

Architecture Program Accreditation Procedure

Administrative and Travel Policy and Procedures

1. General

This Policy is applicable to any individuals ('Participants') engaged by the Accreditation Secretariat C/- Architects Accreditation Council of Australia (AACA) ('the Secretariat') to participate in Accreditation Procedure related activities ('Activities' or 'the Activity'), including Accreditation Management Committee meetings, panel member training workshops, and Accreditation Site Visits as part of Accreditation Review Panels.

2. Details of the Activity

The following details will be advised to Participants by the Secretariat normally six (6) weeks in advance of any Activity:

- applicable dates and times
- whether accommodation will be provided
- whether a Sitting Fee will be paid, and for how many days or part days.

3. Booking of flights

- **Travel should be booked within seven (7) days of an Activity being confirmed and the details advised to Participants by the Secretariat.** This allows best chance of securing economical fares, especially on domestic routes with limited options or routes that can get quite busy at different times of the year (such as in/out of Canberra due to parliament sitting).
- All flights (and accommodation) are to be booked through JUST TRAVEL.
- JUST TRAVEL are directed to book non-refundable economy class fares on the best available (ie most economical) basis. Choice of carrier cannot be guaranteed.
- Participants should advise preferred flight times to JUST TRAVEL.
- Participants may book flights that allow for additional nights in location at either end of a trip, for business or pleasure, at the Participant's expense
- Where the Participant is staying in location for at least one night, the airfare booking will include a bag allowance.
- Participants may choose to pay the difference for upgraded flexible fare bookings or for bookings with their preferred carrier. When this occurs, the Participant is required to make that payment for the agreed difference directly to JUST TRAVEL. This can be facilitated by providing credit card details to JUST TRAVEL. These costs will not be reimbursed by AACA.

4. Booking of accommodation

- When accommodation is required it must be booked through JUST TRAVEL.
- In advance of the Activity the Secretariat will specify if accommodation will be provided.
- AACA advise JUST TRAVEL of recommended accommodation facilities to be booked.

5. JUST TRAVEL contact

- All flights and accommodation are to be booked through JUST TRAVEL
- The regular AACA contact at JUST TRAVEL is Mr Andrew Casey andrew@justtravel.com.au or phone (02) 6285 2644 or 0415 309 389.

6. Amending or cancelling your travel

- Amending your travel:
 - o AACA will not generally pay for or refund costs associated with changing flight bookings.

- Activities are managed to ensure efficient contributions of all Participants. Should the Activity conclude earlier than planned, and an earlier flight be available for the return of interstate Participants, the cost to change flight bookings will only be reimbursed by AACAA if prior approval is gained from the Manager Accreditation Secretariat.
- If a Participant changes flight dates and timings, unless exceptional circumstances apply, they will be asked to pay associated re-booking costs. Payment of re-booking costs can be facilitated by providing credit card details to JUST TRAVEL. These costs will not be reimbursed by AACAA unless approved in advance by the AACAA CEO or the Manager Accreditation Secretariat.
- Cancelling your travel. Should a Participant need to cancel booked travel:
 - Assuming more than one working day's notice is provided, the Participant should contact JUST TRAVEL and request JUST TRAVEL cancel the booking of flights and accommodation (if applicable). The Participant should concurrently advise the Secretariat.
 - If the cancellation is at very late notice (less than one working day's notice), the Participant should advise the airline directly (and accommodation provider if applicable) of the cancellation, and advise both JUST TRAVEL and the Secretariat that the booking has been cancelled.

