

# Ashby u3a Guidelines for Group Trips

## Trip Proposal

When a trip is proposed, obtain a list of names of those who may be interested. This may be at Group Meetings, Monthly Meetings at the Congregational Church or from notices in the Website or Newsletter.

Request telephone numbers and e-mail addresses. This information should be kept safely and only used in connection with Group Trips. Personal data is subject to the General Data Protection Regulations and must not be made available to others without the owners written permission.

## Booking

When a trip is formalised, keep a master list of names to show for each participant:

- Any options chosen. (menu choices, extra tours etc.)
- Total cost
- All payments made
- Receipt of trip information

If the trip is fully subscribed, keep a list of reserves in case anyone drops out.

## Prior to departure

Ensure all payments have been received, as far as possible at least a month in advance.

All participants should be advised of the following (some may be better given en-route):

- Time and Place of Departure from: Ashby
- Destination
- Any Intermediate Stops

- Time and Place of any arrangements at the destination e.g.
- Guided Tours
- Refreshments
- Group Admissions

- Anticipated Time of Return to Ashby.

## Finances

All monies received from members (both cash and cheques) are to be paid to the Treasurer with details of the trip to which they relate. Cheques should be made out to Ashby u3a.

The organiser should obtain full payments or, at least, non-returnable deposits, from participants to be reasonably sure that they can cover any unrefundable costs before making payments to coach companies, theatres etc. Any requests for payment should be accompanied by invoices with details of the trip.

Funds collected should be sufficient to cover any payments requested.

Where possible, payments should be by Ashby u3a cheque direct to third parties providing the service. It is recognised that occasionally organisers may have to make payment personally by telephone or internet. In such instances proper confirmation of receipt should be provided when claiming reimbursement.

Any remaining profit or deficit must be properly accounted for in Group Funds

It is recommended that, where a coach or block tickets have to be paid, organisers do not base their individual charge on filling the trip. This provides a margin if it cannot. Should the trip run full, a refund to participants may be made in cash on the day: funds to be obtained via the Treasurer with calculations to support. On completion a summary of income and expenditure should be sent to the Treasurer.

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