongings. Taking the time to unpack thoughtfully and organise your items neatly not only enhances your travel experience but also contributes to sustainability efforts. By maintaining order and organisation, you minimise the risk of waste and clutter, ultimately reducing your environmental footprint during your stay.



Picture 27. Bear in mind that the more items you bring along, the longer it will take to unpack upon arrival. Consider utilizing your initial moments in a new destination to explore your surroundings rather than dedicating time to unpack and organize belongings in a hotel room, especially items that may not be essential for your stay.

Learn more: [How to Pack Ironed Clothes in a Suitcase: Tips for Wrinkle-Free Travel](#)

DURING TRAVEL

Packing/Unpacking

Limit purchases and avoid buying extra luggage

Limiting purchases and not buying extra luggage while travelling can help minimise environmental impact and promote more sustainable travel practices. Prioritising experiences over material possessions and making conscious consumption choices contributes to a greener and more responsible approach to travel. Buying new items while travelling often involves producing and transporting goods, which consumes natural resources and contributes to greenhouse gas emissions. The packaging of these products also contributes to waste. Carrying additional luggage back home increases the weight and volume of the trip, leading to higher fuel consumption and emissions, especially when travelling by air. This increases the overall carbon footprint of the trip.



Picture 28. Consider the aftermath of purchasing an abundance of food souvenirs for your return journey – the inevitable need for extra luggage arises. However, acquiring additional baggage often comes at a cost, regardless of whether you're traveling by bus, train, or plane. It's prudent to weigh your options carefully before indulging in excess purchases.

Learn more: [Baggage allowance, weights and costs explained](#)

DURING TRAVEL

Work and visit

In this section, we will look at how to contribute to sustainability during your stay through conscious practices that respect the environment and enhance your guest experience.

Maintenance of the room

When we arrive at the accommodation, the room is clean and fresh towels and toiletries have been provided. When this is so easily available, it can sometimes be unnecessarily wasteful. It is important to encourage the reuse of towels and to minimise the frequency of cleaning services during the hotel stay. This is because hotel laundry often requires large amounts of water and detergent. Another measure to consider is to refrain from requesting room cleaning if the accommodation is already clean and comfortable. Using the 'Do Not Disturb' sign when daily cleaning is unnecessary helps to reduce water and energy consumption associated with washing sheets and towels. If you are not going to use products such as a shower cup or shower gel, it is better to leave them untouched so that they can be used by others.



Picture 29. *If you have spent most of the day outside and only slept in the room, why clean it? Make use of the cleaning service only when necessary as cleaning a room and replacing clean towels or sheets involves different cleaning services that use a lot of water and electricity.*

DURING TRAVEL

Work and Visit

Waste management and recycling

To reduce our environmental impact, we need to consider the generation of unnecessary waste, especially single-use plastic packaging such as water bottles or take-away coffees. Even if you are based elsewhere, make proper use of the recycling bins available at your destination, and recycle wherever possible. On many occasions we may not have recycling bins nearby, so if possible we can keep waste that can be recycled and wait to find the right bin to dispose of it. This helps reduce environmental pollution and supports sustainable waste management practices.



Picture 30. Recycling can be very easy. In this photo we can see how next to the metro ticket machine there is a bin to recycle the tickets that are not needed, it couldn't be easier!

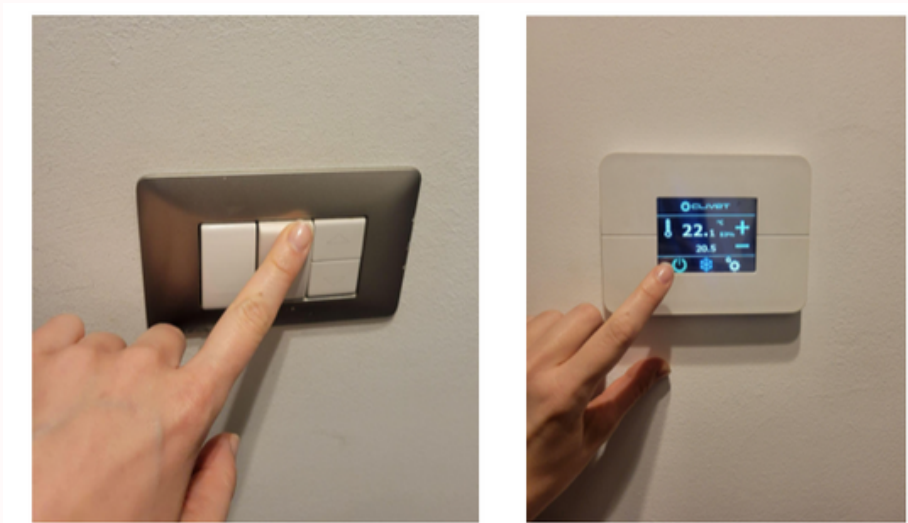
Learn more: [How to Recycle While Traveling](#)

DURING TRAVEL

Work and Visit

Responsible Energy Use

When you stay in accommodation, you don't have to pay the electricity or water bill, but you still have to take into account the responsible use of energy. Whenever you are leaving your room, you should always turn off the lights, air conditioning and other electronic devices when you leave the room. Similarly, closing the windows when using the heating or air conditioning helps to maximise energy efficiency and minimise unnecessary consumption, so there is no need to have these devices switched on to maintain the room temperature.



Picture 31. An action as easy as pressing a button saves a lot of energy. Make sure everything is switched off before leaving the room and that the window is closed if you want to keep the temperature the same.

Learn more: [Analysis on energy use by European Hotels – online survey and Desk research](#)

DURING TRAVEL

Work and Visit

Conscious use of water

Conscious use of water is essential and it is therefore necessary to adopt habits similar to those practised at home. Actions such as turning off the tap when brushing your teeth and limiting the duration of showers are some of the practices to avoid unnecessary waste of water. Consider whether it is necessary to take a shower as well as a bath if there is a bathtub in the en-suite bathroom. On the other hand, in many rooms there is a kettle for making your own tea or coffee, so only refill the kettle with the water you are going to use to avoid wasting water.



Picture 32. *Reduce unnecessary water wastage by turning off the tap when it is not necessary. Even if you don't have to pay the water bill, it doesn't cost anything to turn off the tap when it is not in use.*

Learn more: [Determinants of Water Consumption in Hotels: New Insights Obtained through a Case Study](#)

AFTER TRAVEL

TRANSPORTATION

After you complete your trip, take some time to assess how green your transportation choices were and reflect on what you can improve for your next trip. This will greatly contribute to your goal to travel sustainably as transportation is a huge factor in how green your overall trips are.

