

# **Institute of Professional Editors**

## ***Policy and procedures on costs of meetings***

**Endorsed by the Council, 12 April 2008**

### **1. Principles**

1.1 This policy covers IPEd Council and general meetings and meetings of its committees such as the Accreditation Board and the Assessors Forum, including teleconferences.

1.2 Anyone incurring expenditure on behalf of IPEd will seek to minimise it. Thus, IPEd Councillors and other participants in meetings 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, 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.

### **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. Participants' costs**

4.1 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.

4.2 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.<sup>1</sup>

4.3 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.

---

<sup>1</sup> The current per diem, as determined by Council at its April 12–13 2008 meeting is \$30.

**5. Convenors' and host society costs**

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

**6. Procedures**

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

6.2 The per diem fee may be claimed on the form on the next page; no supporting documents are required.

