



Selby & District u3a

POLICY FOR BOOKING TRANSPORT

- **Single Trips:** Before making a confirmed booking of transport, the number of participants for the trip should be finalised.
- If a group is making a booking, the name of the group should be on our booking form and the company's booking form.
The full name of the group must be used eg Selby & District u3a Guitar Group and the contact person. A Selby & District Membership Number should be included on the form, to ensure traceability.
- All those wishing to participate in the trip **should pay at time of booking** irrespective of whether the booking is on behalf of Selby & District u3a or of a group within Selby & District.
- Participants should be made aware that the cost may change if the maximum number of seats are not occupied. (generally 16) The cost of transport is that of the hire of the vehicle, with or without driver plus 45p per mile. Remember to calculate the mileage for outward and return journeys.
- Before the confirmed booking for the transport is made this should be signed off by an Officer of Selby & District u3a. A form will be made available for this purpose.
- The booking for single trips at short notice may be signed off by email by contacting any of the following Officers: Chairman, Treasurer, Vice Chairman or Secretary.
- The cost of transport booked on behalf of a group is entirely the responsibility of that group and not Selby & District.
- Single day trips and short breaks on behalf of Selby & District u3a will be organised by a nominated person.
- Longer trips involving overnight accommodation will be arranged and booked by the leader of the 'Short Break Group'.

Version control	
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