Title:

University Air-Travel Offset Policy

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