



SECTION	People and Culture
POLICY	Expense Claims
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1. Purpose

This policy outlines the procedure and conditions for submitting and processing expense claims by Employees and eligible volunteers to ensure timely and accurate reimbursement.

2. Submission deadlines

All expense claims must be submitted to the Payroll Manager by the 2nd of each month.

Claim forms can be either:

- Physically signed off by the employee's line manager and submitted, or;
- Emailed to the Payroll Manager with the line manager copied (cc'd) into the email for digital approval.

The Payroll Manager reserves the right to amend the monthly submission deadline to meet operational requirements and will communicate any changes in advance to all staff.

3. Documentation requirements

Receipts are mandatory for all expenses, except mileage claims.

Travel mileage expenses are only eligible when:

- Travel is from the stadium to another work venue or a work-related event.
- The employee holds valid business insurance for their vehicle.
- Claims for travel expenses without business insurance will not be reimbursed.

4. Volunteer expense claims

Volunteers are only eligible to claim expenses if:

- They are affiliated with a university, and;
- Their university agreement explicitly states that travel expenses will be covered.

Claims from volunteers not meeting these criteria will not be processed.

5. Payment schedule

Approved expenses will be reimbursed on the 15th of every month.

6. Late or incomplete submissions

Claims that are:

- Submitted late (after the 2nd of the month), or;
- Missing required receipts.

Will be deferred to the following month.

Expense claims submitted more than three months after the expense date will not be processed under any circumstances.

7. Compliance

All staff and eligible volunteers are expected to adhere strictly to this policy. Non-compliance may result in delayed or forfeited reimbursement.