

Trip guidance

This guidance is intended for anyone organising trips on behalf of Newport u3a, and it conforms to more general u3a guidance on charging for activities.

1. Calculate probable costs for the trip including coach hire, entrance fee and tip.
2. Give an approximate cost on initial advertisement of a trip in order to calculate the numbers interested.
3. When numbers are known advise of the actual individual cost.
4. Keep a breakdown by name of all payments received by whom and by what method. For audit purposes these should be kept by the organiser for 6 years.
5. All receipts for entrance/coach etc should be kept by the Treasurer for 6 years.
6. Every person including the organiser has to pay the same fee. Any free entry reduction goes towards coach and other costs.
7. The cost of trip is calculated on a full coach. Therefore, if someone drops out, unless a replacement is found no refund of the coach payment will be paid.
8. If entrance fees are paid in advance - the same as item 7 applies. However, if the entrance fee is paid on the day and a person drops out a refund of the entrance fee should be made.
9. When all payments have been made and the trip makes a profit of:
 - a. less than £1/person the group may retain the profit for their own funds, or
 - b. of more than £1/person then it should either be refunded to the passengers or used for the benefit of all passengers eg used to buy sweets, coffee etc on the trip, or
 - c. if it is not refunded to passengers then all the profit goes into the general u3a account, not the group account.