

Guidelines for Organised Coach Visits

1. The Chairman must approve any proposed trip outside the regular travel or theatre groups. This ensures in particular that proper notice and announcements are broadcast to the membership.

2. The names of those travelling, plus an emergency contact telephone number for each person and the itinerary details must be emailed to the Chairman and the Group Co-ordinator before departure.

3. Leaders/organisers should obtain estimates from at least two of the following Coach Companies:

1. SEA VIEW
2. EXCELSIOR
3. LAGUNA
4. HIGHCLIFFE COACHES
5. SOLENT YELLOW COACHES

4. Estimate the total cost of the visit, including:

1. Cost of coach hire
2. Photocopying & expenses
3. Driver's Tip
4. Hire of Tour Guides
5. Other expenses

Make provision for refunds (if you think it advisable). Refunds can only be made if there is surplus money from the trip. This should be made common knowledge to members of your group

5 Below is a summary of the Rules for Handling Money

1. Cheques received should be made out to "Christchurch U3A"
2. If cash is received as payment or part payment for a trip instead of a cheque, a receipt should be issued, preferably from a receipt book or alternatively on free format plain paper.
3. Leaders/organisers should pay monies into the relevant NatWest bank account (Sort Code 52-21-34):-
For Travel Groups "Christchurch U3A Travel Groups Account"
(Account 25515764)
For all other visits "Christchurch U3A Social & Fundraising Account"
(Account 25543008).
4. Monies should be paid in as soon as possible and at least seven days before requesting cheque payments.
5. The Bank Paying-in slip should be sent to the Travel Groups Treasurer or the Treasurer (for visits other than Travel Groups) (see below)

5. Paying in details should also be submitted and should clearly show:
Name of Group, Place of Visit and Date of Visit, e.g. Travel Group H,
Winchester, 12.12.2016
The booking invoice from the Coach company.

(Leaders/organisers should reconfirm with coach companies at least ONE DAY BEFORE the trip):

The time and place of the first pick-up place

6. Leaders should complete a Travel Account Form and send it to the Travel Groups Treasurer or the Treasurer (for visits other than Travel Groups) (see below) as soon as possible after the visit.

The form should give the total number of people travelling, e.g. 44 @ £ - per person, plus the total amount collected by cheque/ cash. Any cash expenses should be deducted and the net figure reconciled with the amount banked. Any cheques required to pay coach companies or sites visited need to be listed – after deducting these the account should still be in surplus. A trip may not go ahead if it will produce a deficit .

As at September 2016, the post holders are:-

Travel Groups Treasurer: PAT CLARKE, 43 Belle View Gdns, 241 Belle Vue Rd, Bournemouth BH6 3BG, tel 01202 431123;

Treasurer: JAN HARRIS, 16 Elmsway, Southbourne, Bournemouth, BH6 3HU, tel. 01202 427523.

7. It is strongly recommended that Tour Leaders should nominate a member whom they could call upon in an emergency should they, on the day of the visit, be unavailable —it could be another Group Leader or maybe someone in their group.

Updated September 2016

By: Jill Dale

Group Co-ordinator