




# CAL STATE EAST BAY

<b>Title:</b>	University Air-Travel Offset Policy
<b>Effective date:</b>	July 1, 2020
<b>Policy Owner:</b>	Office of Sustainability
<b>Policy Contact:</b>	Jillian Buckholz, Director of Sustainability Jillian.buckholz@csueastbay.edu
<b>Date approved by the President:</b>	Jun 23, 2020
<b>Signature:</b>	 <small>Leroy Morishita (Jun 23, 2020 21:29 PDT)</small>

## Purpose:

Cal State East Bay (CSUEB) made a commitment to pursue climate neutrality when President Morishita signed the Carbon Commitment<sup>1</sup> (formerly the American Colleges and Universities Presidents' Climate Commitment) in January 2015. To support the work to fulfill the Carbon Commitment, CSUEB formed the Campus Sustainability Committee (CSC) in May 2015, adopted a campus Climate Action Plan (CAP) in May 2018, and approved the creation of the Climate Action Plan Implementation Task Force (CAP-IT) in September 2018. The CAP commits the University to achieve carbon neutrality by 2040 and specifically requires that "All state-funded travel will be carbon neutral or 100% offset by 2022" (2018, pg. 65).

## Policy Statement:

A flat \$9 offset fee will be charged to the traveler's department for each air-travel trip by any person(s) traveling on University business when funded by University or related affiliates. The funds collected shall be deposited into the University's Climate Action Plan Fund, which will be used among other sources to achieve the University's commitment to climate neutrality. Expenditures will be approved by the CSC for on-campus<sup>2</sup> projects that provide measurable greenhouse gas reductions.

## Policy Scope:

All CSUEB University-related travel which includes: all University travel, including its auxiliaries, self-support programs and donor-supported programs.<sup>3</sup>

**Exclusions:** This policy excludes grant supported travel.<sup>3</sup>

## Definitions:

- **Offsets and offset prices:** An offset is defined as an action or activity that compensates for the emission of carbon dioxide or other greenhouse gases to the atmosphere. Offsets are typically used to address emissions that the institution itself cannot eliminate. They are typically purchased from a third party which sells verified emissions reductions from a variety of off-site projects (e.g. carbon sequestration projects and renewable energy projects).
- **CSC:** Campus Sustainability Committee

- **CAP:** Climate Action Plan
- **CAP-IT:** Climate Action Plan Implementation Task Force

**Procedures:** The Cal State East Bay Finance Office will be responsible for determining the number of air-travel claims incurred by any person traveling on University business when funded by the University or its affiliates. The total dollar value of the associated \$9 offset fee per claim, and the deposit of these funds into the University’s Climate Action Plan Fund. This information will be reported thereon to the Office of Sustainability and included by the Office of Sustainability in the annual Climate Action Plan Progress Report. Spending from the account will be authorized by the Director of the Office of Sustainability. Offset funds will be prioritized by the CSC, upon approval of the President, for supporting on-campus projects that provide measurable greenhouse gas reductions.

See complete procedure details in the associated *Procedure for University Air-Travel Offset Policy* document.

**Enforcement:** Starting July 1, 2020, at the start of fiscal year 2020/2021, Accounting will record expense transactions based on availability of travel software reports using reasonable efforts and resources.

**Related information:**

<sup>1</sup>“The [Carbon Commitment] is a high-visibility effort to address global climate disruption undertaken by a network of colleges and universities that have made institutional commitments to eliminate net GHG emissions from specified campus operations, and to promote the research and educational efforts of higher education to equip society to re-stabilize the earth’s climate. Its mission is to accelerate progress towards climate neutrality and sustainability by empowering the higher education sector to educate students, create solutions, and provide leadership-by example for the rest of society.” (Second Nature, American College & University Presidents’ Climate Commitment Mission and History, 2007).

<sup>2</sup>Hayward Campus, Concord Campus or other sites owned and managed by the University.

<sup>3</sup>Because of certain grant funding limitations and prohibitions of use, air-travel that is paid for via grant funding (i.e. W funds) will not be assessed a \$9.00 fee.

**Policy Review:** Review of policy will be in alignment with the 5-year review and revision of the Cal State East Bay Climate Action Plan.

**Authority:** Cal State East Bay Climate Action Plan, May 2018

**History**

Revision Date	Author	Description



# CAL STATE EAST BAY

## Procedure for University Air-Travel Offset Policy

SOP Number	Refer to Accounting & Fiscal Services
Title:	Procedure for University Air-Travel Offset Policy
Effective Date	07/01/2020
Approval Date	April 10, 2020

### PURPOSE

This procedure establishes guidelines for determining and depositing funds into the University Climate Action Plan Fund to fulfill the Cal State East Bay University Air-Travel Offset Policy.

### SCOPE

The Finance Office and Office of Sustainability will be responsible for completing the procedures outlined in this document.

### PROCEDURES

- The Cal State East Bay Finance Office will be responsible for determining the number of air-travel claims incurred by any person traveling on University business when funded by the University or its affiliates; a \$9 offset fee will be calculated per claim<sup>1</sup>.
- Using travel software reports, an Air Travel Offset expense (account 660848) will be recorded to departments following the chartfield string criteria (Fund-DeptID-Program-Class-Project).
- Accounting will record expense transactions based on availability of travel software reports using reasonable efforts and resources.
- Upon calculation, Accounting will record the resulting offset into the University's Climate Action Plan Fund (recovery account 580094/5).
- Fund information will be available using the University's financial systems. The Office of Sustainability will utilize this data to report results in the annual Climate Action Plan Progress Report and to share publicly with the campus community.
- Spending from the account will be authorized by the Director of the Office of Sustainability.
- Offset funds will be prioritized by the CSC, upon approval of the President, for supporting on-campus projects that provide measurable greenhouse gas reductions.

### RESPONSIBILITIES

- Cal State East Bay Finance Office for calculating and recording related financial activity.
- The Office of Sustainability for reporting out results.
- Director of the Office of Sustainability for authorizing spending, as prioritized by the CSC.

**PROCEDURE REVIEW**

Review of procedure will be in alignment with the 5-year review and revision of the Cal State East Bay Climate Action Plan.

**Related information:**

<sup>1</sup>Because of certain grant funding limitations and prohibitions of use, air-travel that is paid for via grant funding (i.e. W funds) will not be assessed a \$9.00 fee.

**History\***

<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
XX-XX-XXXX	Office, Department/Unit	Brief & specific description of change