Calculate your transportation-related carbon footprint

Make a list of all trips you made and vehicles you used. Use [Erasmus Goes Green Project](#) carbon footprint calculator to calculate carbon footprint for different stages of your trip and combine them for the total result.

If you want to get an even more precise result you can use the [Green Vehicle Guide](#) website to determine very precise results for driving portions of your trip specifically for your automobile. To more precisely calculate aircraft carbon emissions, you can go to [Fuel economy in aircraft](#) Wikipedia article where emissions for different models of aircraft are presented. Additionally, reflect on your experience with various airlines and transportation companies from the sustainability perspective. Search on-line forums to see what others have to say about their experiences to get a better picture of how sustainable various transportation providers are.



The screenshot shows a web interface for calculating a carbon footprint. At the top, there are tabs: 'Bienvenida', 'Vivienda', 'Vuelos', 'Coche', 'Moto', 'Autobús/Tren', 'Secondary', and 'Resultados'. The 'Resultados' tab is active. Below the tabs, the title 'Tu huella de carbono:' is displayed. A list of transportation modes with checkboxes and their corresponding CO2 emissions is shown:

Transportation Mode	CO2 Emissions (toneladas de CO2)
☐ Vivienda	0.00
☒ Vuelos	0.28
☒ Coche	0.05
☒ Moto	0.00
☒ Autobús/Tren	0.12
☒ Secondary	0.00

Below the table, the total is calculated: 'Total = 0.45 toneladas de CO2'. A note states: 'Para compensar una parte de tu huella de carbono, o toda ella, marca las secciones de la lista anterior que desees compensar y haz clic en el botón Compensar ahora.' At the bottom, there is a green box with the text 'Total a compensar = 0.45 toneladas de CO2' and a green button labeled 'Compensar ahora'.

Picture 33. As with getting to your destination, calculate the impact of the different means of transport you have used to get around and reflect on which has been the most sustainable.

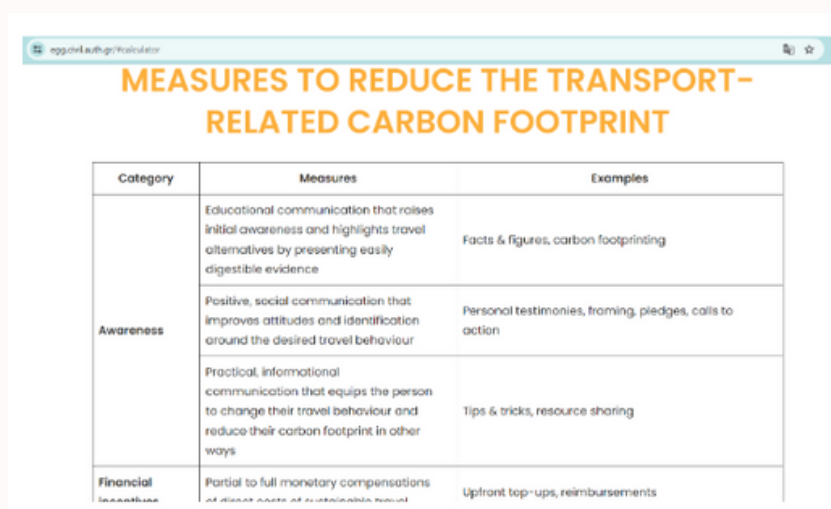
AFTER TRAVEL

Transportation

Make adjustments for greener travel

Once you have the results, use the information in this protocol, your own travel experiences and on-line resources to make more sustainable transportation choices in the future. You can use a carbon footprint calculator to plan a more sustainable alternative to the trip you just completed.

To cut down your company's transportation-related emissions, take a look at the measures proposed at the bottom of the Erasmus goes Green Project website.



MEASURES TO REDUCE THE TRANSPORT-RELATED CARBON FOOTPRINT

Category	Measures	Examples
Awareness	Educational communication that raises initial awareness and highlights travel alternatives by presenting easily digestible evidence	Facts & figures, carbon footprinting
	Positive, social communication that improves attitudes and identification around the desired travel behaviour	Personal testimonies, framing, pledges, calls to action
	Practical, informational communication that equips the person to change their travel behaviour and reduce their carbon footprint in other ways	Tips & tricks, resource sharing
Financial incentives	Partial to full monetary compensations of direct costs of sustainable travel	Upfront top-ups, reimbursements

Picture 34. Do you have more trips planned for the future? Take note of the measures and examples you learned on the trip to keep them in mind for the future.

AFTER TRAVEL

Transportation

Recycle your rechargeable transport tickets

Often you will bring home with you some rechargeable public transport tickets that you used to travel around at your destination. Make sure that you don't leave them laying around or throw them in the first wastebasket you see but recycle them properly.



Picture 35. Once your trip is over, you don't have to throw away your travel cards, you may need them in the future and they don't take up much space!

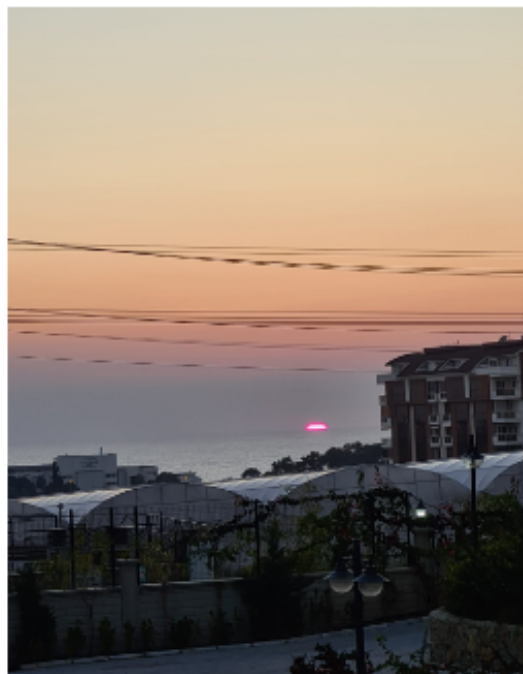
AFTER TRAVEL

PACKING/UNPACKING

Staying green and environmentally friendly when unpacking after travel involves mindful practices to minimise waste and reduce your ecological footprint. Here are some tips:

Promote Energy-Conscious Unpacking

While you're unpacking, it's important to be mindful of energy consumption in order to promote a green and sustainable environment. One effective way of doing this is to be conscientious about switching off lights and electronic devices when not in use, minimising unnecessary energy consumption. In addition, using natural light during daylight hours serves as a sustainable alternative to artificial lighting, further reducing reliance on electricity. By adopting these energy-conscious practices, individuals can actively contribute to conservation efforts and cultivate a greener lifestyle.



