

# Outings and Visits Policy

## Visits

It is essential that Group Leaders, or any person organising a visit, inform the Committee that a visit is proposed, before any firm arrangements are made.

## Independent travel

Members travelling independently to an event should make their own arrangements.

## Shared travel by car

When members travel to a venue in another member's car, each passenger should pay the owner/driver a contribution towards the cost. The suggested rate agreed by u3a is 45p per mile.

To calculate this rate please multiply the mileage for your return journey by 45 pence and divide by the number of occupants in the vehicle, including the driver.

Example: A return journey of 20 miles in a car with 4 occupants =

$20 \times 45p = \text{£}9.00$ , divided by 4 =  $\text{£}2.25$  per person for the journey.

## Outings by Coach

The organiser of an outing must add together the cost of travel, entrance fees, printing, postage, pre-visits, and a suggested £25 coach driver's tip. The total needs to be divided by the number of people taking part, to determine the cost per person.

An increasing number of venues are now insisting that the money for the visits and refreshments is paid a month prior to the visit. To ensure there is enough money in the account to pay these invoices the organiser should endeavour to pay in the collected money for the visit, to the Treasurer, prior to the invoices being received and paid.

Should a member be unable to attend (e.g. for health reasons), attempts should be made to fill the place. The u3a is no longer able to refund costs once invoices have been paid. The u3a will only refund cost which can be reclaimed or not incurred, e.g. entrance charges on visits where payments are made on the actual day of the visit.

If an outing has to be cancelled due to lack of interest (or other reason), u3a will ensure that the organiser is paid expenses, e.g. pre-trip visit.

Our Insurance Policy covers Lichfield u3a and other u3a members. If there are extra places available on any trip it is acceptable to fill these places with non-members. However, they should be made aware that the insurance policy we hold covers u3a members only.

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If an event has to be cancelled due to receivership or liquidation of a company (e.g. coach) u3a will not reimburse members.

Where an outing is cancelled due to external situations which are not the fault of the venue or of the coach company, the committee will assist the organiser in their attempt to recover the expenditure.

When an outing ends in credit due to more members than expected attending (or other reasons), this money will be retained in order to build up a surplus in the social activities account. This surplus will enable the account to remain in the black and also enable the treasurer to pay deposits and leader's claims for pre-visits prior to him/her receiving the trip money from the leader.

The organiser of an event should not benefit from any discount (e.g. a free place) offered by the organisation providing the event. The value of the free places should be shared out among all participants to the event.

## **Local Visits**

On visits to local venues where members travel independently, the organiser needs to ensure all costs are covered including pre-visit and postage. This type of visit may warrant a refund in certain cases. For example, when the entrance cost is a set cost for up to 40 people and the organiser costs the visit for 20 people and unexpectedly the visit is so popular that 40 people wish to attend, then a refund could be arranged in consultation with the Treasurer.

**All** monies collected for trips/visits prior to the visit should be paid into the Treasurer to be banked. He/she will then make all the payments required. This is necessary for the auditing of the accounts.

## **Expenditure**

Members' payments for arranged outings should be collected by the Group Leader/Organiser and be handed in to the Treasurer.

All payments on behalf of u3a are made by the Treasurer.