



SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

Volunteer Expense Reimbursement Policy

1. Objective

The objective of the Volunteer Expense Reimbursement Policy is to define the expenses for which our Volunteers may be reimbursed doing an approved Short Circuit Motor Sport Association Inc. activity. This policy is also laid out to provide a limit to what expenses are to be reimbursed in a fiscally responsible manner avoiding unnecessary or excessive expenses.

2. Definitions

Approved Events

Approved Events are events that are approved by the Management of the Short Circuit Motor Sport Association Inc. for reporting and safety purposes. The Approved Events will consist of:

- Racing Events held at Carnell Raceway,
- Working Bees for maintenance and repair activities at Carnell Raceway, and
- Other Volunteer activities at Carnell Raceway for maintenance and repair.

Volunteer

Volunteer means an unpaid/honorary representative engaged on authorised and approved Short Circuit Motor Sport Association Inc. activities, including, and not limited to Officials, Track Maintenance Volunteers, and Committee Members.

3. Statement

This Policy has been created to define the standard for expenses that are acceptable under a nonprofit organisation. Short Circuit Motor Sport Association Inc. is a nonprofit organisation. The association is responsible for keeping correct and accurate financial

records and this includes proper record keeping of incoming and outgoing expenses. For auditing purposes, we are responsible to ensure that all money incoming and outgoing has a track record. Short Circuit Motor Sport Association Inc. can only reimburse actual expenses with evidence in tax receipts and/or invoices of claim/s.

Reimbursement of expenses are only to be given to volunteers when the Short Circuit Motor Sport Association Inc. racing events are viable where there is a substantial income for each event. Reimbursement can be requested for fuel or accommodation, not both. Reimbursement for volunteers for events outside of racing events such as working bees, are at a case-by-case basis with prior approval.

4. Guidelines

Must be a valid tax receipt:

- A tax receipt must contain the following:
 - Supplier's name and ABN,
 - Date of issue,
 - Description of goods & services sold,
 - Total cost of sale including GST.
- Credit Card receipts are **NOT** a valid tax receipt.

Private Vehicle Fuel

Carpooling should be considered where appropriate to reduce economic and environmental impact of travel. Volunteers may be reimbursed for fuel expenses upon presentation of a tax receipt along with the Volunteer Expense Reimbursement Form.

The following reimbursement limits must be followed:

- For anyone who travels under 200 km from origin location, the reimbursement is capped at \$50 per event.
- For anyone who travels over 200 km from origin location, the reimbursement is capped at \$130 per event.

For a claim to be made, it is required that the claimant provides the origin location to verify the distance travelled. This will allow the Management Committee to assess the validity of the claim and allocate the relevant capped reimbursement amount. The distance travelled will be assessed through a direct line from origin to destination. Destination being Carnell Raceway located in Stanthorpe, Queensland.

Accommodation Bookings

All accommodation bookings are to be made by the volunteer directly with the hotel/motel/accommodation venue. The accommodation is capped at \$90 per event. This will cover one-night accommodation to cover the accommodation requirements between the two days of each event. Accommodation is available to volunteers who travel over 100 kms from their home location.

For a claim to be made, it is required that the claimant provides the origin location to verify the distance travelled and a tax invoice/receipt. This will allow the Management Committee to assess the validity of the claim and allocate the relevant capped reimbursement amount. The distance travelled will be assessed through a direct line from origin to destination. Destination being Carnell Raceway located in Stanthorpe, Queensland.

5. Volunteer Expense Reimbursement Form

To claim an expense, it is a requirement to fill out the Volunteer Expense Reimbursement Form. This form specifies the approved event, approved event date, name of claimant, volunteer position, claimant account details, and all relevant information for the claim. Once this form has been received, the Management Committee of Short Circuit Motor Sport Association Inc. will convene and either approve or deny the claim depending on the information sent, viability of the event the reimbursement is based on, and prior approval for this to be accessible to volunteers.

The procedure to make a claim is:

- Contact the Secretary on secretary@scmsa.com.au for access to a form if required.
- Fill out the form accurately.
- Attach relevant Tax Receipt.
- Declare that the information is accurate.
- Send the form to the Secretary at either:
 - ✓ secretary@scmsa.com.au **OR**
 - ✓ Secretary
Short Circuit Motor Sport Association Inc.
PO Box 2456
Toowoomba
Queensland 4350
- **PLEASE NOTE:** If you have any questions or require assistance with following the instructions above, please contact secretary@scmsa.com.au.

6. Implications for false claims

A breach of this policy will void any future claims made for fuel expenses and/or accommodation. A breach may also include suspension of duties as a volunteer, at the Management Committee’s discretion.

7. Policy Review

The Policy will be reviewed once every year by the Management Committee to ensure it is correct and relevant.

Version	Date	Author	Description of Change
1	August 2024	Charlotte Kelly	Document Creation – Superseding the Volunteer Fuel Expense Reimbursement Policy
2	September 2024	Charlotte Kelly	Under ‘The following reimbursement limits must be followed:’ added ‘from origin location’ in the bullet points in line with wording in the following paragraph for ease of understanding.

This Policy has been adapted in part from the Expense Reimbursement Policy for Volunteers by Motorsport Australia.