Picture 36. *Adhering to the principle of refraining from unpacking after sunset is a wise practice. Instead, savor your evening and defer the unpacking task to the natural light of the day.*

Learn more: [Switch off electronics when not in use](#)

AFTER TRAVEL

Packing/Unpacking

Reuse Packaging if you have one

Instead of immediately discarding packaging materials, consider saving them for future use or recycling them. By saving and reusing packaging materials like bubble wrap or tissue paper, you contribute to resource conservation, waste reduction, and a more sustainable approach to packaging and storage. It's a simple yet impactful way to extend the life cycle of these materials and minimise your environmental footprint.



Picture 37. The photograph depicts the project manager of the vocational training center "EVA-93" proudly holding her cherished cotton bag, now in its seventh season of use without the need for replacement. This eco-conscious behavior exemplifies a commitment to sustainability, wouldn't you agree?

Learn more: [Repurposing packaging](#)

AFTER TRAVEL

Packing/Unpacking

Clean your reusable water bottles and refillable containers

Maintaining the cleanliness of your reusable water bottle and refillable containers after travel is essential to maintaining hygiene and readiness for future use. To facilitate thorough cleaning, begin the cleaning process by ensuring that the bottle or container is free of any remaining liquid. Rinse the item and all associated components with warm water, using a bottle brush to help reach hard-to-reach areas for thorough cleaning.

Use a bottle brush or sponge to scrub the item's internal and external surfaces, paying particular attention to areas where residue may have accumulated. Rinse thoroughly with warm water to remove all traces of soap.

Allow sufficient time for the item to air dry completely, a crucial step in preventing mould or mildew growth. Thorough drying is essential for maintaining cleanliness and readiness for subsequent use. When completely dry, reassemble the item and store it in a clean, dry environment until the next use.

These systematic cleaning steps will keep your reusable water bottle and refillable containers hygienic and ready for use, promoting a sustainable and health-conscious lifestyle.

AFTER TRAVEL

Packing/Unpacking



Picture 38. The image showcases the "EVA-93" professional training center project managers' set of 13 refillable travel containers. Compact and efficient, these containers hold all essential self-care items while occupying minimal space in your rucksack. With durability designed to last for years, they embody a sustainable approach to travel.

Learn more: [How to Clean a Reusable Water Bottle—and How Often You Should](#)

Washing clothing after travel

Every time you wash your clothes in a washing machine, it uses a lot of water and electricity. In addition, many detergents can release harmful substances into the environment and pollute it. Sustainable washing also means washing less often. Don't always wash your clothes the first time you wear them. If they're not very sweaty or dirty, they often don't need washing. Instead, hang them on a hanger outside the wardrobe or on a clothes horse and let them air out. They will be fresh and ready to wear again.

AFTER TRAVEL

Packing/Unpacking

Washing clothing after travel

As a general rule, you should only wash when your washing machine is full. Collect clothes of the same colour until the maximum load is reached. You can avoid wasting water and electricity by making sure your washing machine is full when you start a load.



Picture 39. Worn an item of clothing just once? Consider airing it out rather than washing it immediately to conserve precious planetary resources.

Learn more: [Tips on how to wash your clothes in an eco-friendly way](#)

AFTER TRAVEL

Packing/Unpacking

Choose Eco-Friendly Storage Solutions

When it comes to organising and storing your belongings, prioritising sustainable storage solutions can significantly reduce your environmental impact. Consider using eco-friendly alternatives such as bamboo organisers, recycled cardboard boxes or fabric storage bins made from natural materials. Not only do these options minimise your reliance on plastic, but they also contribute to a greener lifestyle by promoting the use of renewable resources and reducing waste. By incorporating these sustainable storage solutions into your home or organisation, you can align your practices with conservation efforts and positively contribute to a more sustainable future.



Picture 40. The image depicts the storage solution for project-related travel items at the Continuing Professional Education Centre "EVA-93". This convenient and enduring approach not only maximizes space but also promotes resource conservation.

Learn more: [Sustainable Storage Solutions: Maximizing Space And Minimizing Waste](#)

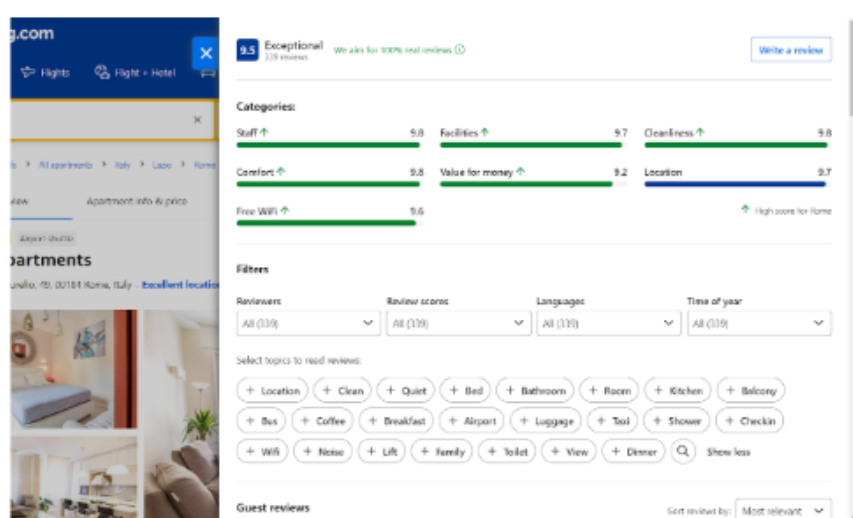
AFTER TRAVEL

WORK AND VISIT

At the end of a trip, reflecting on our decisions and practices ensures its sustainability, enhances future experiences and encourages more responsible tourism.

Evaluation of the accommodation

When returning from a trip, it is crucial to reflect on whether our sustainable practices and actions during our stay went as planned. For example, the hotel may not have implemented energy efficiency, water was obviously wasted, or the room temperature could not be regulated properly. We might also find that the hotel does not offer organic or local food options, or lacks clear recycling and waste reduction policies. To improve the experiences of other travellers and encourage more responsible practices, we can contribute by evaluating the accommodation and sharing comments that highlight where sustainability fell short of expectations. You can leave comments and reviews about the sustainability of the accommodation on platforms such as Booking.com, Airbnb, TripAdvisor, and social networks such as Facebook and Twitter. You can also participate in travel forums and specialised blogs.



