**UNIVERSITY of the THIRD AGE, SUDBURY GROUP**

**GROUP TRAVEL**

**HOLIDAYS and EXCURSIONS**

All monies for holidays and excursion organised under the aegis of the u3a must be fully accountable.

When a holiday or excursion is organised by a commercial company, all cheques should be made out to that company. Each u3a member on the holiday enters a contract with the company, not with the u3a.

Day excursions are usually organised in two parts: 1) hire of transport 2) entrance to attractions. All monies should go through the Treasurer who will pay the businesses concerned, either by BACS or with a cheque. Receipts for deposits and final payments should be given to the Treasurer.

Cheques and cash should never go through a member’s personal bank account. Accounts of Income and Outgoings for each holiday or excursion should be presented to the Treasurer after the event.

Each holiday or excursion must, under the terms of our constitution, be agreed by the committee (trustees) before taking place.

All participants of any holiday **must** be u3a members. Non-members of the u3a may accompany a member **once** on an excursion, provide that no member is deprived of a place. For more than one day all participants **must** be fully paid-up members.

Information to be given to the committee and signed by a trustee.

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| **Organiser** |  |
| **Where are you going?** |  |
| **Proposed date** |  |
| **Duration** |  |
| **Companies involved** |  |
| **Estimated number of participants** |  |
| **Estimated cost per member** |  |
| **Insurance arrangements** |  |

Signed (Trustee) Date