



ASAPD

Smart Expense Card Policy

Policy version and revision information

Policy Authorised by:	Dr Phil Hamdorf	Original Issue:	July 2025
Policy Maintained by:	Dr Phil Hamdorf	Next Review:	July 2026

1. Policy Brief & Purpose

ASAPD may provide eligible employees with a smart expense card through Weel. Weel cards can be used for business-related expenses. Having the Weel App on a mobile phone helps track and process expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who have Weel will use it properly and will know their limitations and responsibilities.

2. Scope

This policy applies to all ASAPD employees who are eligible to have and use Weel.

3. Policy elements

How does Weel work?

The Weel App can be downloaded onto a business or personal mobile phone. It can then be used for business-related expenses. The Quick Start Guide for Team Members has helpful resources for how to download and set up Weel on your smart device.

Employee Weel Platform Agreement

Before ASAPD approves downloading of the Weel App for use, employees need to sign the Acknowledgement & Agreement at the end of this policy.

This is to acknowledge that the funds issued on the Weel card belong to ASAPD and that we can process and investigate charges as we see fit. It will also refer to employee responsibilities and the consequences for incorrect use.

This policy should be consulted every time you need more information about the use of the Weel Platform.

Who is eligible for the Weel Platform?

The Weel Platform may be approved for the following:

- Chief Executive Officer
- National Project Manager
- National Integrity Manager
- Stakeholder Management Advisor
- Communications Advisor

ASAPD has the right to withdraw the funds from the Weel Platform at any point.

What expenses are allowed on a business approved Weel Platform?

You can use the Weel Platform to pay for work-related expenses only. This includes:

- Expenses involved in meeting with clients;
- Work-related travel;
- Legal document expenses;
- Air, train, ship or other transportation fares ;
- Necessary medical expenses;
- Local transportation during trips (e.g. ride share, taxi fares, rental cars, etc.);

- Other minor expenses that have been approved by your manager (e.g. meals, business materials, etc.); and
- Training and educational material approved by your manager.

Sometimes, ASAPD may issue a one-off credit limit that can be used for a specific purpose only (e.g. payment for special product or service).

You must not use ASAPD funds on your Weel Corporate Card for non-authorised or personal expenses. You are also not allowed to purchase alcohol, any drugs, weapons, pornography or incur charges for unauthorised entertainment.

Exceptions

You may apply for an exception if necessary. Inform your manager about the expense you want to make – you may receive authorisation in special cases.

The limits of the company credit on the Weel Platform

The Weel Platform credit limit will depend on your role within ASAPD and the frequency or type of the expenses you incur. You will be advised of your Weel limit when you are approved to use the card.

4. Your responsibilities

If you have the Weel App installed and approved on your mobile phone by ASAPD, we expect you to:

- **Protect it to the best of your ability.** Do not leave the App open and unattended or let unauthorised people use it (e.g. friends, family, colleagues);
- **Report if your phone is stolen or lost as soon as possible.** If, for example, there is a break-in at your home and your phone is taken, you need to file a police report and call our accounting department immediately;
- **Use it only for approved reasons.** Follow the instructions in this policy and agreement please do not use the Weel Platform for personal or unauthorised expenses, even if you intend to compensate the charges later; and
- **Document all expenses by taking a photo of the receipt.** Please keep records of all receipts and submit documentation with the date and purpose of the expense via the Platform.

Use of the Weel Platform

When you are using the Platform, you should:

- Confirm that the expense is allowed under this policy;
- Be aware of the credit limit and the transaction limit so you can plan business expenses properly;
- Keep your mobile phone and access confidential and secure; and
- Use the Platform sensibly and avoid unnecessary expenses.

5. Violating this policy

We expect you to comply with this Weel Corporate Card policy and we may need to act if you violate the policy. For example:

- If you incur personal or unauthorised expenses, you will need to pay them yourself. If you do this consistently, you may face disciplinary action that could include loss of the right to use Weel or even termination of your employment depending on the amount and the type of expenses;
- If you lose a receipt, you will need to inform Sports Accounting Australia immediately. We may find a solution if this happens rarely, but if you fail to submit receipts consistently, you may lose the right to use the Weel Platform;
- If you fail to submit your receipts on time, you will need to pay them yourself. Doing this repeatedly will mean loss of the Weel Platform privileges;
- Giving access to the Weel Platform to unauthorised people or abusing the expense limits may result in suspension or termination; or
- Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate termination, and possibly legal action.

ASAPD has the right to review your Weel usage and withdraw it if there is any inappropriate use.

Employee Policy Receipt of Acknowledgement & Agreement

I have received a copy of the ASAPD Weel Policy.

The Policy contains rules and procedures, which apply to me. I have read the Policy and agree to follow it during my employment with ASAPD. I also understand that ASAPD may change, rescind or add to the policy from time to time in its sole and absolute discretion, with or without prior notice to me or other employees. I agree to follow all the changes that are notified to me or placed in the ASAPD Policy & Procedures Folder (soft copy) on the SharePoint Drive.

I have carefully read the above and acknowledged the contents.

I understand that the Weel Policy must be read in conjunction with all ASAPD Policies and Procedures.

Date

Employee Signature

Employee Name (Print)

Date

Witness Signature

Witness Name (Print)

Please keep a copy of this acknowledgement for your records.