Picture 41. On websites such as Booking.com, travellers can leave their opinions about establishments. We can take advantage of this option to evaluate different aspects of the accommodation in terms of sustainability and help other travellers to make a more informed and realistic decision.

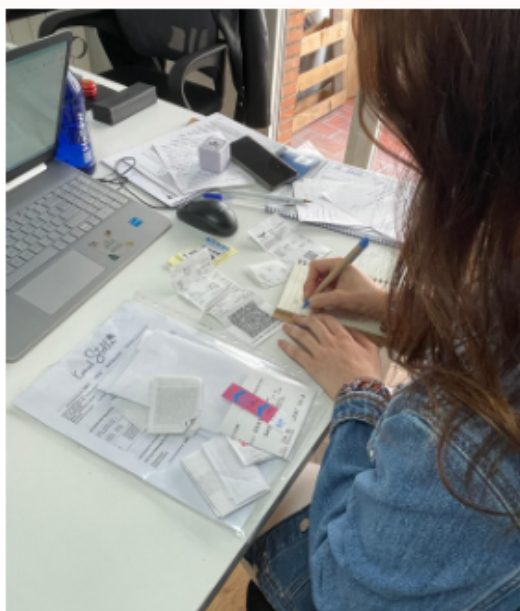
Learn more: [Hotel Sustainability Rating.\(HSR\)](#)

AFTER TRAVEL

Work and Visit

Expense analysis

During travel, we spend money on a variety of things, so a detailed analysis of the costs associated with transportation, entertainment and food is necessary. This analysis will identify areas where adjustments could have been made to travel more efficiently and economically while promoting sustainability. For example, expenditures on leisure activities, such as museum admissions, entertainment or guided tours, will be reviewed to identify opportunities for savings or more economical and sustainable alternatives. In addition, food expenses, such as restaurant meals or grocery shopping, will be analyzed to assess value for money and consider more economical and local options for future trips, thus promoting sustainability and supporting local economies.



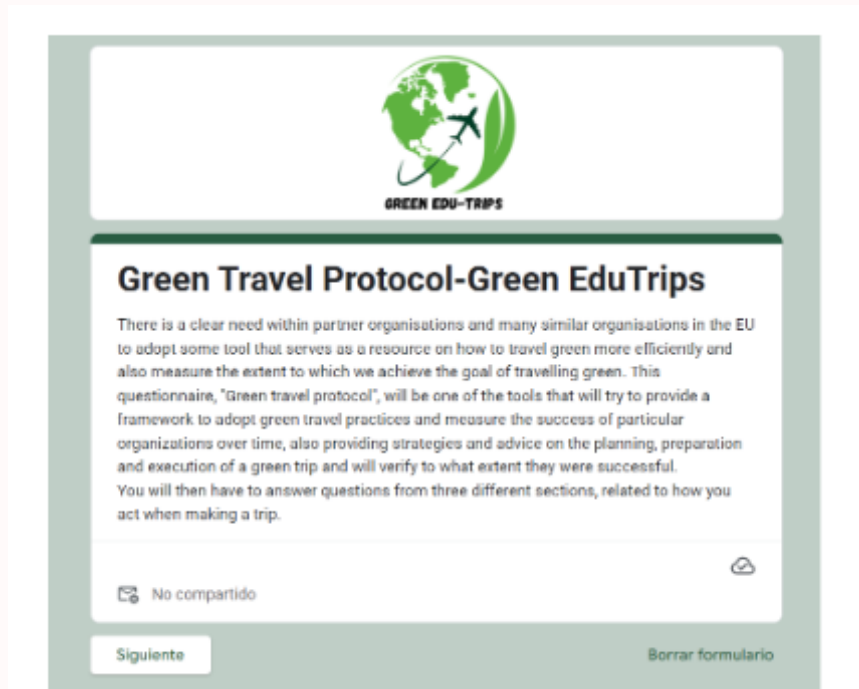
Picture 42. *It is always advisable to make an analysis of our expenses, especially after a trip. By doing this, we will be able to check if our actions during our trip were sufficiently sustainable so that we can learn for the next time.*

AFTER TRAVEL

Work and Visit

Ecological Behavior Self-Assessment

After returning from the trip, a self-assessment of the ecological behaviour during the stay will be carried out. Reflect on the actions taken and decisions made in relation to environmental sustainability. Areas where more sustainable actions could have been taken will be identified and ideas and strategies for improvement for future trips will be generated. This self-assessment will promote a greater commitment to sustainability and the development of greener habits on subsequent trips. The consumption of natural resources, such as water and energy, in lodging and daily activities will be evaluated, identifying areas where more efficiency and environmental awareness could have been achieved. Reflect on food and consumption choices, considering whether local and sustainable options were chosen, as well as waste and packaging minimization.



Picture 43. In the Green Edu-trips project we have created a scoring system so that all those interested can evaluate how sustainable their trip has been and, according to this, obtain recommendations based on the Green Travel Protocol that will help them to be a greener traveller.

Learn more: [The Environmental Impact of Individual Behavior: Self-Assessment Versus the Ecological Footprint](#)

TIPS AND STRATEGIES



The Green Travel Protocol emphasizes the importance of preventing carbon emissions to avoid irreversible environmental damage and foster systemic changes that align with global climate goals. However, there are situations where external circumstances make it challenging to adhere to all recommended practices. For instance, while the negative impact of air travel is well-known, it may sometimes be the only feasible option for reaching distant destinations when alternatives such as trains or car-sharing are unavailable.

Preventing emissions

Preventing emissions contributes to global efforts to combat climate change. International agreements like the Paris Agreement rely on prevention strategies to keep global temperature rise well below 2 degrees Celsius. Coordinated prevention efforts can have a more substantial cumulative effect than isolated mitigation actions.

By preventing emissions, we can immediately reduce the concentration of greenhouse gases in the atmosphere. This has a direct and positive impact on slowing climate change, as opposed to delayed effects when trying to mitigate existing emissions. Preventing carbon emissions at the source is more efficient than attempting to remove or mitigate emissions after they have occurred. It is generally more resource-intensive and costly to capture and sequester carbon dioxide or to offset emissions than to avoid generating them in the first place.

