

Wendover U3A Travel Receipt

Pick up times at bus stops: **The George =** **Ashbrook =** **Bedgrove =**

Trip Details:			
Organiser		Mobile no.	
Name (s):			
Phone:	Mobile:	Possible problems	eg steps walking distance
Date:	Cost:		
Date:	Amount:	Cheque payable to Wendover U3A Travel	Card:

Description

LEAVING ...

Please read Wendover U3A's Travel Team's role in organising trips. (See overleaf)

Cancellation policy

If you need to cancel for either a day trip or holiday we will try to resell the place if the trip/holiday is full. Foreign holidays may incur additional charges. Otherwise you will have to forfeit the total cost possibly minus food and admission costs if these have not been paid in advance

I/We have given my/our consent for my/our data to be held for this day trip by ...and deputy from the Travel Team.

It is the responsibility of the named members to ensure that they are fit and well enough to undertake the planned activities.

Please tear off the slip below and return with your cheque to the organiser.

It is the responsibility of the named members to ensure that they are fit and well enough to undertake the planned activities. I/ We consent for my/our data to be kept for this day trip

Signed

Name:	Trip details:		
Address:			
Phone no:	Landline:	Mobile:	
Your pick up point:	G: The George	A: Ashbrook	B: Bedgrove
Date paid:	Amount:	Cheque:	Card:

Revised March 2019 Organiser: name & address

Wendover U3A's Role in Organising Trips

Wendover U3A is a non-profit making, non-business organisation and when it takes bookings for trips it is not acting in its own name, or in the name of any travel agent, or in the name of any other business or person providing travel or associated services. All monies received by Wendover U3A from a member wishing to book travel is held purely to enable Wendover U3A to make disbursement payments on behalf of the member to those businesses that will be providing the trip/ holiday to the member as principal. For the avoidance of doubt, Wendover U3A's role in relation to all travel bookings is as follows:

- It is acting as an agent of the member when it pays any third party;
- The member will receive all travel and associated services directly from the relevant third party and not from Wendover U3A;
- The member is ultimately responsible for paying the third party;
- Wendover U3A is authorised by the member to pay the third party on his/ her behalf;
- The member accepts that the goods or services are to be provided to him/ her by the stipulated third party;
- Wendover U3A will separately itemise any payments made to the third party when it invoices the member;
- Wendover U3A will always try to ensure that the amount recovered from the member will be exactly the same amount as paid to the third party;
- In the unlikely event that Wendover U3A does make some sort of charge for a service it provides in its own name, this will be shown separately on an invoice.

As will be clear from the above, Wendover U3A does not aim to make any gain or loss when it arranges any trip. All trips/ holidays are very carefully costed to ensure as far as is possible no excess or loss is made. However, in the event that circumstances arise which result in a trip or holiday producing a loss or gain, the Travel Team will decide if it is sensible or practicable to refund any excess or ask members to pay any shortfall. If a gain is made, any such amount not refunded will be treated as a donation to the U3A.

Wendover U3A will of course ensure that there is a nominated Organiser for each trip/ holiday. The Organiser will be responsible for all necessary liaison between the various third party travel and any other suppliers and the member to ensure that all administration arrangements run smoothly and all payments by the member are made on time, fully accounted for and documented.

Any "Free Place" or discounts that an Organiser is given by a third party for a Holiday or Visit are shared amongst the participating Members by the Organiser. The Organiser makes no money out of the Holidays or Trips. The Organiser is allowed to be reimbursed for any expenses i.e. the cost of printing or train fares, they may have incurred in organising a particular holiday or trip.