

# Optimizing the monitoring tool for 2025 data registration: the most important changes

## *Introduction*

The monitoring tool of the Coalition for Traveling Differently has been further optimized and has undergone several changes. These were developed based on feedback from members. This document provides an explanation.

## *Objectives of the changes:*

- Improved integration with the government's WPM reporting requirements, allowing members to more easily and quickly meet their WPM reporting obligations by completing the monitoring tool.
- An export option allows members to export relevant WPM data from the monitoring tool for entry into the government's WPM registration form. Recommendation: complete the monitoring tool first!
- Simplified data entry with more completeness checks
- Improved access control and security

## *Starting point*

The government's monitoring tool and WPM registration form requested different information in different ways. This is undesirable. To better align with the WPM reporting requirement, we therefore need to record additional information in the monitoring tool. You already entered this information in the WPM. We are now simply merging it.

## *Some visible changes explained in more detail:*

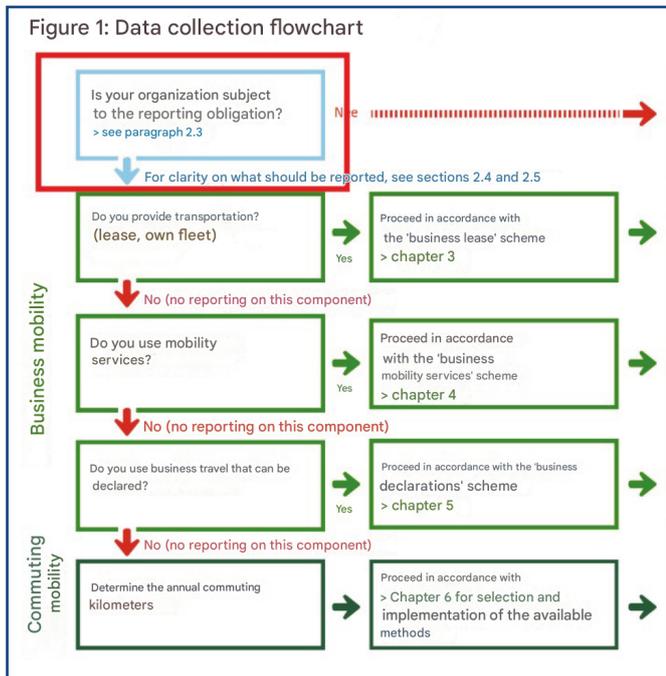
### **EXPLANATION OF CHANGE 1: Employees added in addition to FTE**

\* Source: handreiking ministerie van infrastructuur page 8

Starting point:

To determine whether your organization meets the WPM reporting requirement, the WPM registration form uses the number of employees as of January 1st. However, until 2024, the monitoring tool only recorded the average number of FTEs. This was therefore out of sync, and we have adjusted it accordingly.

Query in the WPM registration form:



Query up to 2024 in the monitoring tool:

What is 'an employee' for the purposes of reporting obligation?

To determine whether your organization has 100 or more employees, you need to know who is an employee. The definition of "employee" is<sup>2</sup> "anyone who, on January 1st of the year for which you are reporting, is obligated, under an employment contract or public-law appointment<sup>3</sup>, to perform at least twenty hours of paid work per month for a company or legal entity." This means that someone is an employee if they are employed by you on January 1st under a contract that guarantees 20 or more hours of paid work per month.

\* Source: handreiking ministerie van infrastructuur page 9

Change in the monitoring tool:

- Instead of just requesting the average number of FTEs, we now also request the number of employees employed on January 1, 2025, and on January 1, 2026, with an employment contract of at least 20 hours of paid work per month. See the image below.

