

# Volunteer Expense Claim Application



This application must be completed by any Motorsport Australia volunteer claiming expenses on Motorsport Australia behalf, in a pre-approved, Motorsport Australia appointed role. The application must be lodged with the relevant Motorsport Australia person within 20 days of the event for which the reimbursement is for.

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 the relevant receipts/tax invoices attached. Credit Card vouchers are not acceptable as a receipt/tax invoice.

## Reimbursement Claim Process:

**Step 1:** Email expense claim form with accompanying receipts to [officials@motorsport.org.au](mailto:officials@motorsport.org.au)

**Step 2:** Await email confirmation/approval from Motorsport Australia

**Step 3:** Claim to be paid following approval

## Reimbursement Timeline:

Applicants should expect payment within **two weeks** of Motorsport Australia receiving the claim if **all requirements are met**.

If you have any queries regarding your claim, please email [officials@motorsport.org.au](mailto:officials@motorsport.org.au) or call 1300 883 959.

Prior to completing this application, the applicant should familiarise themselves with the Motorsport Australia Expense Policy for Volunteers and/or Motorsport Australia Standing Orders.

Please submit your completed form to [officials@motorsport.org.au](mailto:officials@motorsport.org.au)

## Applicant's Details

MOTORSPORT  
AUSTRALIA ID

SURNAME

FIRST NAME

## Claim Details

I wish to make a claim under the following schedule:

COMMISSION/COMMITTEE MEMBER

STEWARDS

JUDICIAL

RACE DIRECTOR

TECHNICAL  
DELEGATE

ELIGIBILITY  
OFFICER

TRAINER

TRACK  
INSPECTOR

PANEL MEMBER

## Event Level/Inspection Type

STATE

NATIONAL

INTERNATIONAL

OTHER (PLEASE SPECIFY)

COD

HTP

LOGBOOK

## Appointment Details

Refer to the Expense Reimbursement Policy for Volunteers for eligible volunteer activities and appointment process.

APPOINTMENT MADE BY

## Event/Inspection Details (if applicable)

NAME OF EVENT

EVENT DATE

LOCATION

PERMIT NO.  
(IF APPLICABLE)

STATE

## Bank Details (for reimbursement)

Only required if Motorsport Australia does not have details on file, or bank details have changed.

ACCOUNT NAME

BSB NUMBER

ACCOUNT NUMBER

