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2nd November 2020

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BGA 'OUT OF POCKET' EXPENSES REFUND POLICY

The BGA expects to reasonably refund its representatives out of pocket expenses associated with acting for or on behalf of the association. Our policy is:

1. BGA committees and working group members (including accident investigators and others engaged in safety management):
 - a. Meetings and seminars should where reasonably possible be held online.
 - b. On receipt of an individual claim with receipts, the BGA may at its discretion refund cost of the cheapest travel and reasonable subsistence (eg B&B for overnight). Claims may be submitted by email or hard copy.
 - c. Any meeting room costs are to be pre-agreed with the BGA office manager.
2. BGA staff and contractors:
 - a. Meetings and seminars should where reasonably possible be held online.
 - b. On receipt of an individual claim with receipts, the BGA may at its discretion refund cost of the cheapest travel and reasonable subsistence (eg B&B for overnight). Claims may be submitted by email or hard copy.
 - c. Any meeting room costs are to be pre-agreed with the BGA office manager.
3. BGA examiners, coaches, etc:
 - a. Meetings and seminars should where reasonably possible be held online.
 - b. On receipt of an individual claim with receipts, the BGA may at its discretion refund cost of the cheapest travel and reasonable subsistence (eg B&B for overnight). Claims may be submitted by email or hard copy.
 - c. Where addressing needs other than gliding instructing, IFP activity, or gliding examining that has been requested by a BGA club, any out of pocket expenses are solely a matter for the parties involved, who are advised to agree the detail in advance.
 - d. Any meeting room costs are to be pre-agreed with the BGA office manager.

Pete Stratten
Chief Executive Officer

Patron The Duke of Edinburgh KG
Vice Presidents Roger Q Barrett, Ben Watson MA FCA, Dick Dixon FCII,
David Roberts OBE B.Com FCA, Patrick Naegeli, Peter Harvey
Chief Executive Pete Stratten

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