

## Procedure for University Air-Travel Offset Policy

SOP Number	XXX
Title:	Procedure for University Air-Travel Offset Policy
Effective Date	07/01/2020
Approval Date	XX/XX/XXXX

### 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	