

The Institute of Professional Editors Limited

Policy and procedures on costs of meetings and IPEd-sponsored events

Endorsed by the Council, 12 April 2008

Revised version endorsed by the Council, 11 December 2011

1 Principles

- 1.1 This policy covers IPEd Council and general meetings and meetings of its committees such as the Accreditation Board and the Communication Committee, including teleconferences, workshops and other events sponsored by IPEd.
- 1.2 Anyone incurring expenditure on behalf of IPEd will seek to minimise it. Thus, IPEd Councillors and other participants in meetings and events will choose low-cost airfares and inexpensive accommodation whenever it is possible and reasonable to do so. When a meeting participant anticipates incurring extraordinary costs they should clear these with the Council in advance. The acceptance or otherwise of these costs will be at the discretion of the Council.

2 Reimbursement for participation in IPEd meetings

- 2.1 IPEd will reimburse costs for each Councillor, the Secretary and for invited participants in Council meetings or events, and for one participant per society in other meetings. Societies are welcome to send an extra participant for familiarisation or changeover, but they must meet the extra costs.
- 2.2 Societies must give advance notice to the Secretary of the names of delegates participating in IPEd meetings or events.

3 Convening IPEd meetings

- 3.1 Meetings of committees are convened with the approval of the Council.
- 3.2 Committees are expected to contain their meeting costs within their budgets as allocated by the Council.

4 Sponsored Professional Development sessions

- 4.1 Travel and accommodation costs up to the maximum approved by the Council, will be reimbursed to trainers sponsored by IPEd to travel interstate to conduct training workshops, subject to the same conditions as specified in Section 1 above.
- 4.2 Such travel expenses may include airfares, accommodation, airport transfers, and/or transport to and from workshop venues but not other incidental city travel.
- 4.3 Such accommodation costs may include overnight accommodation with breakfast included, but will not include other meals.

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4.4 Other expenses incurred by such trainers may be met by the host society, subject to an arrangement outside the purview of IPEd. This includes additional travel or accommodation costs, meals, training fees and other incidental expenses.

4.5 It is the responsibility of IPEd and the host society to make these conditions clear to any third party in advance of confirmation of the arrangement.

5 Council participants' costs

5.1 IPEd will reimburse interstate participants' transport and related costs for travel to and from Council, general and committee meetings, unless such meetings coincide with national conferences. IPEd will not reimburse the transport costs of participants of the host society.

5.2 IPEd will pay a per diem fee to interstate participants to cover other out-of-pocket expenses. The Council will determine the amount of the fee from time to time.

5.3 Where a meeting lasts for more than one day and does not coincide with a national conference, IPEd will reimburse the cost of delegates' accommodation.

6 Convenors' and host society costs

IPEd will reimburse the costs of hiring a venue and of meals and snacks provided during meetings.

7 Procedures

7.1 All claims for reimbursement of approved expenditure must be made within fourteen days of the meeting or event on the appropriate form (appended), accompanied by receipts or supporting documents.

7.2 The per diem fee, if applicable, may be claimed on the same form; no supporting documents are required.



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To advance the
profession of editing

ABN 74 129 335 217

To the Secretary:

CLAIM FOR REIMBURSEMENT

<i>Details of expenses, including IPEd activity involved</i>	<i>Name of supplier</i>	<i>Date of expenditure</i>	<i>Amount (\$)</i>
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Total \$

PLEASE ATTACH RECEIPT(S) OR SUPPORTING DOCUMENTATION

Name of individual/society to be reimbursed (please print):

.....

Signature of claimant/authorised officer of society:

Address or bank details for payment:

..... **Date:**

SECRETARY'S USE:

Passed for payment Date