Carbon offsets

Have you heard of the term “Carbon offsets?” According to Carbon Offsets Guide[1], a carbon offset broadly refers to a reduction in GHG emissions – or an increase in carbon storage (e.g., through land restoration or the planting of trees) – that is used to compensate for emissions that occur elsewhere. At the same time, in Oxford dictionary[2] a carbon offset is defined as a way for a company or person to reduce the level of carbon dioxide for which they are responsible by paying money to a company that works to reduce the total amount produced in the world, for example by planting trees.

Humans spew more than 44 billion tons of CO₂ into the atmosphere every year. [3] In 2021, airlines that fly internationally were required to offset their CO₂ emissions based on the carbon they produced under the UN agreement “Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)”[4]. In parallel, in 2021, 100 countries pledged to become carbon-neutral by 2050, or earlier[5] and even more, 200 companies pledged for the same goal[6].

How you and your organization can help?

Encouraging travelers to see the value in carbon removal could help create more meaningful journeys. Still, when you purchase carbon offsets for flights and travel, it’s important that they actually make a difference in total carbon emissions. To achieve that, the following are key criteria:

- Carbon offset projects must be effective (different projects have different effectiveness rates);
- Carbon offset projects must be additional;
- Carbon offset projects must be permanent;
- The claims from carbon offset projects must be verifiable.

Carbon offsets can help reduce your overall GHG emissions to balance off your personal carbon footprint to fight climate change – at least in the short term. But they can be much more effective if they meet certain key criteria and project standards.

Here are key criteria [7] to look for in a carbon offset program:

- Clearly defined protocol that determines which types of projects are eligible and how emission reductions will be measured;
- Independent third-party verification of compliance with the protocol;
- Registration of offsets in an offset registry, which tracks each credit with a unique serial number to ensure it is only used once ;
- Transparency in project implementation and reporting.

Start with checking information on a website where the offer to buy carbon offsets is provided!

Things to consider:

- Carbon offsets are reductions in carbon emissions that are used to compensate for carbon emissions occurring elsewhere.
- Preventing carbon emissions rather than reacting once they are already emitted is the best way to reduce overall emissions.
- When you buy a carbon offset, you are paying someone else to cut their emissions so you don't have to cut your own emissions.
- Carbon offsets can help reduce your overall GHG emissions to balance off your personal carbon footprint to fight climate change – at least in the short term.
- Carbon offsets can be much more effective if they meet certain key criteria and standards, always search for more information on websites that offer you carbon offsets.
- Carbon offsets are one tool in our climate mitigation toolbox, but they should not be viewed as a panacea for climate change.
- Instead of substituting offsetting carbon emissions, we should instead cut the emissions directly at the source.

[1] <https://www.offsetguide.org/understanding-carbon-offsets/what-is-a-carbon-offset/>

[2] https://www.oxfordlearnersdictionaries.com/definition/american_english/carbon-offset

[3] <https://www.nationalgeographic.com/travel/article/should-you-buy-carbon-offsets-for-your-air-travel>

[4] <https://www.icao.int/environmental-protection/CORSIA/Pages/default.aspx>

[5] <https://press.un.org/en/2020/sgsm20411.doc.htm>

[6] <https://abcnews.go.com/Business/200-companies-pledge-net-emissions-2040-pressure-private/story?id=80124841>

[7] <https://impactful.ninja/best-carbon-offsets-for-flights-and-travels/#:~:text=Sustainable%20Travel%20International%2C%20Atmosfair%2C%20Terrapass,options%20for%20flights%20and%20travels>

HOW TO HOLD A GREEN MEETING



Organising a meeting in a sustainable way not only involves carefully planning the agenda and participants, but also considering the environmental and social impact of every aspect of the event. From the choice of venue to waste management, every decision can contribute to reducing the ecological footprint and promoting more responsible practices. Here are the different aspects to consider in order to run a meeting in a sustainable way:

Location

It is essential that the venue is easily accessible both on foot and by public transport from the accommodation venue and the city centre, which helps to minimise reliance on local transport. Wherever possible and depending on the distance, rail should be preferred over air travel, as air travel remains the mode of transport with the highest environmental impact in terms of carbon emissions.

Energy

To reduce the amount of energy required, buildings should be chosen that use energy efficiently. This includes making the most of natural daylight during the day, using energy-efficient lighting systems and optimising cooling systems if available. remember to switch off plugs when leaving the room, control the room temperature to keep it comfortable and use electronic devices only when necessary to avoid draining the battery.

Waste

Food and beverage consumption can result in the generation of a considerable amount of waste. It is essential to seek alternatives to reduce the use of disposable items, reduce unnecessary packaging and ensure proper management of waste collection, recycling and disposal. It is also important to separate and recycle those wastes that cannot be reused.

Water Use

It is important to choose meeting and accommodation venues that apply water conservation techniques and employ devices that optimise water use. As for water consumption by participants, priority should be given to distributing bottled water to participants to reduce waste and that these can be refillable to avoid unnecessary use of plastic.

Sustainable materials

All items used or purchased for the meeting, such as notepads, folders, brochures and similar products, should be made from more sustainable materials, such as organic or recycled materials. This is easy to check thanks to the specifications on the packaging. remember to buy only what is strictly necessary and that meeting participants cannot bring with them.

Use of paper

Taking full advantage of e-mail for communications with participants before and after the meeting allows for minimising the amount of material printed and sent, as long as participants do not choose to print all material received. This helps to reduce the use of paper and promotes a more sustainable practice in the organisation of the meeting.

Food

To minimise the need for transportation of food and other products, opt for local organic foods. Vegetarian options and local, seasonal produce should be encouraged. Local foods not only have a reduced carbon footprint, but are also often fresher and tastier, thus contributing to a healthier and more sustainable diet. Replacing paper napkins and plastic utensils with cloth napkins and washable utensils instead of disposable ones is a practical and effective way to reduce waste and environmental impact.

THE SCORING SYSTEM



The scoring system was created as a toolkit for all travellers to evaluate how green their trip has been. Divided into three sections following the Green Travel Protocol (transport, luggage/unpacking and work and visit) a series of measurable criteria have been designated to know the level of sustainability of each trip made.

Within these categories, a series of criteria have been established to assess the sustainability of the actions carried out in each of the trips undertaken. On a scale of 1 to 5, select the actions that most closely resemble the practices you carry out during a business trip, with 1 being the least sustainable action and 5 the most sustainable.

