

## **Trips policy**

All payments for bookings for travel should be made by the Treasurer. Groups who wish to use coach or minibus hire companies should ensure as far as possible that they can meet the charges by member contributions ahead of any booking. Group members should be aware that this is a firm commitment and no refunds are due if individuals subsequently cancel. Milford on Sea u3a will undertake to underwrite the cost and pay bills for travel on that understanding. Any entrance or other fees are the responsibility of the group. A surplus on any one trip for travel can be ring-fenced for a future group trip. Similarly deficits should be made up over a year.

July 2023

Note:

The process is:

1. Group to check availability
2. Group to arrange invoice sent to the Treasurer
3. Treasurer pays invoice
4. Group collects money from members and pays into u3a bank account