

## 1. Objective of Policy

The objective of this Policy is to define the expenses for which Motorsport Australia Volunteers, whilst undertaking Motorsport Australia approved activities, may be reimbursed, and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible manner avoiding unnecessary and excessive expenses.:

## 2. Scope of Policy

This Policy applies to Volunteers whilst undertaking pre-approved eligible activities (refer Schedule) on behalf of Motorsport Australia.

## 3. Definitions

Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Board** means the Board of Motorsport Australia and its directors, which also includes the President, FIA Delegate and Board Advisors;
- (b) **CEO** means the Chief Executive Officer of Motorsport Australia;
- (c) **CFO** means the Chief Financial Officer of Motorsport Australia;
- (d) **FIA** means the Federation Internationale de l'Automobile;
- (e) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd trading as Motorsport Australia;
- (f) **Volunteer** means an unpaid/honorary representative engaged on authorised and approved Motorsport Australia business, including but not limited to Officials, Stewards, and Commission and Committee members.

## 4. Policy Statement

- (a) Motorsport Australia recognises the need for Volunteers to undertake travel on Motorsport Australia's behalf and the need for some out of pocket expenses to be reimbursed. This Policy seeks to define the Motorsport Australia corporate standards for expenses, at a standard commensurate with the Motorsport Australia not-for-profit status, finite financial resources and in accordance with audit requirements.
- (b) Motorsport Australia will reimburse individuals for reasonable expenses whilst participating in an eligible activity (refer to Schedule 1). It is imperative that all claims are submitted in accordance with the Motorsport Australia Volunteer expense claim form and/or using Prospend. Expenses will only be covered for the period that the individual's assigned role requires. Any additional expenses costs outside of this period will be borne by the individual. Individuals will be responsible for any extra costs in relation to attendance of partners/additional attendees.
- (c) Motorsport Australia will reimburse only the ACTUAL expenditure or UP TO the prescribed maximum where the actual expenditure is greater than the prescribed maximum.. Each and every claim must have attached to the claim tax receipts in

support of the claim, which must be the tax invoice or receipt detailing items purchased. Credit card vouchers are not acceptable as a tax receipt.

- (d) In the event that Officers delegated with financial delegation approval limits under the terms of this policy are either vacant or unavailable for periods of time (due to leave or travel commitments), the respective financial delegation may be reassigned by the CEO to another role within Motorsport Australia for a specific time period.

## 5. Guidelines

### 5.1 Valid Tax Receipt

- (a) A Tax Receipt that contains the following elements:
  - (i) Suppliers' name and ABN
  - (ii) Date of issue
  - (iii) Description of goods or services sold; and
  - (iv) Total price of the sale (including GST or GST listed separately)
- (b) Note that Credit card receipts are NOT a valid tax receipt.

### 5.2 Meals

- (a) Whilst away on Motorsport Australia business the actual and reasonable cost of breakfast, lunch and dinner will be reimbursed in the absence of a prepaid organised meal being provided. These expenses will be reimbursed upon presentation of a valid tax receipt up to the following limits per person.
- (b) Meal Reimbursement Limits  
Claimable expense reimbursement limit per day;
  - (i) Breakfast - \$32.10
  - (ii) Lunch - \$36.10
  - (iii) Dinner - \$61.50
- (c) If claiming the cost of a group meal, the names of all individuals who are eligible for reimbursement should be listed on the reverse of the tax receipt/Prospend claim. Unless previously authorised by the CEO, Motorsport Australia will not reimburse for alcohol or tips paid.

### 5.3 Accommodation

- (a) Accommodation expenses are covered in the Motorsport Australia Travel Policy.
- (b) For a multi-day event, accommodation will be provided for the nights in between event days, if they are required to travel in excess of 100km (one way) from their home location and the event organiser has not provided accommodation (e.g. event starts Saturday 8:00am and finishes Sunday 4:00pm. Saturday night accommodation will be paid for by Motorsport Australia if required).
- (c) Motorsport Australia recognises that in some instances, accommodation may be required for the night prior to or after the event. In this case accommodation may be provided based on pre-approval from the CEO or their delegate. All accommodation must be booked through the Motorsport Australia Travel Coordinator.
- (d) All accommodation for International events or National events must be booked by the Motorsport Australia Travel Coordinator.