In order to give a score, the criteria have been formulated in the form of questions to which each answer has been assigned a score that will give a final result per section. So, depending on the score obtained in each section, the user will be able to check how green their trip has been and, in addition, we have designed a table of results, where we explain the result obtained and give a series of recommendations to follow based on the Green Travel Protocol.

TEMPLATE TO EVALUATE YOUR TRIP



Transportation					
Criteria	5	4	3	2	1
Mode of transport	Prioritises the greenest modes of transportation such as walking, biking, and public transport	Prefers green modes but may consider other options based on convenience or specific circumstances	Considers green options but may opt for less sustainable choices occasionally due to various factors such as time constraints or lack of availability	Primarily uses less sustainable modes without considering greener alternatives, possibly due to habit or convenience	Relies solely on less sustainable modes without considering greener alternatives, indicating a lack of awareness or commitment to sustainable transportation
Passenger optimization	Travels with only the necessary passengers, minimising waste and resource usage.	Travels with the required passengers, optimising resource usage to some extent	Travels with some excess passengers but manages resources adequately, balancing convenience with sustainability	Travels with excess passengers, leading to increased waste and resource consumption during the trip	Travels with unnecessary passengers, significantly increasing waste and resource consumption without valid reasons
Evaluation of transport options	Researches and calculates emissions for different transport modes, making informed decisions based on environmental impact	Researches options but may not calculate emissions, still considering sustainability aspects during decision-making	Considers options but relies on general assumptions about emissions, lacking in-depth analysis	Relies on general assumptions without thorough research or emission calculations, potentially overlooking significant differences in environmental impact	Chooses transport mode without consideration of environmental impact or emissions, indicating a disregard for sustainability in decision-making
Specific environmental strategies	Implements strategies like carpooling, efficient driving, and route planning to minimise emissions and resource usage during travel	Implements some strategies like carpooling and efficient driving but may not consistently apply them	Attempts to implement strategies but may overlook key aspects or fail to do so consistently	Implements few strategies or inconsistently, resulting in moderate environmental impact reduction	Fails to implement any strategies, leading to significant environmental impact from travel activities

Transportation					
Criteria	5	4	3	2	1
Researching local transport options	Researches local transport options and priorities sustainable modes, contributing to environmentally friendly travel practices	Researches options but may not prioritise sustainable modes consistently, considering convenience or familiarity	Considers local transport options but may overlook sustainability aspects in decision-making	Relies on conventional transport methods without exploring sustainable alternatives, possibly due to lack of awareness or convenience	Fails to research local transport options or prioritise sustainability, leading to increased environmental impact from travel activities
Prioritising walking and micro mobility	Prioritises walking and micromobility as the greenest options for short-distance travel, recognizing their minimal environmental impact and health benefits	Prefers walking and micromobility but may not always prioritise them depending on circumstances or preferences	Considers walking and micromobility but may opt for less sustainable options occasionally, balancing convenience with sustainability	Rarely prioritises walking or micromobility, leading to increased environmental impact from short-distance travel activities	Does not prioritise walking or micromobility, significantly increasing environmental impact from short-distance travel activities
Utilising public transport	Uses public transport as a reliable, sustainable option for travel, contributing to reduced emissions and resource usage	Utilises public transport but may not always prioritise it over other options, considering factors such as convenience or cost	Considers public transport but may opt for less sustainable options occasionally, depending on circumstances or preferences	Rarely utilises public transport, preferring less sustainable modes for travel activities	Does not utilise public transport, leading to increased environmental impact from travel activities due to reliance on less sustainable modes
Reflecting on travel and making adjustments	Reflects on travel choices and adjusts for greener options based on experience and carbon footprint calculation, actively seeking to improve sustainability	Reflects on travel but may not always adjust for greener options consistently, considering sustainability aspects to some extent	Considers travel choices but may not reflect on or adjust for environmental impact consistently, lacking proactive efforts to improve sustainability	Fails to reflect on or adjust travel choices, leading to continued environmental impact from travel activities without attempts to mitigate it	Does not reflect on or adjust travel choices, perpetuating unsustainable practices and environmental impact without consideration of improvement

Packing/Unpacking

Criteria	5	4	3	2	1
Luggage and backpacks	Travellers prioritise sustainability in their choice of luggage by opting for lightweight, eco-friendly and sustainable materials for their luggage.	Mainly lightweight luggage options are chosen and sustainability is considered in the choice, although there could be room for improvement in the full integration of sustainable practices. Some materials could be more environmentally friendly.	Travellers opt for lightweight luggage options, but sustainability is not a major factor in luggage choice. They are selected mainly for weight and functionality.	While focusing on lightweight luggage options, it may not prioritise sustainability in the choice of luggage. Environmental considerations do not significantly influence the selection.	Sustainable practices are not considered in the choice of luggage. The traveller relies entirely on conventional options without regard to their environmental impact or the provenance of materials.
Travel and business documents	The traveller prioritises sustainability in the handling of travel and business documents, using mainly digital formats to minimise the use of paper and opting for practices that reduce the environmental footprint.	Although the use of digital documents is preferred, there could be room for further improvement. Mostly digital documentation is used, but some areas could be optimised to reduce the use of paper more effectively.	Although the digital option is considered, there may be an occasional mix with paper documents. Digital documents are used to some extent, but sustainability is not a main focus in travel and business document management.	A combination of digital and printed documents is used without prioritising sustainability in the handling of travel and business documents.	It relies entirely on paper documents, without any effort to reduce the environmental impact of its document management. There are no sustainability considerations in the handling of travel and business documents.
Professional attire	The traveller selects sustainable clothing and accessories (organic, recycled materials) and from responsible brands. Choose multifunctional garments to reduce luggage.	Most garments prioritize sustainability with some conventional choices. Brands emphasizing sustainability are preferred, though versatility could be improved to minimize clothing volume while considering functionality.	The traveller considers sustainable options in some clothes, but many are conventional. He mixes clothes from sustainable and conventional brands, with few multifunctional garments.	Traveller packs mainly conventional items without considering sustainability. Mostly non-sustainable branded clothing and no multifunctional garments.	There is no consideration of sustainability in the choice of clothing. All clothing is conventional and no multifunctional garments are chosen, resulting in bulky and inefficient luggage.

