

## **BGA OUT OF POCKET CLAIMS POLICY**

The BGA is represented by its people – it's volunteers, contractors, and staff. The BGA expects to reasonably refund its people's out of pocket expenses.

Our policy is:

Wherever reasonably possible, meetings and seminars should be held online. The BGA may at its discretion refund the cost of a committee or group lead's Zoom account.

The BGA will at its discretion refund out of pocket meeting expenses for our people provided that:

- The activity is essential (i.e. on behalf of the BGA and face to face is required)
- all steps (e.g. number of people involved, early reservation, timing of journey, method of travel, and cost-effective locations) have been taken to minimise the cost to the BGA.
- overnight B&B expenses are the lowest reasonably available and are justified by distance/timings, etc. Where an overnight stay takes place, an evening meal may be refunded up to a maximum of £20.
- any meeting room hire costs have been pre-agreed with the BGA office manager.

### How to claim

Individual claims should be submitted to the BGA office detailing the activity, complete with receipts and the claimant's bank account details. Mileage is paid at 45p/mile (subject to change).

### Claims relating to examining, instructing and aircraft maintenance

Other than in support of BGA-facilitated and agreed activity, the refund of expenses for examining, instructing and aircraft maintenance activity is to be agreed and settled between those involved. An example might be that a club asks a Flight Instructor Coach to visit the club to carry out some instructor training or asks an examiner to complete a skill test. The refund of expenses should be agreed between the FIC or examiner and the club/candidate.

Pete Stratten

CEO

17<sup>th</sup> November 2025