

# CONFEDERATION OF AUSTRALIAN MOTOR SPORT LTD (CAMS) EXPENSE REIMBURSEMENT POLICY FOR VOLUNTEERS

## INTERPRETATION

This expense policy for volunteers takes effect on **1<sup>st</sup> August 2016**.

In this expense policy, references to CAMS should be read as references to the Confederation of Australian Motor Sport Ltd. CAMS's international federation is the Fédération Internationale de l'Automobile (FIA).

## SCOPE

This policy applies to all CAMS volunteers undertaking travel on CAMS behalf, in a pre-approved, CAMS appointed role.

## DEFINITION

### Volunteers

Unpaid/Honorary representatives engaged on authorised and approved CAMS business.

## ELIGIBLE ACTIVITIES

Subject to pre-approval, eligible activities are contained in Schedule 1 of this policy.

## VALID TAX RECEIPT

A Tax Receipt that contains the following elements:

- Suppliers name and ABN
- Date of issue
- Description of goods or service sold; and
- Total price of the sale (inc GST or GST listed separately)

Note that Credit card receipts are NOT a valid tax receipt.

## POLICY OBJECTIVE

To define the types of expenses for which CAMS appointed officials, whilst in a voluntary capacity, may be reimbursed, and provide reimbursement limits to ensure expenses are incurred in a fiscally responsible manner avoiding unnecessary and excessive expenses.

## POLICY STATEMENT

CAMS recognises the need for appointed volunteers to undertake travel on CAMS behalf, and the need for some out of pocket expenses to be reimbursed. This Policy seeks to define the CAMS Corporate standards for expenses, at a standard commensurate with the CAMS commercial profile, finite financial resources and in accordance with audit requirements.

CAMS 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 **CAMS volunteer expense claim form**. 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.

CAMS 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. Credit Card vouchers are not acceptable as a tax receipt.

### 1. Meals

Whilst away on CAMS 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:

#### 1.1. Meal reimbursement limits

Claimable expense reimbursement limit per day;

Breakfast \$25

Lunch \$15

Dinner \$45

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. Unless previously authorised by the CEO, CAMS will not reimburse for alcohol or tips paid.

### 2. Accommodation

Accommodation expenses are covered in the CAMS Travel Policy.

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 CAMS if required.

CAMS 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 CAMS Manager – Training and Officials or their delegate.

All accommodation for International events or National events must be booked by the CAMS Travel Coordinator.

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 CAMS Expense Reimbursement form with a copy of the tax invoice / receipt attached.

### **3. Air travel**

Please see CAMS Travel Policy. Any such travel must have written prior approval and authorisation has been granted by the CAMS CEO or delegate. All air travel must be booked through the CAMS Travel Coordinator.

### **4. Private Vehicle Use / Fuel**

Carpooling should be considered where appropriate to reduce the economic and environmental implications of travel. CAMS appointed volunteers may be reimbursed for using their private vehicles to perform authorised and approved CAMS duties.

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.

## **DELEGATIONS/AUTHORISATION/RESPONSIBILITIES**

1. The President and/or CEO will be responsible for approving Board and Commission/Committee related expenses.
2. The CAMS Manager – Training and Officials or their delegate is responsible for authorising State Series and State Championship level events expenses in all states.
3. The General Manager Motor Sport or their delegate is responsible for authorising National level (and above) events expenses in all states.

## **RELATED POLICIES**

Travel Policy

## **POLICY MANAGER**

Financial Controller  
Department: Finance

## **OTHER LINKS AND REFERENCES**

CAMS Volunteer Expense Claim Application

## **POLICY STAKEHOLDERS**

Sport & Club Development Department  
CAMS appointed volunteers

## **SCHEDULE 1 – ELIGIBLE VOLUNTEER ACTIVITIES**

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

Appointed members of CAMS Commissions and/or National Advisory. Any claims will be subject of preapproval by CAMS Executive Officer to the relevant commission.

Committees who are engaged on pre-approved CAMS business.

### **2. STEWARDS**

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

Subject to the below, CAMS will reimburse individuals for CAMS 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.

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

CAMS 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 CAMS 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 CAMS Chief Executive Officer (CEO) or their delegate.

### **3. OFFICIALS**

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

### **4. TRAINERS**

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

### **5. JUDICIAL**

CAMS appointed members to AMSAC and any other CAMS constituted judicial proceeding, tribunal and/or inquiry. Such participation will be subject to preapproval by CAMS CEO or their delegate.

### **6. OTHER**

Any other CAMS activities approved by the CEO.