## Generieke jaargegevens -

Jaar: \*\*  
2024   Invoer afgerond

FTE begin jaar: •••  
100

FTE eind jaar: •••  
120

Gemiddeld FTE:  
110

Medewerkers begin jaar: •••  
130

Medewerkers eind jaar: •••  
160

Gemiddeld Medewerkers:  
145

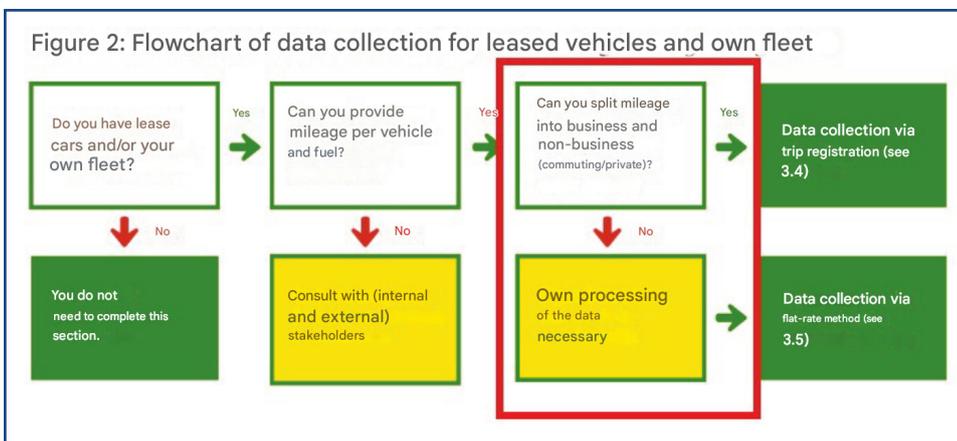
- Under “FTE start of year,” we record the total number of contracted hours as of January 1st, divided by the number of contracted hours for a full-time employee.
- Under “Employee start of year,” we record the number of employees with an employment contract of at least 20 hours of paid work per month.

## EXPLANATION OF CHANGE 2: Breakdown of own vehicle fleet

### Starting position:

Until 2024, we didn’t record the number of kilometers per vehicle type in the monitoring tool, but rather the total consumption in liters, kg, and kWh. However, to integrate with the WPM registration form, we also need the kilometers traveled by our own fleet. We also need to break these kilometers down into business kilometers, commuting kilometers, and private kilometers.

### Query in the WPM registration form:



\* Source: handreiking ministerie van infrastructuur page 9

## Change in the monitoring tool:

To meet these requirements, three input fields have been added to the monitoring tool, and at the same time, we have made the data entry method more user-friendly by working with a spreadsheet grid.

jaar: 2025. Door het klikken op onderstaande icoontjes kun je aangeven welke data je wilt invoeren voor jouw organisatie.

Pagina Opslaan

	Brandstofsoort	Aantal voertuigen	Km Woon-werk	Km Zakelijk	Km Privé	Totaal km	Verbruik	Eenheid	Aantal voertuigen vorig jaar	Totaal km vorig jaar	Verbruik vorig jaar
centeken	Benzine (E10)	1.000	200.000	1.500.000	8.600.000	10.300.000	20.000		1.167	182.736	12.347
	Hybride Benzine (E10)	100	0	0	0	0	600		1.900	15.980	850
	Diesel (B7)	12	12.344	0	0	12.344	6.000		1.224	60.974	3.143
	Hybride Diesel (B7)	15	0	0	0	0	18.000		0	0	0
	LPG	1	15.000	21.000	8.900	44.900	18.000	kg	0	0	0
	Aardgas/CNG	50	0	0	0	0	0	kg	500	46.426	2.421

In the monitoring tool you will see two immediately visible changes:

- To make data entry clearer and faster, data entry is now done in a spreadsheet grid, which also displays a direct comparison with the previous year. This allows for a comparison between 2024 and 2025 after complete data entry.
- The second change is that for our own fleet, in addition to fuel consumption, we now also need to enter kilometers traveled, broken down by commuting, business, and personal use.

Another thing to note is that for the input verification, we compare the kilometers driven from last year. These aren't actually recorded kilometers in the tool, as we haven't requested them yet. Instead, the number of kilometers is calculated by converting the fuel consumption you entered using the emission factors CO<sub>2</sub>/(liter, kg, kWh) and CO<sub>2</sub>/km.

Once the entire table has been entered, we can compare the kilometers driven and the fleet size with the values from last year. This makes it easy to verify the completeness of the data entered.

