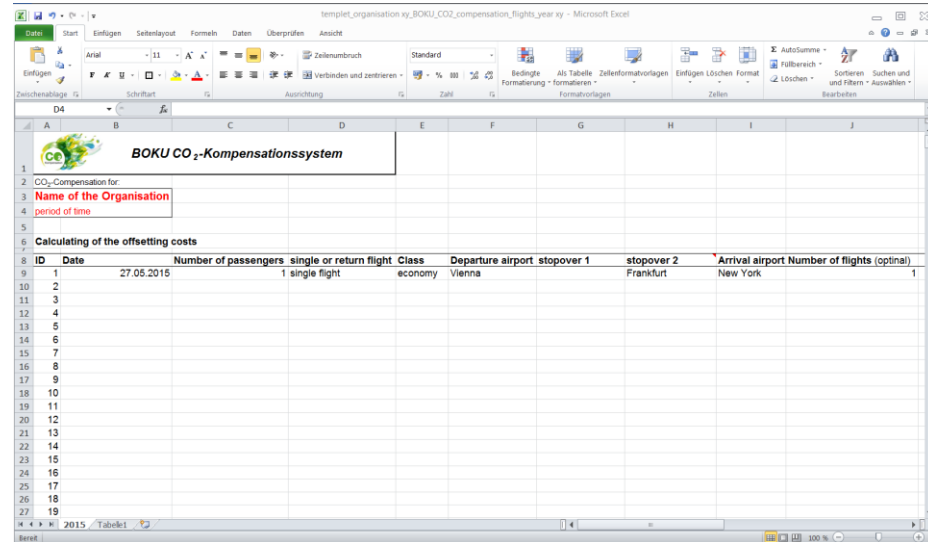# STEP 1 – Collecting CO2 emission data

- **Collect the following information of all APPEAR project flights:**
    - departure and arrival airports as well as any stopovers (if applicable)
    - single or return flight
    - economy, business or first class
    - the number of passengers
    - date
- **You can use the excel-template or make an own document**
- **Please add the name and the address of your organisation, and APPEAR project title and number**
- **Finished? Then send the file to co2.kompensation@boku.ac.at**

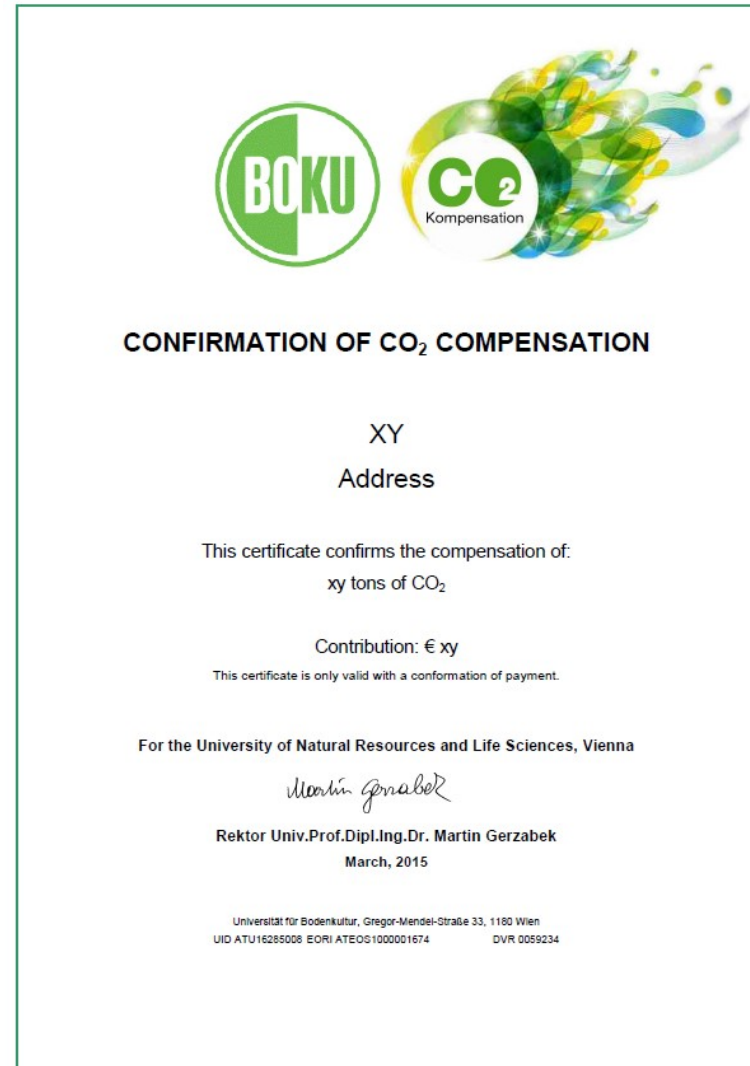More information: http://short.boku.ac.at/co2-kompensation.boku.ac.at

Step 2 – Calculating offsetting costs and invoicing

- BOKU Carbon offset team calculates the **distance travelled**, **CO_2 emitted** and the **costs to compensate the CO_2 emissions** .

- BOKU accounting service will send an invoice for the offsetting costs to you.

- You make the payment. The proof of payment confirms the compensation of the emitted tons of CO_2 to APPEAR.

- Please inform your accounting department about the payment and the purpose of the compensation (as part of the APPEAR programme) to prevent further complications within the process. You may also forward the FAQ-link to your respective accounting unit:
  https://boku.ac.at/en/nachhaltigkeit/boku-co2-kompensationssystem/prinzip-der-co2-kompensation

STEP 3 – Issuance of Certificate, if desired

- When receiving the payment a compensation certificate **can** be issued as a pdf via email to you.
- If you want a certificate please contact
co2.kompensation@boku.ac.at

CONFIRMATION OF CO$_2$ COMPENSATION

XY
Address

This certificate confirms the compensation of:
xy tons of CO$_2$

Contribution: € xy

This certificate is only valid with a conformation of payment.

For the University of Natural Resources and Life Sciences, Vienna

Rektor Univ.Prof.Dipl.Ing.Dr. Martin Gerzabek
March, 2015

Universität für Bodenkultur, Gregor-Mendel-Straße 33, 1180 Wien
UID ATU16285008 EORI ATEOS1000001674   DVR 0059234

Example: emissions und costs

Route (Return flight)	Distance (km)	CO_2[1] (kg)	Costs (€)
Vienna (VIE) – London (LHR)	2,547	550	13.75
Vienna (VIE) – New York (JFK)	13,604	2,839	70.98
Vienna (VIE) – Singapore (SIN)	19,398	4,238	105.94
Vienna (VIE) – Sydney (SYD)	31,836	7,616	190.39

[1] CO_2 emissions of flight per passenger in economy class