



## To all Judges, Chief Judges, IJ Presidents and Members

Congratulation for being selected for judging at this year's aerobatics championships, for being elected Chief Judge and to work in the International Jury.

The CIVA Travel Agreement (TA) system has changed for 2024. CIVA officials will now receive a **fixed amount** depending on the type of travel (e.g. Europe – Europe, America – Europe, etc.).

The TA for individual types of travel is as follows:

- Europe <-> Europe: 300 CHF (+/- 315 €)
- Europe <-> North America: 1 200 CHF (+/- 1 215 €)
- Europe <-> RSA: 950 CHF (+/- 1 000 €)
- North America <-> RSA: 1 100 CHF (+/- 1 160 €)
- Other case will be determined case by case
- Travel by car still with a "ViaMichelin" calculation not exceeding 300 CHF

Use the **Excel spreadsheet form** (see: <https://www.civanews.com/the-civa-document-store/>) to claim your reimbursement. **You and your assistant must submit separate TA claims.**

All claims must be done in Swiss Francs (CHF). The foreign exchange rate should be captured **on the date the transaction was made** and should also be attached in pdf form. For this you should use <https://www.xe.com/currencyconverter/>

Send **two separate claims, one for yourself and one for your assistant.**

Attach with your email other **necessary documents in pdf format** (invoice, proof of exchange rate, proof of kms from ViaMichelin or Google Maps including the departure and arrival destinations). **Please do NOT use screenshots, only pdf's are acceptable.**

Follow the instructions at the top of the Excel form. Save the file with **your surname / your assistant's surname** and corresponding **championship**, for example:

CIVA-TA24-WGAC\_Cunningham  
CIVA-TA24-WAC\_Suprunenko  
CIVA-TA24-EAAC-EIAC\_Leukefeld

Send your claims to [zuzana.danihelova@gmail.com](mailto:zuzana.danihelova@gmail.com) and to [mdlx@me.com](mailto:mdlx@me.com) or to the email address [civa-treasurer@fai.org](mailto:civa-treasurer@fai.org) that is listed in the Excel sheet. You will be reimbursed approximately 2 weeks after submitting the claim.

The deadline for sending your TA claims is **one week after** the end of each Championship:

WGAC/WAGAC 18 August  
WAC 1 September  
EAC/IAC 22 September

### Some tips for getting the best offer:

- Make your research on one device BUT buy on another one.
- Make your research late evening on Tuesday, Wednesday or Thursday, never on weekends.
- When you make the reservation do not choose your seat before your flight, the airline will choose the seat for you and it is for free.

If you have further questions, please contact me!

**Zuzana Danihelová, CIVA TA Officer**

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