	Brandstofsoort	Aantal voertuigen	Km Woon-werk	Km Zakelijk	Km Privé	Totaal km	Verbruik	Eenheid	Aantal voertuigen vorig jaar	Totaal km vorig jaar	Verbruik vorig jaar
Wage	100% Elektriciteit (Groene stroom)	60	0	0	0	0	0	kWh	0	0	0
	Waterstof (Grijs)	2.000	0	0	0	0	0	kg	0	0	0
	Waterstof (Groen)	0	0	0	0	0	0	kg	0	0	0
	Overig	0	0	0	0	0	0	direct	0	0	0
	<b>Totaal</b>		<b>3.258</b>	<b>427.344</b>	<b>1.551.000</b>	<b>8.668.900</b>	<b>10.647.244</b>			<b>4.891</b>	<b>1.406.116</b>
<b>Vershil</b>		<b>-1.633</b>				<b>9.241.128</b>					

When entering the number of kilometers driven, there are a number of points from the WPM guidelines that must be taken into account:

- The mileage must be the vehicle's own odometer readings. If these readings were not taken on January 1st, they must be calculated using the method outlined in the WPM guidelines from the Ministry of Infrastructure and Water Management.

**Points of attention**

**Dealing with mileage**  
 The mileage of the vehicles themselves serves as a source for the annual mileage. It won't always be possible to read and submit these figures precisely on January 1st (or July 1st) and December 31st. In cases where this isn't possible, you'll need to convert the reported kilometers to annual kilometers. See the example below:

• Mileage on 26/12/2024:	12,000
• Mileage on 15/1/2025L:	20,000
• Total kilometers:	8,000 over 385 days (365 + 20)
• Annual kilometers corrected:	7,584 kilometers (365*8,000/385)

**Dealing with changes throughout the year**  
 If a vehicle changes hands mid-year, it doesn't raise any special concerns. The vehicle's mileage records are the primary concern. If a vehicle becomes available to you or is taken out of service during a reporting year, only the kilometers actually driven for your organization count.

\* Source: handreiking ministerie van infrastructuur page 20

- If there is no conclusive mileage record, a flat-rate method can be used to break down the kilometers driven. See below for an explanation from the Ministry of Infrastructure and Water Management.

The flat-rate method involves subtracting commuting mileage from the total annual mileage per vehicle type, as well as a fixed average (flat-rate) for private mileage. This leaves the business mileage for the annual report. This is done separately for each vehicle type and fuel type.

For the flat rate method you need to do the following:

- The total annual kilometers per mode of transport form the starting point.
- You can subtract this from your commute mileage. If you don't have a mileage log, you can determine these commute mileage per fuel type using a survey, which you can read more about in Chapter 6.
- You subtract private mileage from the result. You can do this based on a fixed number of kilometers per vehicle. "Flat rate" means a fictitious, fixed number. This number of kilometers is based on the average number of private kilometers driven in the Netherlands. The fixed number of kilometers varies by type of vehicle<sup>12</sup>:
  - For the deduction of private kilometers, a figure of 8,900 kilometers per lease car per year must be used, unless the number of private kilometers driven per year is no more than 500 kilometers (demonstrable according to the Dutch Tax and Customs Administration's additional tax rules). In that case, you may enter 'zero' for the number of private kilometers driven.

- For an (electric) motorcycle, you can also assume 8,900 private kilometers per lease motorcycle per year.
- If your employee leases an (electric) bicycle, moped or scooter and also uses it for private purposes, you can assume 7% private use.

\*Source: handreiking ministerie van infrastructuur page 22 & 23

Here you can view the sample survey that the government provides in the WPM guidelines. <https://www.rvo.nl/sites/default/files/2025-12/Handreiking-werkgebonden-persoonmobiliteit-december-2025.pdf>

Introduction | Collecting data | Lease and/or own fleet | Mobility service providers | Declarations | Commuting mobility | What after the reporting obligation | Attachments

### Appendix 4: Sample survey on commuting

The form below shows a sample survey. You can use it to collect the data you need to report on commuting.

The form is also available digitally in the worksheet. In this format, you can immediately distribute the survey and build the file. You can also include the survey questions in another survey you're conducting among your employees, such as an employee satisfaction survey (STS). This example assumes the following situation:

- All employees speak Dutch. If not, we recommend translating the survey into the appropriate language.
- The employee completes the survey based on their place of residence or stay and the location where "the work is normally performed." This refers to their permanent work address or place of employment. This address is usually stated in the employee's employment contract (or public-law appointment).
- Travel to and from places other than your regular work address is not considered commuting. Do not enter commuting information for these days; these days are considered business travel.

