

U3A

Forms list

aa	Financial Summary to be completed after the trip (Balance Sheet)
bb	Trip List blank Form to be completed by hand when taking bookings
cc	Trip Refunds List of trip participants receiving refunds – initialled by those receiving a refund
jj	Trip Participants and Emergency Contact details To be emailed to Chair and Vice-Chair before the trip and copy taken on the trip by the Organiser
kk	Driver's Tip receipt Countersigned by another trip participant
ll	Trip booking form To be completed by each participant