

Suncorp Social Club Inc

Functions Ticketing Policy

1. All Tickets are non-refundable and “Members” tickets are non-transferable.
 - a) To purchase tickets to a function you need to be a current member of the club.
 - b) If you work in a “Function Area” there is no limit to the number of functions you may attend in a calendar year.
2. Except for “family events” each member may purchase no more than 1 guest ticket per member attending.
3. Guest tickets are only available to non-Suncorp staff. All Suncorp staff must be a member to attend an event.
4. For “family events” each member may purchase tickets for up to four of their immediate family at a discounted price. Further tickets for their immediate family will be charged at the full price.

Areas and Budgets

5. There are two types of area depending on the postcode where you work. If you work in a “Function Area” you may purchase event tickets as detailed above. If you do not work in a Function Area you are entitled to claim a “Dinner Reimbursement” (see separate section) once per calendar year.

Function Areas are -

Brisbane – 4000-4178

Gold Coast – 2486, 4211-4226

Melbourne – 3000-3150

Newcastle – 2280-2320

Sydney – 2000-2150

Toowoomba – 4350

Perth – 6000 - 6062

6. Each Function Area has a budget which is set at the start of each calendar year. The appropriate funding for each function is decided at the annual planning day. If these limits are to be exceeded, committee approval must be granted.
7. Each Function Area will have at least 4 functions every year. All these functions are to be coordinated via the Events Advisor - Social Club Events who will liaise with the local members.
8. There will be no “free” functions, members will need to pay a discounted cost for any function attended and guests will be charged full price.

Dinner Reimbursements

9. Where a member does not work in one of the listed regions, a “dinner reimbursement” can be claimed. You may organise a dinner or similar event for your area, at a cost of up to \$80 per member who will attend the dinner.
10. Only one dinner reimbursement can be claimed per member per calendar year.
11. Only one invoice/claim should be submitted per event.
12. This can either be claimed using the “Dinner Reimbursement Form” either in advance or after the event.
 - To arrange payment to the venue in advance a tax invoice together with the completed form must be submitted to the Social Club Office **10 working days** prior to the event, this is to allow time to send a cheque to the venue and verify the eligibility of those attending.
 - To claim reimbursement after you have paid for an event, use the same form and send it with the tax invoice together with any payment receipt to the social club office for reimbursement. It is your responsibility to ensure that everyone attending is eligible for the subsidy. The club will not reimburse funds for staff that are not eligible, if in doubt please contact the office at least **7 days** prior to the event.
13. This subsidy is not available for parties held at member’s houses etc. All claims must be received by the social club office no later than the 13th December 2019.