**NB!** It's important that employees don't give contradictory answers in the questionnaire. For example, an employee might indicate they won't be going to the office on Mondays, but also indicate they'll be traveling by car. To prevent this, you can configure the questionnaire so that employees can't select a mode of transportation if they've indicated they won't be traveling.

#### Sample survey on commuting mobility

This survey asks you how you traveled to work last week. If you had any days off or special days off last week, choose a different week.

- What is the postal code of your home address? (4 numbers and 2 letters)
- What is the postal code of the work address where you were most present last week? (4 numbers and 2 letters)
- How calculate the travel distance between your home address and work address and multiply by 2 for the outward and return distance
- What was your commute like? out last week?
 

Monday	1/12
***day	1/12
Sunday	1/12
- Did you use any of the facilities below during your commute?
  - a company lease vehicle or fleet? yes/no
  - a mobility card for public transport yes/no
- How many business kilometers did you travel by public transport last week? ... kilometers

(if 'yes' and in special cases, see Appendix 5)

As an employer, you can already enter or indicate the postal codes of the most common locations.

Please explain here which method is best suited. For example, determining the distance using Google Maps. Please ensure the correct mode of transport is indicated.

These are the minimum categories for which an annual total must be calculated. You can, of course, expand the number of categories to suit your needs. For example, you could split "I worked from home" or "I didn't work that day."

0. Car not for persons, gray license plate\*

1. Car gasoline

2. Car diesel

3. Cars belonging to the (plug in) hybrids

4. Car 100% electric

5. Car other fuels

6. Motorcycle petrol/diesel

7. Motorcycle electric

8. Moped/scooter petrol

9. Electric moped/scooter (including speed pedelec)

10. e-Bicycle and walking

11. Public transport (greatest distance)

12. None, I worked from home or was free (possibly split)

\*Commuting with non-passenger vehicles is not subject to reporting requirements. These are often vehicles with license plates beginning with a "B" or "T".

You can omit questions 5 and 6 if your organization does not have leased vehicles, its own fleet, or a free public transport pass.

## EXPLANATION OF CHANGE 3: own fleet with grey registration plate

### Starting position & change:

In the monitoring tool, we record not only our own yellow-license plate fleet but also our own grey-license plate fleet. To ensure proper integration with the WPM registration form, this information will not be included in the WPM report data you can print. However, this data is included in the Coalition's analyses.

#### Types of mobility not covered by the reporting

You do not need to fill in some types of mobility:

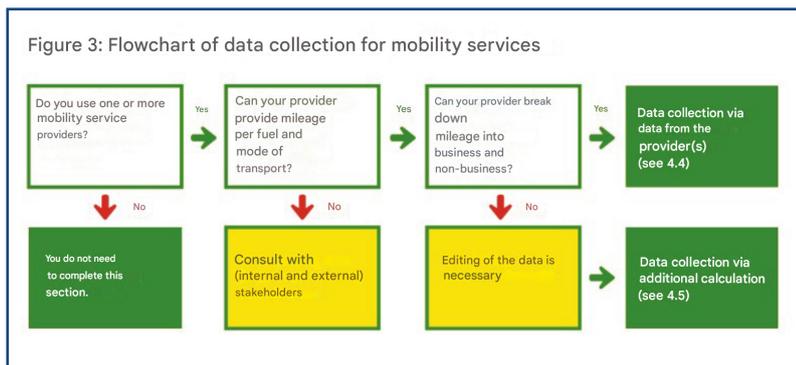
- ➔ Business mobility using vehicles with grey license plates or specially adapted vehicles. Think of vans, trucks, or service vehicles; or vans adapted for wheelchair transport.
- ➔ Commuting in vehicles with a grey license plate is also excluded from the reporting obligation.
- ➔ Emergency service trips. These are not subject to reporting requirements. This concerns professional mobility. Examples include trips in vehicles equipped for a specific task, such as police or firefighting services;
- ➔ Travel by the driver of a vehicle intended for the professional and paid transport of passengers, and by the ticket inspector in that vehicle. This includes travel by train drivers, tram drivers, taxi drivers, and public transport ticket inspectors. This also constitutes professional mobility. Travel by your employee as a passenger on these vehicles does count;
- ➔ Private use of company cars. If private use is included in the mileage registration, you can deduct it. How to do this is explained in the following chapters.

