

AILA Board and Chapter Executive Expenses Policy



Australian Institute of
Landscape Architects

1. Introduction

This policy describes the principles around the financial support provided to AILA Directors, Chapter Executive and AILA Volunteers in the course of undertaking their roles within the organisation.

2. Objectives

This policy aims to do the following:

- Provide guidance to members operating in these roles.
- Ensure equity and transparency in support provided.
- Ensure clarity in the process.
- Ensure that budget provisions are appropriate and understood by staff and Chapter Executive/National Directors
- To ensure that no volunteer should incur out of pocket expenses to participate in AILA activities that they would not normally be involved.

NOTE: The following list is not exhaustive. Consideration will be given to additional expenses that are considered to be reasonable and unavoidable. The expenses will be considered on a case-by-case basis and MUST be approved by AILA President a minimum of four (4) weeks in advance. Such expenses may include additional costs to meet needs arising because of particular person characteristics such as caring responsibilities (e.g., childcare) or disability (e.g., particular access requirements for accommodation or transport).

3. Out of Pocket Expenses

AILA will cover the following expenses:

1. AILA Board

- a. Reasonable flight costs to cover one return economy airfare to attend face-to-face Board meetings (National expense).
- b. Reasonable accommodation and breakfast costs for the nights of accommodation required to be present for Board meetings (National expense).
- c. Ground Transport expenses to and from airport and home/meeting venue (National expense).
- d. AILA Board dinners and lunches over period of meeting (National expense).

2. Chapter Executives

- a. Reasonable flight costs to cover one return economy airfare the attend the Chapter Presidents' meeting annually co-located with the Festival of Landscape Architecture (National expense).
- b. Reasonable accommodation and breakfast costs for the nights of accommodation required to be present for the Chapter Presidents' meeting (National expense).
- c. Ground transport to and from the airport of convenience and venue of Chapter Presidents meeting (National expense).
- d. Chapter Presidents' dinner (National expense).
- e. From time to time, Chapters, through agreement



of the Chapter Executive, may utilise their local budgets to support the Chapter President attending external ticketed events where attendance at the event aligns with strategic direction of the local chapter (Chapter expense).

3. National & Chapter Committees including Cultural Ambassadors and Awards Juries

- a. Catering for face-to-face meetings (if agreed and budgeted in advance)
- b. Travel costs (return flights, accommodation, meals and ground transport) for any interstate travel required to attend an official AILA meeting that is organised and approved by the AILA Board.

4. Costs associated with attending AILA Events and Meetings

1. AILA Board, Chapter Presidents and Committees including Cultural Ambassadors

- a. Costs incurred to attend Chapter meetings and events will be a personal cost. This includes public transport, personal car usage, taxi travel and or parking.
- b. Costs incurred for mobile phone usage will be a personal cost. Noting that AILA will provide access for AILA organised video conferences.
- c. If you are requested by AILA or by Chapter staff to attend a meeting on behalf of AILA, which you would not normally attend as a member, you will be provided with reasonable reimbursement for travel costs. This will be agreed in advance and approved by the Chapter President or by the AILA President.

5. AILA Credit Cards

- Only in circumstances where a Chapter does not have access to a Chapter Manager will a virtual debit card be issued to the Chapter President.
- Chapter Presidents will be required to meet the same credit card policies as detailed in the AILA financial policies and procedures.

6. Provision of complimentary tickets to attend AILA events for AILA members

- a. Complimentary invitations for attendance at the AILA Chapter Awards events are limited to those members who have played an active role in

delivery of the event.

- b. Complimentary invitations will only be issued for other AILA activities to those members who played an active role in each event and is at the discretion of the Executive and Chapter Manager, operating within their approved budgets.
- c. The AILA Board will be invited to Chapter events and where a cost is incurred, this expense will be a National expense. Noting that the Chapter will issue the invoice and seek reimbursement from AILA Finance.
- d. Complimentary tickets will be provided for the Festival of Landscape Architecture to those members who form part of the Creative Directorate and complimentary tickets will be provided for the National Landscape Architecture Awards to those members who form part of the National Jury.
- e. Chapter Presidents or delegated Executive will be provided complimentary Festival of Landscape Architecture tickets.
- f. Board Members will be provided complimentary Festival of Landscape Architecture and the National Landscape Architecture Awards tickets.

7. Notes to the Policy

- If flight changes are required due to personal circumstances and this incurs a change fee greater than \$100, the cost of the change fee will need to be incurred by the member.
- Wherever possible, delegates will be issued with a virtual debit card, with copies of receipts and the nature of the expense recorded in the app.
- With regards to airport transfers and taxi-related charges – where cheaper alternatives can conveniently be used, delegates have the option of being reimbursed for out-of-pocket travel to/from airport expenses. This allows for the option of car-parking at the departing airport (whichever is the lowest cost) for departure and arrival at your home city.
- Where a personal reimbursement is required (as observed under this policy), the member must submit the claim within 30 days of incurring the expense.
- Any additional nights of accommodation to attend



additional events or activities such as the festival will be a cost to the member.

- Any costs associated with mini bar/unscheduled social activities will be a personal expense.
- Any costs associated with additional personal guests joining events or activities will be a personal cost to the member.
- Dry cleaning/laundry expenses will be a personal expense incurred by the member.

8. Notes to the Policy

This policy will be reviewed as required, but generally at no more than 3-yearly intervals. A review will be undertaken by the, AILA CEO in conjunction with the Chapter Executives, AILA Staff and endorsed by the AILA Board.

9. Indicative Expenses

- Please refer to Tier 3, 'Remuneration Tribunal (Official Travel), Sections 29-31 for daily expense guidelines.
- Airfares, please book cheapest airfare of the day.
- Accommodation to be booked by AILA.

10. Related Policies

1. AILA Board Charter
2. AILA Chapter Charter
3. AILA Financial Policies
4. AILA Festival and Awards Policies
5. Cultural Ambassadors Guidelines
6. All Committees Terms of Reference