7. Reimbursement of Direct Costs

- For approved Activities, all fair and reasonable direct costs will be reimbursed. This includes:
 - Private motor vehicle expenses (including car-parking, tolls, vehicle usage) (See Section 9 for further details on claiming private motor vehicle usage)
 - Taxi, Uber, and public transport costs
 - Meal costs (only up to the ATO meal rates noted at Section 10) when a meal is not provided as part of the Activity, or as part of a flight.
- Every item claimed must be supported by a receipt. A receipt must include the supplier's business name and Australian Business Number (ABN) or Australian Company Number (ACN), the date of supply, details on the product or service and the price with GST total (if GST applies).
 - Actual receipts, not the credit card slip, are to be provided with the claim.
 - Where a claim covers multiple Participants (such as for a shared meal or taxi ride), all Participant names should be provided on the claim form.
 - If a receipt is not provided, the claim may not be processed.
- The following costs are considered personal expenses and **will not** be reimbursed:
 - mini-bar, beverage, bar-tab, coffee, snack, food costs or similar not part of a claim for reimbursement of a meal
 - internet, land line or mobile phone costs
 - tips or gratuities of any kind
 - in-house movies and any other personal entertainment costs
 - excess baggage
 - laundry and dry-cleaning
 - minor first aid costs.
- Claims for reimbursement must be submitted using the [AACAA Accreditation Activity Reimbursements Claim Form](#). This Form should be completed and returned to the AACAA Accounts Officer via email Accounts@aacaa.org.au with high quality scans of supporting receipts for each claimed item.
- Claims for reimbursement should be submitted in conjunction with an Invoice for payment of the agreed Sitting Fee for the Activity (when approved).
- Participants should note that some printed receipts fade quickly. If the receipt has faded and is not legible, then a reimbursement for that item cannot be claimed.
- **Claims for reimbursement should be submitted to AACAA within seven (7) days of the completion of the Activity.**

8. Claiming costs paid by travel cards

- Public transport in many cities must be paid for through a Travel cards (such as the NSW OPAL Card).
- AACA is unable to refund 'top-up' receipts for credit paid onto travel cards.
- Should a Participant have a relevant cost to claim that has been paid from a travel card or similar, a copy of the account statement or screen shot that details the date, time, trip start and finish destination and associated cost must be provided as part of the Claim for Reimbursement.

9. Claiming for private motor-vehicle usage

- Private motor vehicle usage may be claimed for travel:
 - o between the Participant's home location and their local airport
 - o to the Activity location where the Activity is in the same town/city as where the Participant normally resides.
- Private motor vehicle usage may only be claimed for travel to an Activity when the Activity is in a different town/city to where the Participant normally resides when approval has been sought from the Manager Accreditation Secretariat in advance of the Activity.
- Any claim for use of a private motor vehicle needs to include a written record noting the start location, finish location, kilometres travelled, and date for each journey.
- Private motor vehicle usage is reimbursed in accordance with current [ATO guidelines for claiming motor vehicle expenses](#) at the rate of 66 cents per kilometre travelled.
- Claim details for private motor vehicle usage must be included in the AACA Reimbursement Claim Form.

10. Applicable amounts for reimbursement of meal costs

- Where a person is away from home during a standard meal time, and a meal is not provided as part of a flight, accommodation booking or as part of the Activity, Participants are entitled to seek reimbursement of meals costs. **Receipts must be retained and provided with the Reimbursements Claim Form.**
- Where breakfast is included in an Accommodation booking, breakfast should be consumed at the accommodation facility as reimbursement of a separate claim for breakfast will not be approved.
- Reimbursement of meal claims will be for food and drink of any form (including alcohol) up to the maximum amounts noted in Table 1 from the [ATO Rates TD2017/19](#). **Costs over and above the listed meal rates listed in Table 1 of the ATO reference will not be reimbursed.**
- The applicable ATO rates are noted in the table below:

Place	Breakfast	Lunch	Dinner
Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney	\$27.05	\$30.45	\$51.85
High cost country centres including: Gold Coast, Newcastle	\$24.25	\$27.65	\$47.70
Tier 2 Country Centres including: Geelong	\$24.25	\$27.65	\$47.70

- Where there may be a number of Participants dining together, the group may agree to have one Participant pay the bill for all present and have the total bill reimbursed, on the express condition that the total of the bill does not exceed the combined total reimbursable meal cost given the ATO meal rates and the number of approved Participants. The names of all Participants must be noted on the Reimbursements Claim Form.