Packing/Unpacking

Criteria	5	4	3	2	1
Sustainable use of personal items and reuse of packaging	The traveller chooses biodegradable or refillable personal care items and carries a reusable water bottle for hydration. In addition, save and reuse packaging materials and thoroughly clean reusable containers for future use.	The traveler chooses refillable personal care items and a reusable water bottle, but could improve waste reduction efforts. They save packaging and clean reusable containers, yet could enhance efforts in promoting reuse and cleanliness.	The traveller chooses some refillable options for personal care items and uses a reusable water bottle, but does not effectively minimise waste. Saves some packaging materials, but does not actively promote reuse, and cleans containers adequately.	The traveller packs conventional personal care items without considering sustainability and may rely on disposable water bottles. They discard packaging materials without considering reuse and may not adequately clean containers.	Sustainability considerations are lacking in both personal care items and hydration methods, with a reliance on conventional options. There is also a lack of consideration for sustainability, no packaging material is kept for reuse and cleaning of containers is inadequate.
Sustainable storage solutions and waste management	The traveller uses sustainable storage solutions, such as bamboo organisers or recycled cardboard boxes, promoting renewable resources and waste reduction. In addition, they collect waste responsibly and organize his belongings efficiently when unpacking.	Some eco-friendly storage solutions are used, although this could be improved by fully integrating sustainable options. Travellers collect waste properly and organise their belongings, although there is room for improvement in disposal practices or organisation.	Conventional storage solutions are used, but sustainability aspects are considered to some extent. The traveller collects waste, but does not always dispose of it properly, and organises belongings properly when unpacking.	Conventional storage solutions are used without considering sustainability. Waste collection is not carried out in a responsible manner and the organisation of unpacking is poor.	There are no sustainability considerations in storage solutions, relying entirely on conventional options. Waste management is inadequate, with a lack of responsible collection and disposal, and insufficient organisation when unpacking.
Electronic devices and energy efficiency	The traveller chooses energy efficient devices for their trip and charges devices responsibly to minimise energy consumption.	The traveller prioritises energy efficient devices and charges devices responsibly, although there may be areas where energy efficiency could be improved.	The traveller considers sustainable options for devices but may not prioritise energy efficiency.	The traveller packs conventional devices without prioritising sustainability or energy efficiency. Chargers can also be left plugged in when not in use.	Sustainability considerations are non-existent in device choice and power management, with a reliance on conventional options. Leave chargers plugged in when not in use.

Work and Visit					
Criteria	5	4	3	2	1
Choice of accommodation	Prioritises sustainable options by selecting accommodations with recognized sustainability certifications and familiarises with local environmental policies to align behaviour accordingly.	Selects accommodations with sustainability in mind and takes some steps to investigate local environmental policies.	Considers sustainability in accommodation choices but may not thoroughly investigate local environmental policies.	Chooses conventional accommodation options without considering sustainability or local environmental policies.	Chooses conventional accommodation options without considering sustainability or local environmental policies.
Activity planning and local dining	Plans activities in advance to optimise eco-friendly transportation options and opts for local dining options that prioritise sustainability.	Plans activities in advance and selects local dining options, considering sustainability to some extent.	Plans activities but may not focus on sustainability and opts for conventional dining options.	Plans activities sporadically and opts for conventional dining options without considering sustainability.	Does not plan activities and opts for conventional dining options without considering sustainability.
Maintenance of the room and waste management	Encourages towel reuse, minimises cleaning services during the stay, and actively recycles waste.	Encourages towel reuse and participates in recycling efforts during the stay.	Encourages towel reuse but may not minimise cleaning services consistently and recycles waste inconsistently.	Fails to encourage towel reuse and inconsistently recycles waste during the stay.	Fails to encourage towel reuse and does not participate in recycling efforts during the stay.
Responsible energy use and conscious water use	Consistently turns off lights, electronics, and practises water conservation measures to minimise environmental impact.	Turns off lights and electronics but may not consistently practise water conservation measures.	Turns off lights and electronics inconsistently and may not prioritise water conservation measures.	Leaves lights and electronics on unnecessarily and does not prioritise water conservation measures.	Never turns off lights or electronics, and shows no concern for water conservation measures.

Work and Visit					
Criteria	5	4	3	2	1
Accommodation evaluation and expense analysis	Reflects on sustainable practices during the stay, shares feedback on sustainability aspects, and considers expense adjustments for future trips.	Reflects on sustainable practices during the stay and considers adjustments to expenses for future trips.	Reflects on practices during the stay but may not share feedback on sustainability aspects and overlooks expense adjustments.	Fails to reflect on sustainable practices during the stay and overlooks expense adjustments for future trips.	Fails to reflect on sustainable practices during the stay and does not consider expense adjustments for future trips.
Ecological behaviour self-assessment	Conducts a thorough self-assessment of ecological behaviour during the stay, identifies areas for improvement, and develops strategies for greener habits in future trips.	Conducts a self-assessment of ecological behaviour during the stay, identifies some areas for improvement, and considers strategies for future trips.	Conducts a self-assessment but may not thoroughly identify areas for improvement and lacks clear strategies for greener habits in future trips.	Conducts a limited self-assessment and overlooks areas for improvement and strategies for future trips.	Fails to conduct a self-assessment of ecological behaviour and does not identify areas for improvement or strategies for future trips.

RESULTS OF THE SCORING SYSTEM



	Less than 20 points	20 - 40 points	40 - 60 points	60 - 80 points	More than 80 points
Transport	Primary reliance on high-emission transport (e.g., private cars, airplanes). Little to no use of public transportation or other sustainable options. Suggestions: Your transportation strategies need improvement. Start by learning about the wider impact transportation has on the environment. Read the Green Travel protocol. Many online resources are also available, but be sure to consult official and reliable sources.	Some use of public transport or occasional carpooling. Basic awareness of transportation impact on the environment. Suggestions: Your transportation strategies need some improvement. Try to make your sustainable choices permanent and expand on them by finding new available green strategies. Start by exploring the Green Travel protocol. Later you can do additional research online but be sure to consult official and reliable sources.	Regular use of public transport, carpooling, or occasional use of bicycles/walking. Some are planning to reduce travel frequency and emissions. Suggestions: You are doing well but there is room for improvement. Stick to using public transport and micromobility and try to use them even more. Be proactive in making green choices. Motivate yourself by thinking of their health benefits and search the Green Travel Protocol for more sustainable strategies and tips.	Frequent use of low-emission options (e.g., electric vehicles, cycling). Proactive measures to minimize travel's environmental impact. Suggestions: You are a great green traveller. You obviously care for the environment so use this fact to improve even more. Think about small adjustments and "sacrifices" you can make to travel even greener. The Green Travel Protocol can provide some inspiration and tips you might have overlooked.	Exclusive use of green transportation methods (e.g., cycling, walking, electric public transport). Advocates for sustainable transport and integrates it into work-travelling. Suggestions: Congratulations! You are an inspiration. Keep practising sustainable travel and use your knowledge and passion to teach and inspire others.

