

## **Malvern U3A Travel Group**

### **Guide lines for organising day trips 2014**

1. Contact proposed venue to obtain details of cost, possible dates, coach parking, eating facilities, etc. and notice required for confirmation of booking. At this point it is advisable to have a second person to help organise this trip.

2. Contact coach company for quotation for price of journey and estimate of time of journey and notice required for booking confirmation. Most trips use 49-seater coaches.

3. Work out the cost of the outing. Include the cost of the coach, £1.00 each for the driver's tip and any admission fees. Allow some financial leeway in case the coach is not full. ( e.g. If hiring a 49-seater coach divide the total cost by 45 and give that as the total cost of the trip per person. You can always refund any over, but it is important not to run the trip at a loss.)

4. Decide on a day and date of your choice for the outing. It will be easier for you if there are at least two Travel Group meetings before the date to give time to collect the money and make any necessary announcements. Provisionally book venue and coach as appropriate.

5. Obtain the "Travel Group form" which when completed gives all the trips details necessary for our web page. Give the completed form to the group's Web I.T. Assistant.

6. At the next Travel Group meeting give full details of the trip, cost, date, time of departure and return, etc. The full cost of the trip must be taken. Cheques must be made payable to "Malvern U3A Travel Group". Make sure when taking a booking for the trip that you have the following information=

Persons name, telephone number, e-mail address, postal address and how payment has been made, e.g. cash or cheque.

If any member cancels a trip there is no guarantee that there will be a refund as a trip organiser must cover the cost of the full trip.

7. If the trip is fully booked it is a good idea to have a "waiting list", as if there is a cancellation ,a replacement may be made and a refund may be possible.

Obtain the Travel Group Treasurers "Trip Payment Form" which shows clearly the monies collected for the trip.

8. Confirm with the coach company the date and size of the vehicle required.

9. When all the members payments have been received for the trip, arrange a meeting with the Travel Group Treasurer to hand over the monies. The Treasurer will make the necessary payments to the travel company, venue etc.

Keep the cash back that has been allocated for the driver's tip.