\* Source: handreiking ministerie van infrastructuur page 15

## EXPLANATION AMENDMENT 4: mobility services added

### Starting position & change

Until now, the monitoring tool hasn't offered the option to record data from mobility services. This data was previously processed in other categories. For completeness, we've added an input category this year to easily process data from mobility services. This data also needs to be broken down into business kilometers and commuting kilometers.



\* Source: handreiking ministerie van infrastructuur page 22 & 23

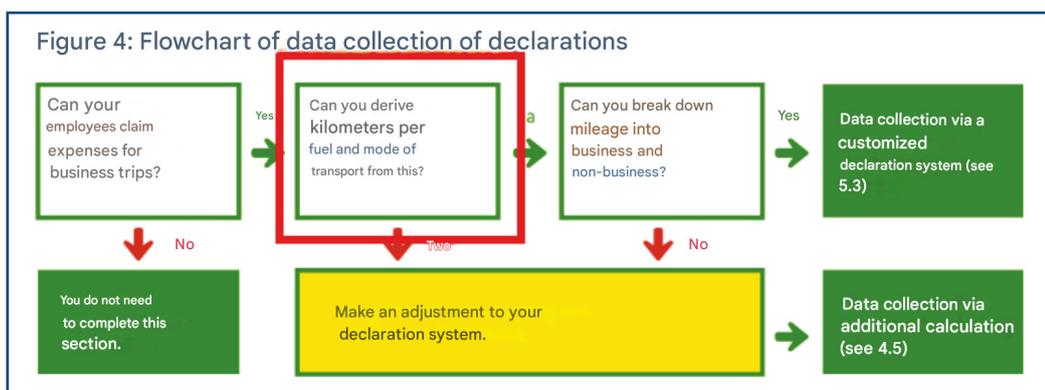
Jaar: 2025 Invoer afgerond

Jaar: 2025. Door het klikken op onderstaande icoontjes kun je aangeven welke data je wilt invoeren voor jouw organisatie.

Pagina Opstaan

Brandstofsoort	Aantal reizen	Km Woon-werk	Km Zakelijk	Totaal km	Aantal reizen vorig jaar	Totaal km vorig jaar
Deelauto benzine	<input type="text"/>	<input type="text"/>				
Deelauto diesel	<input type="text"/>	<input type="text"/>				
Deelauto (plug-in) hybride	<input type="text"/>	<input type="text"/>				
Deelauto elektrisch	<input type="text"/>	<input type="text"/>				
▶ Deelauto Anders	<input type="text"/>	<input type="text"/>				
Deelmotorfiets benzine/diesel	<input type="text"/>	<input type="text"/>				
Deelmotorfiets elektrisch	<input type="text"/>	<input type="text"/>				
Deelbromfiets benzine	<input type="text"/>	<input type="text"/>				
Deelbromfiets elektrisch	<input type="text"/>	<input type="text"/>				
Deel e-fiets	<input type="text"/>	<input type="text"/>				

## EXPLANATION OF AMENDMENT 5: business traffic



### Starting position:

For business-declared trips that were initially made by the employee at their own expense, the vehicle type must always be registered for each fuel type. We have implemented several adjustments for this purpose.

Jaar: 2025. Door het klikken op onderstaande icoontjes kun je aangeven welke data je wilt invoeren voor jouw organisatie.



Brandstofsoort	Aantal reizen	Aantal km	Eenheid	Aantal reizen vorig jaar	Aantal km vorig jaar
Zakelijk gedeclareerd OV / Mobiliteitskaart	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Brandstof onbekend	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Benzine	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Hybride benzine	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Diesel	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Hybride diesel	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Elektriciteit	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: LPG	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Aardgas/CNG	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Auto: Bio-CNG	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Taxis (diesel)	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Fiets/e-bike	<input type="text" value="120"/>	<input type="text" value="120.300"/>	km	124	134.353
Overig	<input type="text" value="0"/>	<input type="text" value="0"/>	direct	0	0
<b>Totaal</b>	<b>120</b>	<b>129.300</b>		<b>124</b>	<b>134.353</b>
<b>Verschil</b>	<b>-4</b>	<b>-5.053</b>			

### Changes:

- The “unknown fuel” line will still appear in the overview, but you can no longer enter it because we always require a fuel type in the WPM registration form.
- The “other” line has also been removed from this entry. For companies that do want to use “other,” it has been placed in a different category. Note: An auditor’s report is required for this category, and therefore, the entry via this category cannot be used to link to the WPM registration form.

