The Institute of Professional Editors Limited

Policy Name  Meeting and IPEd-sponsored event costs policy
Author       Council 2012
Reviewed by  IPEd Council
Date of review  May 2015

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 workshops, national conferences and other events sponsored by IPEd.

1.2. Anyone incurring expenditure on behalf of IPEd at such meetings 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 face-to-face IPEd meetings

2.1 IPEd will reimburse airfares and taxis to and from airports in full for each Councillor, the Accreditation Board Chair, the Secretary and other staff required to attend and invited participants in face-to-face Council meetings or events, except as provided in Section 4. 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.

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

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 Council participants’ costs for national conferences

IPEd will reimburse half of the travel and accommodation costs of interstate councillors, the Accreditation Board Chair and participating delegates for Council, general and committee meetings held in conjunction with IPEd national conferences. IPEd will not reimburse the transport costs of participants from the host society.

5 Convenors’ and host society costs

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

6 Procedures

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

To the Secretary:

CLAIM FOR REIMBURSEMENT

<table>
<thead>
<tr>
<th>Details of expense, including the IPEd activity involved</th>
<th>Name of supplier</th>
<th>Date of expenditure</th>
<th>Amount</th>
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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: .....................

All claims for reimbursement of approved expenditure must be made within twenty-eight days of the meeting.

SECRETARY’S USE:

Passed for payment ........................................ Date ....................

Revised May 2015