

## APPENDIX A: NOTICE OF PROPOSED OUTING/TRIP FORM

*Please complete this form if you are proposing to organise a trip which is “OUTSIDE” your normal group activities. This should then be passed to the Group Coordinator who will take it to the Committee for approval.*

SALTBURN DISTRICT U3A - NOTICE OF PROPOSED OUTING/TRIP	
NAME OF GROUP <i>(If applicable)</i>	
NAME OF GROUP LEADER	
TITLE OF TRIP	
DATE OF TRIP	
DETAILS OF TRANSPORT NEEDED	
NAME OF TRAVEL COMPANY	
COST OF TRANSPORT	£
METHOD OF PAYMENT TO TRAVEL COMPANY (i.e. invoice/cheque)	
ADMISSION COST (where applicable)	£
METHOD OF PAYMENT TO VENUE (i.e. invoice/cheque)	
TOTAL COST OF TRIP	£
TOTAL COST PER MEMBER (This must cover the <b>full cost</b> of trip)	£
SIGNED <i>(Group Leader)</i>	
DATE	
APPROVED BY <i>(Executive Committee Rep.)</i>	
DATE	

**Day trips/ Outings need to be costed and all monies paid to the Treasurer who will then issue cheques to pay transport/ entrance costs.**

**Please note SDU3A does *not* organise holidays. These should always be arranged through a travel agency/company so that SDU3A members are covered by the company’s liability insurance. All payments are then made to the company and not to SDU3A. Holiday monies must be costed and paid direct to the Travel Company.**