11. Payment of the approved daily Sitting Fee

- A daily Sitting Fee is paid as partial financial compensation to Participants for their professional input to the Activity, inclusive of preparations and any associated pre-reading for the Activity, and review of minutes / reports following the Activity.
- The Sitting Fee is approved at a daily payment rate, for either full or partial days.
- The quantity of Sitting Fee to be paid (in terms of full or partial days) will be specified by the Secretariat in advance of the Activity.
- The current Sitting Fee amount is as listed in the [Accreditation Fee Schedule](#).
- **Payment of the agreed Sitting Fee is triggered by the submission of an Invoice from each Participant after the completion of the Activity.** Claim for payment of a Sitting Fee cannot be made on the Reimbursements Claim Form.
- Participant Invoices to claim payment of the agreed Sitting Fee must meet the below criteria:
 - o Invoice must be addressed to AACA
 - o Invoice must contain Claimants/Business name, business address, contact details, Australian Business Number (ABN), and bank account details. If claimant does not have ABN, Tax File Number (TFN) must be provided. Failure to provide ABN or TFN will result in a 49% withholding tax will be deducted from the payment of the invoice, as required by the ATO.
 - o Activity details, date and location
 - o No of full or partial Sitting Days being claimed, or alternative payment amount as agreed prior to the conduct of the Activity
 - o Total amount of the invoice, whether it includes GST. GST only applies to claimant who has registered for the GST.
- Participants may use this [sample invoice](#).
- **Invoices for payment of the Sitting Fee should be submitted to AACA within seven (7) days of the completion of the Activity.**

12. AACA Processing of Invoice Payments and Claims for Reimbursement

- Both invoice of agreed sitting fee and claims for reimbursement with supporting document should be submitted to AACA within seven (7) days of the completion of the Activity. It is very important for all participants/claimants to meet this timeline, so that AACA can meet external auditors and ASIC requirements to provide a true and fair view of financial reports which correctly record and explain the organisation's transactions and its financial position and performance.
- Invoice and claims for reimbursement received by Accounts Officer that meet all invoice and claim requirements will be processed and paid within 21 days, unless exceptional circumstances apply.
- Electronic funds transfer is the only payment method for both invoice and claims for reimbursement.
- Requests for reimbursement and payment of invoices must be submitted to AACA in the financial year that the Activity occurs. The only exception is Activities that are scheduled in June, and are supported by a written agreement that allows for submission of the required reimbursement and invoicing paperwork by 21st of July in the same calendar year.
- To ensure prompt and efficient payment, Participant's personal and bank details must be provided every time a claim is submitted. If a Participant's details have changed, ensure this is indicated on the submitted paperwork and the updated details advised to the AACA Accounts Officer via email Accounts@aaca.org.au.

13. Specific Guidance: full day Activities in the AACA Office, Sydney

- The AACA Sydney Office is located at: Suite 3, Level 5, OCBC Building, 75 Castlereagh Street, Sydney CBD, NSW.
- Getting to the AACA Office:
 - o When travelling between Sydney Airport and the AACA Office on a working day it is generally much quicker to take the train rather than a taxi or UBER.
 - o The closest train station is St James and it takes approximately 16 mins to travel by train between Sydney Domestic Airport and St James train stations. It takes approximately seven minutes to get from the platform to the AACA Office. Town Hall and Wynyard train stations are also very close. It takes approximately ten minutes to walk from the train platform to the AACA Office.
 - o To catch a train you will need an OPAL Card.
 - o Participants should allow for 40 minutes to access the Sydney Domestic Airport platform, travel by train to the Sydney CBD and then walk to the AACA Office (and similar time for the reverse trip).
- Full day activities conducted at the AACA Office include Accreditation Management Committee meetings and accreditation panel member training workshops.
- For full day Activities conducted in the AACA Office:
 - o The Activity will be organised to occur over a six (6) hour period (normally 10am to 4pm) to allow most interstate Participants to complete same-day travel.
 - o Where travel from a Participant's home location requires them to be away from home for greater than 14 hours OR requires a Participant to leave home before 6.30am, then a single night's accommodation on the evening proceeding the Activity will be provided.
 - o When a Participant is required to be away from home for greater than 14 hours, they may choose to fly in and out of Sydney on the same day and not take up accommodation.
 - o Noting the guidance above, generally:
 - Generally, accommodation will not be provided to Participants from Melbourne, Canberra or Brisbane.
 - Participants from Brisbane may require accommodation during Daylight Savings Time in NSW, if required to leave their home location before 6.30am.
 - Accommodation will be provided to Participants from Tasmania, Perth, Darwin, Far North Queensland.
 - Accommodation for Participants from Adelaide is dependent on application of the earlier guidance.

