

BGA OUT OF POCKET REFUND POLICY

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

Our policy is:

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

- The activity is on behalf of the BGA and a face-to-face meeting is essential. Please note that whilst it is recognised that online meetings are not ideal, 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.
- All steps, e.g. number of people involved, early reservation, timing of journey, method of travel, car-share, 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.

Other than in support of BGA-facilitated pre-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 an instructor 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 and arranged between the instructor or examiner and the club/candidate.

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).

Queries

Please direct any queries re this policy to the BGA CEO.

February 2026