

AIR TRAVEL CARBON FEE

OVERVIEW FOR FINANCIAL MANAGERS



The Air Travel Carbon Fee Program

Adopted in 2022 as part of the College's [Carbon Charge program](#), the air travel carbon fee is automatically levied on department operational budgets at the beginning of each fiscal year based on flight data from the previous calendar year. For example, the charge that will appear on FY25 operating budgets is based on flight data from the 2023 calendar year. Funds generated by this fee (\$11 per flight itinerary) are intended for two key purposes: to offset emissions related to air travel and to support initiatives that reduce emissions.

Flight Data Collection

Each fiscal year, the Budget Office provides a report to the Office of Sustainability with all transactions coded as transportation (7201) for operating budgets from the previous calendar year. The data is analyzed to identify air travel transactions for each department. For transactions that are not easily identified, descriptions and average flight costs are used to sort likely air travel. *(This is why it is important to make sure that expenses are coded and categorized correctly!)* Based on this analysis, a count of flight itineraries is created for each department and the air travel fee amount is levied in the upcoming fiscal year.

Starting in FY25, all air travel should be coded to 7201, while any ground transportation should be coded to 7209. This will support a more robust count of flight itineraries to inform the annual air travel carbon fee amount.

FAQs

How is the fee levied on budgets that are charged for faculty travel expenses?

The fee is levied on faculty air travel expenses that are charged to the department's operating budget. The \$11 per flight itinerary is a departmental charge. At this time, the fee is not levied on air travel charged to faculty travel funds and other restricted funds.

How does Chrome River support accurate data?

By using the Air Travel - Airfare tile for a flight transaction in Chrome River, you are helping to ensure that the air travel carbon fee accurately reflects flights purchased by each department.