- (e) Any events below a National event requiring accommodation must be booked by the Volunteer directly with the hotel and will be reimbursed upon submission of a completed Motorsport Australia Volunteer Expense Reimbursement form or ExpenseManager claim with a copy of the tax invoice / receipt attached. Motorsport Australia will only reimburse up to \$150 per night per Volunteer unless pre-approval has been provided by the CEO or their delegate.

**5.4 Air Travel**

- (a) Refer to the Motorsport Australia Travel Policy.
- (b) Any air travel must have prior written approval and authorisation from the CEO or delegate. All air travel must be booked through the Motorsport Australia Travel Coordinator.

**5.5 Private Vehicle Use/Fuel**

- (a) Carpooling should be considered where appropriate to reduce the economic and environmental impact of travel. Volunteers may be reimbursed for using their private vehicles to perform authorised and approved Motorsport Australia duties.
- (b) Volunteers will be reimbursed fuel expenses upon presentation of a tax receipt. The vehicle must be fully fuelled at the start of the journey, and then refilled upon return to the home location, with the refill expense being the amount to be claimed, with the odometer readings from the start and end of the journey provided.

**6. Reimbursement Timeframe**

Reimbursements of expenses will be paid within 7 days (or the next scheduled payrun) upon approval from the responsible Manager.

**7. Implications for Non-Adherence**

Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with Motorsport Australia.

**8. Related Rules, Policies or Procedures**

- (a) Travel Policy
- (b) Motorsport Australia Staff Expense Claim Application
- (c) Payment Terms and Invoice Approvals Guideline

**9. General**

- (a) The Policy Manager is the CFO to whom any questions in relation to this Policy should be directed.
- (b) This Policy will be reviewed every 2 years if not sooner.

Policy Review Date	January 2020
Policy Review Date	October, 2022
Policy Review Date	June, 2024

## **SCHEDULE – ELIGIBLE VOLUNTEER ACTIVITIES**

### **1. COMMISSION/COMMITTEE MEMBERS**

Appointed members of Motorsport Australia Commissions and/or National Advisory. Any claims will be subject of preapproval by the CEO to the relevant commission.

Committees who are engaged on pre-approved Motorsport Australia business.

### **2. STEWARDS**

Whilst Stewards are encouraged to volunteer their services, Motorsport Australia recognises the need for appointed Stewards to undertake travel on Motorsport Australia behalf, and the need for some out of pocket expenses to be reimbursed.

Subject to the below, Motorsport Australia will reimburse individuals for Motorsport Australia related reasonable expenses whilst participating in an eligible activity as a Steward. It is imperative that all claims are submitted in accordance with the expense payment procedures. Expenses will only be covered for the period that the individual's assigned role requires.

Any additional expense costs outside of this period will be borne by the individual. Individuals will be responsible for any extra costs in relation to attendance of partners/friends etc.

Motorsport Australia will provide benefits and reimbursement of expenses under this policy for Stewards appointed to Motorsport Australia permitted events as follows:

Motorsport Australia will reimburse no more than:

- Two (2) Stewards for State Series and State Championship level events.
- Three (3) Stewards for National level events.

Where an event organiser or relevant panel requests Motorsport Australia to appoint one or more Stewards to a Club/Multi Club level event, State Steward Panels will appoint Stewards who are willing to volunteer their services at their own expense.

The only exception to the above is when prior approval & authorisation has been granted by the CEO or their delegate.

### **3. OFFICIALS**

Motorsport Australia appointed Officials, including but not limited to Technical Commissioners, Race Directors, and Track Inspectors who are engaged on pre-approved Motorsport Australia activities. This excludes officials appointed by event organisers and/or promoters. Any claims will be subject of pre-approval by the CEO or their delegate.

### **4. TRAINERS**

Motorsport Australia appointed trainers who are engaged on pre-approved Motorsport Australia training and development activities. Any claims will be subject of pre-approval by the CEO or their delegate.

### **5. JUDICIAL**

Motorsport Australia appointed members to AMSAC and any other Motorsport Australia constituted judicial proceeding, tribunal and/or inquiry. Such participation will be subject to pre-approval by the CEO or their delegate.

### **6. OTHER**

Any other Motorsport Australia activities approved by the CEO.