	Less than 20 points	20 - 40 points	40 - 60 points	60 - 80 points	More than 80 points
Packing/Unpacking	Predominant use of non-recyclable, single-use packing materials.No effort towards minimizing waste or packing efficiently. Suggestions:You need to significantly reduce environmental impact through more efficient and sustainable packing practices, involving a combination of using eco-friendly materials, minimizing waste, and educating on sustainable practices to foster long-term change. Please read the Green Travel Protocol once again!	Occasional use of recyclable or reusable packing materials.Basic attempts to reduce packaging waste. Suggestions:You need to reduce your environmental impact through eco-friendly alternatives, such as switching to recyclable and reusable materials, minimizing packaging, and adopting efficient packing techniques. Please read the Green Travel Protocol once again!	Balanced use of sustainable and non-sustainable packing materials.Regular attempts to pack efficiently and reduce waste. Suggestions:You have chosen the right direction: take small steps every day towards green packing and unpacking practices! How about evaluating your packing techniques and implementing more eco-friendly waste reduction practices? Green Travel Protocol could be very helpful for your attempts!	Primarily uses eco-friendly packing materials.Consistently practices efficient packing and minimizes waste. Suggestions:You are on the right track! To further enhance your sustainable packaging efforts while travelling, you could consider switching to solid toiletries, which reduce plastic waste and last longer, and packing cubes made from recycled materials to organize belongings, as they can be reused multiple times. Use the Green Travel Protocol for more inspiration!	Exclusive use of sustainable packing materials.Demonstrates outstanding efficiency in packing and waste reduction.Promotes and educates others on sustainable packing practices. Suggestions:Your efforts to promote and educate others on sustainable packing practices are truly commendable. It takes passion and commitment to advocate for such an important cause, and your ability to share your knowledge with others is making a real difference. You are leading by example, showing that sustainable living is not just a possibility but a practical reality.

	Less than 20 points	20 - 40 points	40 - 60 points	60 - 80 points	More than 80 points
Work and Visit	Engages in activities with high environmental impact (e.g., high resource usage, non-sustainable tourism). No consideration for sustainability in work and visit choices. Suggestions: You need to consider the impact of your activities when you travel and are your destination. You can still enjoy the same activities by considering their environmental impact and making decisions to mitigate them. Planning your activities in advance can be a good way to mitigate environmental impacts. Read the Green Travel Protocol carefully to find out more actions to take to make your stay greener.	Some consideration for environmental impact, with occasional participation in sustainable activities. Basic efforts to reduce resource usage. Suggestions: You are aware of the environmental impact of your actions but you prefer your comfort and enjoyment. Sometimes a small effort can make a big change and you can still enjoy a good stay while doing a good action. Take a look at the Green Travel Protocol to find out what actions you can implement during your stay while enjoying your time at your destination.	Regular consideration of environmental impact in activities. Balanced participation in sustainable and non-sustainable practices. Suggestions: You are on the right track to strike a balance between comfort and environmental awareness. You still need to make some changes so that you can enjoy your actions, but without losing your eco-friendly mentality towards the environment. We are sure that you will be able to achieve this without any problem, and for that we recommend you to take a look at the Green Travel Protocol again. Go for it, you can do it!	Frequent engagement in sustainable activities and visits to eco-friendly sites. Consistent efforts to minimize environmental impact. Suggestions: Most of the activities are environmentally friendly but you can always improve some aspects to become a real green traveller. With the Green Travel protocol you will be able to find and change those little missteps in order to improve your next trip!	Exclusive engagement in sustainable practices and eco-friendly tourism. Strong advocacy for sustainable tourism and business practices. Suggestions: You are doing very well. You seem like an expert in green travel. Keep it up, and remember to follow all the strategies suggested in the Green Travel Protocol on every trip you make!

GOOD PRACTICES HOW TO USE THE SCORING SYSTEM



Using a scorecard to evaluate your travel practices from a sustainability perspective can be a powerful tool for personal growth and environmental impact. Designed to be used with honesty and objectivity, the system focuses on obtaining information about green travel habits and, based on the results, helping users understand and improve their travel choices.

Whether evaluating several trips or just one, the system helps identify areas where greener practices can be adopted.

Each score is not a judgement, but an opportunity for self-reflection and improvement. Whether the score is positive or indicates room for improvement, it serves as motivation to strive to adopt more sustainable travel practices. Each score is designated as a step towards a greener future, based on the Green Travel Protocol and a commitment to responsible travel.

Be honest and objective when using the scoring system

The scoring system is designed to help you assess your travel practices from the sustainability standpoint. As any tool it also has limitations that need to be taken into consideration to obtain the most objective result possible.

As there are numerous small actions that make every trip unique, not all of them can be definitively included in the scoring system. This means that when using the scoring system you should apply a level of honesty and objectivity when scoring your trip or multiple trips.

The most important factor is honesty. Be honest with yourself and don't try to give better answers just to make yourself feel better. Be honest, even critical towards yourself, to gain the most objective view of your travels. Only honest results will help you to understand your traveling style and make improvements towards greener travel.

If you encounter a question that does not fully address your travelling practices, try to answer as precisely as possible by taking into account your best approximation as well as your personal travelling history and motivations regarding sustainability.

Score individual as well as multiple trips to gain a better understanding of your sustainable travel style

You can use the scoring system in two ways. You can score each of your trips individually or you can score a series of trips as well.

The first option will provide you with a better understanding of the specific trip you have taken. This is a good option if you wish to have a detailed understanding of a given trip and wish to find the ways to make this or similar trips greener.

The second option will take into account scores from several trips and provide you with a better overall understanding of yourself as a green traveller. The more trips you will include, the more complete this picture will be. This option will help you to understand your travel practices as a whole and will allow you to make deeper and meaningful changes to your travelling practices. Both approaches are useful, depending on what the goal and purpose of your scoring activity is.

Use the scoring results to motivate yourself to do even better

Your result, good or bad, is a valuable piece of information about your traveling practices regarding sustainability. Each result should be understood not as a final statement about you as a traveller but as an opportunity to reflect on your travel practices and improve even further. Embrace these scores as tools for personal growth and commitment to sustainable travel, ensuring each journey contributes positively to our planet's well-being.

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