Jaar: 2025. Door het klikken op onderstaande icoontjes kun je aangeven welke data je wilt invoeren voor jouw organisatie.



	Brandstofsoort	Uitstoot in kg CO2	Eenheid	Uitstoot vorig jaar
Overig	Wagonpark Geel kenteken	<input type="text" value="0"/>	direct	0
	Wagonpark grijs kenteken	<input type="text" value="0"/>	direct	0
	Woon-werk Mobiliteit	<input type="text" value="0"/>	direct	0
	Zakelijk verkeer	<input type="text" value="0"/>	direct	0
	Internationaal reizen	<input type="text" value="0"/>	direct	0
	<b>Totaal</b>	<b>0</b>		<b>0</b>
	<b>Verschil</b>	<b>0</b>		

- For public transport declared for business purposes, a conversion is used by entering the declared amount instead of the kilometers. We use the conversion factor from the Ministry of Infrastructure and Water Management: an average cost of 15 euro cents per kilometer by public transport.

Jaar: \*\*  
2025  Invoer afgerond

Jaar: 2025. Door het klikken op onderstaande icoontjes kun je aangeven welke data je wilt invoeren voor jouw organisatie.



Pagina Opslaan

Brandstofsoort	Aantal reizen	Aantal km	Eenheid	Aantal reizen vorig jaar	Aantal km vorig jaar
Auto: HVO100	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Motorfiets: benzine/diesel	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Motorfiets: elektrisch	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Bromfiets: benzine	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Bromfiets: elektrisch	<input type="text" value="0"/>	<input type="text" value="0"/>	km	0	0
Fiets/e-bike	<input type="text" value="120"/>	<input type="text" value="129.300"/>	km	124	134.353
▼ Zakelijk gedeclareerd OV	<input type="text" value="0"/>	<input type="text" value="3.030"/> <input type="text" value="€ 500"/>	km	0	0
<b>Totaal</b>	<b>120</b>	<b>132.330</b>		<b>124</b>	<b>134.353</b>
<b>Vershil</b>	<b>-4</b>	<b>-2.023</b>			

Enter the total amount in whole euros that employees have declared for public transport tickets purchased by themselves.

 Expense claims for business trips made with a self-purchased ticket or a personal public transport chip card are in euros. To convert euros to kilometers, research agency CE Delft calculated that public transport costs an average of 15 euro cents per kilometer. This means that for every euro spent on public transport, 6.06 kilometers were traveled. If you enter the number of whole euros, the form automatically converts this to kilometers and then to CO2 emissions.

- We have also converted the entry screen for “business travel” to a spreadsheet grid, which also shows the direct comparison with the previous year. This makes it possible to compare the total number of trips and the total registered kilometers between 2024 and 2025 after entering all the data.

## EXPLANATION OF AMENDMENT 6: international travel

### Starting position and change

We will continue to record international flights and international train journeys for the Coalition’s reports. However, these will not be included in the WPM export because the WPM registration form only requires us to report journeys with a starting and ending point in the Netherlands.

### 2.4 What data exactly is involved?

**Data to be supplied**

The information you must provide is shown in the table below. Please enter the total number of kilometers traveled by all your employees per calendar year. Leave fields that do not apply to your organization blank. This applies to journeys that start and/or end in the Netherlands. Air travel is not subject to the reporting requirement.

\* Source|: handreiking ministerie van infrastructuur page 22 & 23

## EXPLANATION OF CHANGE 7: rounding of input

### *Input completeness*

To make communication even more efficient, a slider has been added to the new version of the tool. After you've entered everything, you can use this slider to indicate that the data is complete. Once this slider is switched off, you also gain access to the reports. At the same time, the Coalition immediately sees that all data has been entered completely by your organization.

