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

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 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

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 ELIGIBILITY TRAINER TRACK
DELEGATE OFFICER TRAINER 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

PERMIT NO.
(IF APPLICABLE)

LOCATION 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

Volunteer Expense Claim Application



Expense Details

FOR MEALS, TRAVEL AND ACCOMMODATION

Claimable expense reimbursement limits can be found under the Motorsport Australia Expense Reimbursement Policy for Volunteers. Panel levy reinbursements are subject to conditions of the Motorsport Australia Standing Orders. Claimable expense reimbursement limit per day: Breakfast \$32.10, lunch \$36.10, dinner \$61.50



DATE DD/MM/YYYY	DETAILS • Meals • Travel • Accommodation • Other	DESCRIPTION • Mesis: breakfast, lunch, dinner, etc. • Travel: fuel (L), Distance (km) • Accommodation: Supplier's name	AMOUNT (\$) (INC. GST)	ACCOUNT CODE (OFFICE ONLY)
TOTAL MEALS \$				
TOTAL TRAVEL \$				
		TOTAL ACCOMMODATION \$		
		TOTAL OTHER \$		
		TOTAL CLAIM AMOUNT \$		

Declaration

By signing the below, the applicant declares that the information given in this form is true and that the applicant has advised Motorsport Australia of any circumstances which are relevant to Motorsport Australia deciding whether to accept this application. The applicant has read the Motorsport Australia Volunteer Expense Policy and/or the Motorsport Australia State Panel Standing Orders (available at motorsport.org.au) and agrees to Motorsport Australia disclosing any information given to Motorsport Australia in relation to the applicant as permitted by the policy.

NAME

SIGNED

OFFICE USE ONLY