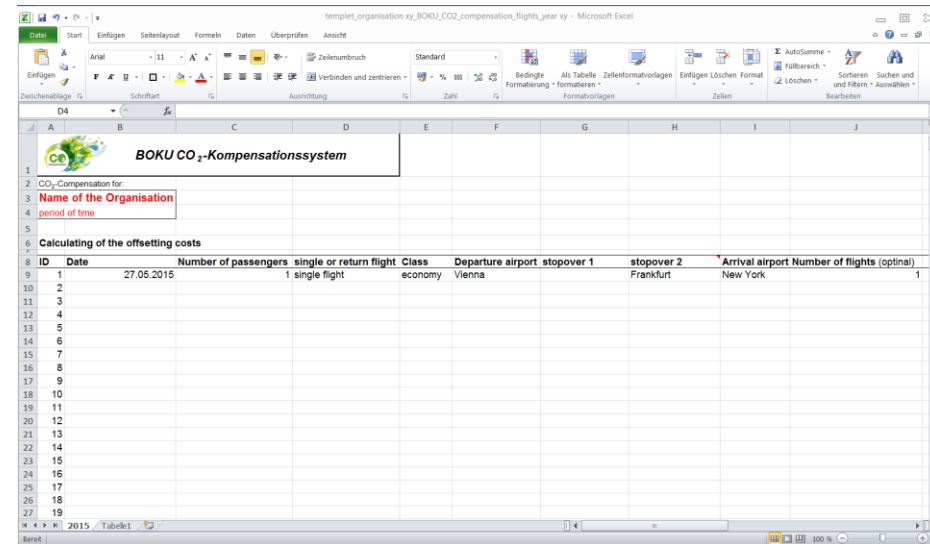


STEP 1 – Collecting CO2 emission data

- **Collect the following information of all 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**
- **Finished? Then send the file to co2.kompensation@boku.ac.at**



BOKU CO ₂ -Kompensationssystem									
CO ₂ -Compensation for									
Name of the Organisation									
period of time									
Calculating of the offsetting costs									
ID	Date	Number of passengers	single or return flight	Class	Departure airport	stopover 1	stopover 2	Arrival airport	Number of flights (optional)
1	27.05.2015	1	single flight	economy	Vienna		Frankfurt	New York	1
2									
3									
4									
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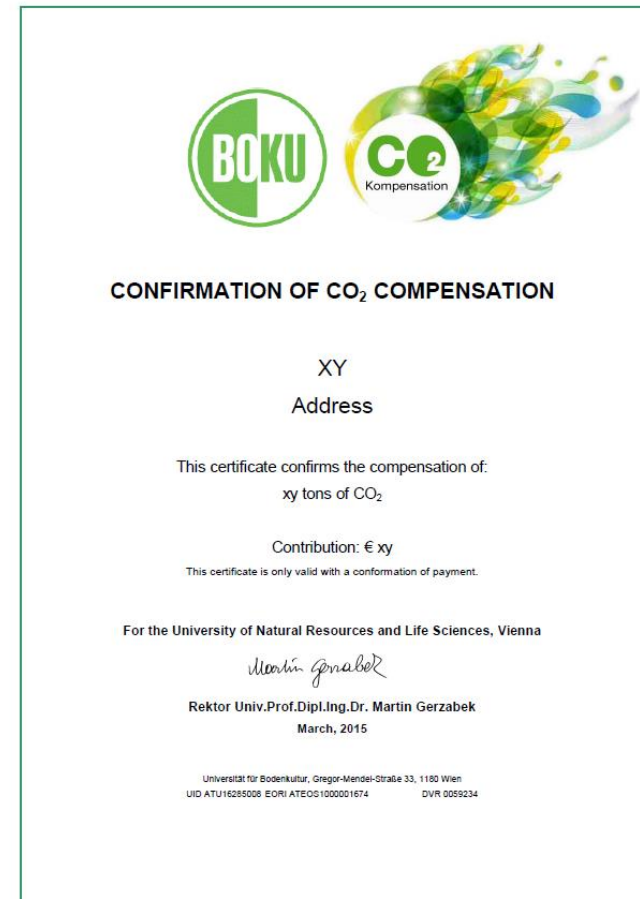
More information: <http://short.boku.ac.at/co2-kompensation.boku.ac.at>

Step 2 – Calculating offsetting costs and invoicing

- BOKU Carbon offset team calculates the **distance travelled, CO₂ emitted** and the **costs to compensate the CO₂ emissions** .
- BOKU accounting service will send an invoice for the offsetting costs to you.

STEP 3 – Certificate

- When receiving the payment your compensation **certificate will be issued as a pdf via email**
- The certificate confirms the compensation of the emitted tons of CO₂
- The certificate confirms the compensation of the CO₂ emissions



Example: emissions und costs

Route (Return flight)	Distance (km)	CO₂¹ (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 CO₂ emissions of flight per passenger in economy class