



The Sustainable Engineering Society

...engineering in harmony with ecology

03 SENG NATIONAL BOARD REIMBURSEMENT GUIDELINE

Document history and status

Revision	Date issued	Approved by	Date approved	Revision type
Revision 1	March 2012	SENG National Board	23 March 2012	-

Background

The Sustainable Engineering Society (SENG) finances are managed in accordance with Board adopted procedures and guidelines listed here, the *Constitution Sustainable Engineering Society, Institution of Engineers Australia*, and *Technical Societies of EA Guidelines and Regulations*:

- 01 Financial Procedure
- 02 Chapter CPD Event Financial Guideline
- 03 Reimbursement Guideline

This guideline has been prepared in order to provide clarity to members in matters of reasonable and acceptable limits for expenditure of SENG funds in carrying out our function, and to assist members in making claims for reimbursement of expenses.

It is also important to give recognition, credit and appreciation for the efforts made by volunteers in their service to SENG and the support of sustainability in engineering professions.

Funds are available for use by the SENG National Board and the associated Chapters in fulfilment of SENG's mission and objectives under the *SENG Constitution*. National Board and Chapter committee members have an obligation to manage member funds in a prudent and efficient manner in the delivery of services to members.

SENG National Board members and Chapter committee members may make claims for the reimbursement of expenses for:

- Attendance at face-to-face National Board meetings
- Expenses associated with the delivery of CPD events¹
- Other expenditure approved by the National Board or Chapter committee

Claiming Expenses from Engineers Australia

Volunteer committee members are entitled to recover personal expenses reasonably incurred in the role as an Engineers Australia volunteer. It is the committee member's responsibility to ensure that the claim is appropriately documented and has been approved.

A procedure is required under Engineers Australia's Finance Policy in order to satisfy various legal and financial regulatory requirements, including those of the Australian Taxation Office as documented on the EA website, under Office Bearers & Volunteers Website, Operational Guidance –

<https://www.engineersaustralia.org.au/membership/operational-guidance>

¹ Refer to the *SENG Chapter CPD Financial Guideline*.

The key points are duplicated here for your information²:

1. Download the Expense Claim Form. Please read the instructions carefully before filling it in.
2. ALL Claims must be supported by appropriate documentation:
 - Claims for A\$50 or less must be supported by an original receipt, tax invoice or docket
 - Claims over A\$50 must be supported by an original tax invoice.
3. The purpose of the expenditure should be briefly described on page two of the Expense Claim Form under Additional Information.
4. The Expense Claim Form may be used to claim for up to 4 items at a time. If you are claiming more than 4 items please use additional claim forms.
5. Obtain approval from the delegate. No person is to approve their own claims.
6. Post Expense Claim form(s) back to Engineers Australia with relevant invoices/receipts attached.

A modified Expense Claim Form for SENG National and Chapter use is attached³.

Authorising payments

Processing of all payments for approved expenditure from the SENG National account is to be requested via the Engineers Australia SENG Committee Executive Officer, and copied to the National Treasurer for approval and record keeping.

The EA Technical Societies & Finance Manager (or delegate) will seek approval of the Treasurer on behalf of the Board prior to processing payments.

Where payments are not in accordance with approved guidelines, National and Chapter budgets, or where Chapter Reserve funds are to be utilised, provide a reference to the Chapter and National committee meeting minutes containing approval by SENG Chapter committees and National Board, and attach a copy of the minutes.

It is expected that expense claims will be submitted within four weeks of any event or meeting in order to allow records to be adequately maintained by EA and the SENG Treasurer. The closure of accounts for the Financial Year as advised by the EA Technical Societies & Finance Manager must be adhered to. Claims will not be accepted after the cut-off date as advised.

What is "reasonable"?

The SENG Board advocates sustainable choices for accommodation, travel and meals.

Please refer to the *Engineers Australia Travel Policy*, which can be downloaded from the EA website.

Clauses 5.2 and 5.3 of the Policy require that:

“Travellers and staff have a responsibility to take reasonable measures to minimise travel expenditure. Travellers are to communicate their travel requirements in a clear and timely manner. Travellers and staff making travel arrangements should avoid accruing costs through late travel requests and changes, and should seek economic travel options.

“The standard to be applied for transport, accommodation and for reasonable expenditure on meals, drinks and other items is that which is reasonable and normal for a professional association. The Chief Executive may provide guidance or apply discretion.”

2 Reference EA website 10/02/2012: <https://www.engineersaustralia.org.au/membership/operational-guidance>.

3 Attachment - Expense_Claim_Form2010_EA National_BLANK.

Members may also wish to refer to the [Engineers Australia Office Bearer Code of Conduct](#).

These guidelines have been agreed by the SENG Board as being reasonable and fair for the reimbursement of appropriate and necessary expenditure by members.

Please note that the EA Expense Claim Form quotes a maximum of \$200 per day for accommodation and meals.

Accommodation

While attending an SENG National Board meeting, accommodation is organised and paid for by SENG for Board members attending from other states or regional centres.

Accommodation organised by EA on SENG's behalf will be in general accordance with the EA Travel Policy. At the time of writing this guideline, an approximate nightly rate of up to \$200 is considered reasonable. Accommodation and meal costs for accompanying guests shall be at the member's cost. Room service, mini bar costs, internet services and similar are at the member's own expense.

Meals

Breakfast will usually be provided with accommodation, and it is customary for midday and evening meals to be provided by EA during meetings, workshops and associated Board social gatherings.

Should a member choose not to participate or attend a meeting or function, it is not considered reasonable for a meal claim to be submitted.

Transport

EA will arrange flights for the face to face board meetings. SENG supports the purchase of Carbon Offsets for all flights for SENG meetings.

SENG will reimburse members for reasonable costs for getting to and from Board meetings in other states, including transport to and from the airport.

The use of public transport is strongly encouraged. Where transport can be shared with other board members travelling to and from the airport, the use of a taxi may be appropriate. Where flights are very early or late it may be appropriate for the member to use a taxi.

Where a Board member cannot attend a meeting, a minimum of three days notice is to be provided, except in exceptional circumstances, to the EA Executive Officer where flights or accommodation have been booked in their name. If the member does not attend the meeting for which the booking was made, and does not provide advance notice to the Executive Officer that they are unable to attend, EA will issue an invoice to the member for the costs.

Incidentals

It may be necessary for a member to purchase items for a Board meeting or workshop, (for example stationary, powerboard, extension cord or similar).

References:

Constitution Society for Sustainability and Environmental Engineering, Institution of Engineers Australia, (SENG Constitution), SENG, 10 November 2003.

Engineers Australia Office Bearer Code of Conduct, 17 May 2007

Engineers Australia Travel Policy, 22 February 2007

SENG Chapter CPD Event Financial Guideline

SENG National Board Financial Guideline

SENG Strategic Plan (Feb 2012)

Technical Societies of EA Guidelines and Regulations, Engineers Australia, May 2006.

Attachment:

Expense_Claim_Form_SENG National.pdf