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UCLA

UCLA AIR TRAVEL MITIGATION FUND

PREPARED BY: UCLA TRANSPORTATION

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UCLA AIR TRAVEL MITIGATION FUND

INTRODUCTION

The University of California recognizes the challenges of climate change and has made commitments to reduce greenhouse gas emissions:

- Carbon neutrality by 2025 for Scopes 1 & 2 (stationary sources and vehicle fleet) and Scope 3 (mobile sources) by 2050
- Scope 3—while not yet included for 2025, there is significant focus on reducing these emissions, including a 2020 reduction target and programs to shift commuters from a car to bike/bus/vanpool

In 2016, UCLA Business Related Air Travel resulted in almost 90,000,000 miles flown and over 25,000 Metric Tons of Greenhouse Gas (GHG) emissions.

The challenge: Continue to fly but address the greenhouse gas emissions resulting from doing so.

The UC Sustainable Practices Policy's Best Practice Procedures suggest:

“The University and/or individual campuses shall support additional studies, pilot programs and initiatives, including the purchase of air travel offsets and development of campus offset programs, to reduce business air travel emissions.”

Based on these guidelines, UCLA will conduct a 3-Year Pilot Air Travel Mitigation Fund program using funds collected from both domestic (\$9) and international (\$25) round-trip flight itineraries. University stakeholders stated a preference for local mitigation projects over purchasing verified offsets, in order to keep funds and benefits within the UC system and to maintain oversight. Therefore, funds will be awarded to local on-campus projects resulting in lasting, measurable carbon reduction.

PROGRAM INTENT

The Air Travel Mitigation Fund's (ATMF) purpose is to reduce The University of California's business related air travel carbon footprint by funding on-campus projects which result in lasting measurable carbon reduction. The program's funds come directly from the carbon mitigation fees charged for UCLA business related air travel.

During the initial pilot, the fund will be used to invest in energy efficiency and renewable energy projects on the UCLA campus through 2025 or through the carbon neutrality target date for Scope 3.

APPLYING FOR FUNDING

ATMF funding is available for projects which result in lasting, measurable carbon reduction. UCLA Schools and Divisions must complete the UCLA Travel Mitigation Funding Application form for their project proposals. Proposals can be submitted from the Division level. The form is available on the Air Travel Mitigation Fund page on the Sustainability website: <http://sustain.ucla.edu/AirTravelFund>

[Placeholder for More specifics about project requirements.]

APPROVALS FOR SUBMITTAL

Prior to submission, projects must be approved by your Division's Dean or Director or appropriate department representative. Proposals will be reviewed by the ATMF Project Review Committee and projects will be approved and awarded by the Executive Sustainability Committee.

COMPLETING THE APPLICATION

1. All projects must be in addition to planned investments, i.e. additionality is required.
2. Define the project and specify the expected reduction in energy or fuel consumption, cost of the project, and alignment with Climate Action Plan objectives.

Proposals are limited to new projects that will be based on measurable carbon reduction, ease of implementation, lifetime of investment, visibility on campus, facilitation of sustainable behavior change, and alignment with University sustainability objectives. The applicant must provide an estimate of energy or fuel use reduction, and the Sustainability Office will calculate the anticipated reduction in associated greenhouse gas emissions for each project submittal using appropriate carbon intensity factors.

3. Review your plan with your Dean, Director or appropriate department representative to ensure that management will support your plan and provide any matching funds or additional funding that may be necessary if the plan exceeds the Air Travel Mitigation Funding limit.
4. Complete the online application and attach an itemized estimate for the Carbon Reduction Project proposal including projected energy or fuel use reduction that results in carbon reduction, as well as equipment, materials, and services. You may also attach appropriate supporting documentation. The application form is available on the UCLA Sustainability website on the Air Travel Mitigation Fund page: <http://sustain.ucla.edu/AirTravelFund>
5. UCLA Sustainability will send a written approval or denial to the applicant.

EXPENSES NOT ELIGIBLE FOR ATMF FUNDS

- ATMF funds are not intended to replace program funding. Expenses such as general operating supplies, equipment required by law or regulation and travel expenses will not be funded.
- Projects currently underway and deferred maintenance projects will not be eligible for funding.
- ATMF funds may not be used to pay salaries or wages of employees, new or otherwise.

FUND MANAGEMENT

The Air Travel Mitigation Fund oversight is provided by UCLA Sustainability Office which also coordinates the award. Funds used are subject to audit by the University of California Office of the President (UCOP).

FEE COLLECTION

Fees will be assessed during the travel reimbursement process:

1. Travel is booked (via Connexus or outside resource)
2. Individual engages in travel
3. Individual submits travel reimbursement request to Corporate Financial Services (via its Express Travel & Entertainment Reimbursement System)
4. Financial Services (Express) calculates associated fee*
 - a. Domestic Travel: \$9
 - b. International Travel: \$25
5. Financial Services bills department responsible for travel
6. Fees are deposited into the Air Travel Mitigation Fund FAU
7. Financial Services issues reimbursement to individual traveler

*Because of certain grant funding limitations and prohibitions of use, air travel that is paid for via a grant FAU will not be assessed a carbon mitigation fee. For those who do use grant resources to fund travel, an option has been created to enable the payment of the fee via another, non-grant FAU, for those grant recipients who desire to mitigate their air travel.

FEE EXEMPTIONS

During the pilot the following are exempt from fee requirements:

- Travel related to Grant Funded projects
- Athletic Team Charter Flights
- Student Travel (such as Study Abroad programs)