



## Guidelines for Admin Funds allocation and reimbursements

The following guidelines concern reimbursement claims from PC Admin Funds. Admin Funds are intended to pay for administrative items for the smooth running of the IFLA Professional Units (in this case Section Standing Committee or Special Interest Group organizing committees). The guidelines will be reviewed every December for the following year.

The PC also allocates money to projects and other activities. If your Unit has a professional IFLA activity that needs funding and does not fall under these guidelines, please contact your Division Chair in the first instance.

### What can Admin Funds be used for?

1. All IFLA Professional Units (Sections and Special Interest Groups (SIGs)) will be allocated a minimum amount of Admin Funds as decided in the December PC meeting (this amount will be communicated separately to Officers and SIG Conveners). This money is intended to pay for administrative items for the smooth running of the Unit's Standing Committee.
2. Reimbursements from Admin Funds may only be made for the following costs:
  - a. Printing of documents necessary for meetings.
  - b. Costs for telephone calls or other teleconference calls.
  - c. Small tokens of appreciation for speakers at the WLIC.
  - d. Small amounts for refreshment (coffee) breaks during SC or SIG meetings (receipts necessary).
  - e. Production of promotional leaflets (please submit a draft of any planned leaflets to your Division Chair before incurring any costs).

### What cannot be claimed from Admin Funds?

3. Reimbursements from Admin Funds **will not be made** for the following:
  - a. Travel, meals, accommodation costs or registration for individual speakers, SC members, SIG Conveners or project team members, to attend the WLIC.
  - b. Other travel and accommodation for meetings, or site visits for SC members.
  - c. Costs for speakers, refreshments or other logistics for Satellite Meetings.
  - d. Representation of the Section or SIG at a non-IFLA conference (fees, travel, accommodation, etc.).
  - e. Printing and postage of newsletters.
  - f. Specialist consultant fees, such as editing of proceedings, design of logos or documents. Documents for printing should be supplied to the printer in print-ready format; if design is needed, a request must be first made to the PC explaining why the document needs professional layout.
  - g. Translations. If you require a translation that cannot be carried out (for whatever reason) by volunteers then you can make a request to the PC. The request

should explain why volunteer effort is not sufficient (for example, the translation is needed urgently, or specialized translation expertise is required). Generally funding is only given for translation into one of the IFLA official languages (according to the Policy on Requests for PC Project Funds for Translations, document reference PC 12-08-2.1.4).

- h. Meals for speakers or SC members and SIG Conveners at the WLIC.
- i. Gifts for SC members (including SIG Conveners) and GB members.

Note: If you have an activity that needs funding and does not fall under these guidelines, please contact your Division Chair in the first instance.

#### **How do we claim reimbursement from Admin Funds?**

- 4. Claims for reimbursements from Admin Funds may only be processed on production of a receipt and/or invoice, and on authorization of the Chair or Secretary of the Section or the SIG Convener as relevant. Receipts must be provided for items such as refreshments, and gifts, where a receipt is normally provided at the point of sale.
- 5. To make a claim, submit the relevant receipts with the "Invoice template for reimbursements" found at: <http://www.ifla.org/files/assets/hq/officers/forms/invoice-pc-reimbursement.doc> to the Professional Support Officer at IFLA HQ ([professionalsupport@ifla.org](mailto:professionalsupport@ifla.org)). A bank transfer will be made and will include any additional bank costs that are charged so the full amount is received by the claimant.
- 6. Cash refunds, within the conditions of the guidelines, may be made during the WLIC for printing and for tokens of appreciation for speakers on production of the documentation mentioned in point 4 above and providing the IFLA Finance Officer has sufficient cash available on site.

#### **What if we need more/less Admin Funds than was allocated for us?**

- 7. At any time, Sections can put a request to the PC for additional funds. The PC will assess the status of the overall funds before making a decision. The PC will make a decision about any such requests as soon as possible, either in the following PC meeting, or by virtual means between meetings.
- 8. All requests for reimbursements above the amount allocated to the Section or SIG must be approved in advance by the PC.
- 9. Sections and SIGs that do not require their allocated Admin Funds are requested to inform the PC as soon as this is known, and no later than 1 September, so that the funds may be reallocated. This does not rule out the Section requesting additional funds at a later time during the year.

#### **Special Interest Groups (SIGs)**

- 10. SIGs may also claim Admin Funds but should also communicate their needs to the Section Officers of their sponsoring Section.