14. Specific Guidance: Teleconference Meetings

- Participants are responsible for finding an appropriate telecommunications device and quiet space to participate in the teleconference meeting Activities.
- Sitting Fees will not be paid for teleconference meetings scheduled for 90 minutes or less.
- A half day Sitting Fee will be paid for teleconference meetings scheduled for between 2 to 3 hours.
- A full day Sitting Fee will be paid for teleconference meetings scheduled for 4 hours or more.
- No claims for reimbursement will be approved for participation in teleconference meetings.

15. Specific Guidance: Accreditation Site Visits

- Flights for interstate panel members must be booked to allow for the following commitments:
 - o Panel members must arrive in the destination city the night before the Site Visit is due to commence
 - o Panel member commitment is until 4pm on the third day of the Site Visit. Departure flights must allow for sufficient travel time from the Provider location to the departure

airport, and airline check-in. Generally, flights out should not be booked before 6pm unless approved by the Manager Accreditation Secretariat.

- Accommodation arrangements
 - o Accommodation will be provided for inter-state panel members.
 - o Accommodation will be considered for 'locally' based panel members should the local daily travel time to the Provider location be excessive. This should be discussed with the Secretariat.
 - o Accommodation is booked for three nights, from the night before the commencement of the Site Visit.
 - o Accommodation for a 4th night will be provided only where flight arrangements do not allow a panel member to return home on the evening of the 3rd day of the Site Visit. This includes flights out of Perth, as panel members are not expected to catch a 'red eye' flight home, though may choose to if this suits their needs.
 - o All interstate panel members requiring accommodation will be booked to stay at the one location.
 - o Where possible, accommodation bookings will include breakfast. Where breakfast is included, reimbursements for separate breakfast costs will not be paid.

16.Travel Insurance

- While travelling and during participation in any approved Activities, Participants are covered by AACA Travel Insurance.
- Should a person believe they may need to make a claim through the AACA Travel Insurance, they should advise the Secretariat at their earliest opportunity.

17.Approval for Hire Cars

- On occasion, the Secretariat may approve the booking of a Hire Car.
- When approved, this booking will generally be completed through JUST TRAVEL.
- When approved, full insurance must be included in the hire car agreement, as hire cars are not covered under the AACA Travel Insurance Policy.

18.Variations to this Policy and Procedures

- Variations to this Policy and Procedure require the express written approval of the AACA CEO.
- Any request to vary the Policy and Procedure must be negotiated through the Secretariat in writing in advance of the Activity.
- Standard contact details for the Secretariat are: Accreditation@aca.org.au or telephone 02 8042 8930.

19.Important reference documents

Important reference documents noted in this Policy and Procedure are:

- [ATO guidelines for claiming motor vehicle expenses](#)
- [ATO Rates TD2017/19](#)
- [AACA Accreditation Activity Reimbursements Claim Form](#)
- [Accreditation Fee Schedule](#)
- [Sample invoice for claiming payment of a Sitting Fee.](#)

Approved by the AACA CEO and published 26 November 2018