

## **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 travelling 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 trip 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.

\*Including in support of BGA-facilitated instructor training and instructor seminars, and instructor assessments of competence or proficiency checks where requested by a BGA club. The refund of expenses for other examining/instructing activity is to be agreed between those involved.

Where the application is made via a recommendation from the BGA, the BGA may at its discretion refund a CAA examiner authorisation fee.

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).

Pete Stratten

CEO

9<sup>th</sup> April 2025