



Overseas Trip Advice Sheet

The easiest way to organise a trip abroad is with a tour operator, as they take on a lot of the responsibility for travel and accommodation etc.

However, as the group leaders you still have responsibilities to ensure the safety of everyone going and their enjoyment of the trip.

It is strongly recommended that you use a tour operator to organise a trip abroad. Not only can it get quite complicated working out costs given how quickly flights and accommodation prices can change, but you also take on a lot more responsibility for every element of the trip if you do it yourself.

You must have more than one designated group leader, and all group leaders for the trip should meet with Students' Union staff as early as possible in your planning so we can explain what you need to do.

You are responsible for every element of the trip.

Before the trip:

Liaise with appropriate staff in the Students' Union, ensuring they are kept up to date with your plans and can advise you on anything extra you need to be aware of.

Call into the Activities Office for a chat about what you intend to do.

The Edge, Level 2, Activities Office

Now start planning and good luck!

1. Meeting with members

Email members to let them know what the plan is and obtain confirmed names of who wants to go on to the trip.

2. Obtain a Quote

- When choosing a tour operator, check they are ABTA registered and if flights are involved, that they are ATOL licenced. You should also read terms and conditions carefully to make sure they are reasonable.
- Before committing to go with your preferred tour operator, the Students' Union must look at the terms of the contract. The Students' Union is ultimately responsible for the activities of our groups, so we have a duty to make sure, any agreements you enter are financially responsible and in line with our policies.
- Ensure you know how long the quote will last and when you need to book (flights tend to go up in price).

3. Information that should be include in your quote and anything else you need to know:

- Departure and return date
- What's included in the cost
- Number of nights
- Number of passengers
- Cost per person and total party cost
- Flight details and cost
- Transfers to and from airport (in England and abroad)
- Accommodation cost and configuration e.g., double room/dorm
- Accommodation address
- Are breakfast/any meals included in the cost

- Are any trips/excursions including in the cost
- In case of emergency, the tour rep should be your first point of contact. Who is the 24/7 emergency contact in the UK.

4. Event Planner

- You must submit an event planner at least 6 weeks prior to the trip.
This must include:
 - All travel costs
 - Travel information
 - Accommodation name
 - Transfer details
 - Excursions details with cost – if any
 - Meals if included and clothing i.e., t-shirts/hoodies if included in the cost
 - Submit the quote from the travel agency

5. Meeting with members

- Book a room and email your members to attend a meeting to let them know the costing and confirmed names.
- Tell them when tickets for the full cost will go on sale
- Inform members that once paid it cannot be refunded

6. Online Product Form

- Tickets must be sold at the full amount, no deposits. The form can be found within the planner and is submitted together.
- This must be non-refundable
- Ticket sales should last no more than one week, this is because flight cost may go up and the agent cannot hold flights for long. Check this with the agent

7. Risk Assessment

- Check Societies Risk Assessment to make sure it includes details for an overseas trip
- If it does not, you must complete a risk assessment for the trip
- In case of a serious accident or incident, including in the event of a student becoming seriously unwell or injured, contact the emergency services, then immediately contact University Security on 01225 385349, who will notify the appropriate parties

8. Travel agency Trip Information Quote

- Details and invoice need to be emailed to Societies staff to included details of invoice/confirmation of trip/coach transfers to and from airport and internal transfers to and from the accommodation

9. VISA

- Do members need a VISA?
- The tour operator should let you know entry criteria for your destination country.
- Different countries require different amounts of time to be left before your passport expires. It could be anything from 6 weeks to 6 months from the day you enter the country
- You need to inform everyone what the entry criteria is, should they need one this must be applied for straight away in good time before the trip They won't be allowed to enter your destination country without one.
- Members are responsible for checking if they need a VISA to travel.
- Refunds will not be given

10. Travel Insurance

- All members travelling must have travel insurance and details should be added to the overseas trip list
- This should cover all medical expense cover and 24/7 medical helpline, legal expenses, luggage/money cover, personal possessions, cancellation cover and repatriation
- If they are on family travel insurance, they will need to check if they are able to travel alone and be covered. Most will find **they are not covered**

11. Overseas Trip List

- Send to susocieties or bring into the office once all information has been received, at least a few weeks before the trip
- 3 copies are required: 1 for trip organisers, 1 for societies office, 1 for university security

12. Committee members

- All names and email address of committee members in charge of organising and going on the trip as leaders, needs to be sent to the Societies Office.

13. Itinerary

Organise a pre-trip briefing, making sure that trip members have all the details they need, and that they remember they are still subject to the University and Students' Union codes of conduct on the trip.

Itinerary must include:

- Name, address, and telephone number of hotel
- Flight details
- Airport transfer pick up time and place in England
- Airport transfer pick up time and place abroad when coming home
- Committee Leaders telephone numbers
- Emergency numbers: police and ambulance in that country
- Day to day schedule if applicable
- Breakfast and meals details
- Ideas and place of interest to go to
- Maps
- Safety information of that country
- The do's and don'ts of that country and anything else you wish to add

✓ Overseas Trip Checklist ✓

Action	Completed?
Meeting with society staff	
Email Members about trip plan	
Get confirmed numbers for the trip	
Visit or call the travel agents	
Get a quote	
Discuss quote with leaders, make a decision	
Submit an event planner with full details and online product form for tickets	
Book a room/ Email members about the meeting	
Find out when tickets will go on sale for the trip	
Give members all information during meeting	
Notify members of sale date and off-sale date	
Check risk assessment	
Complete risk assessment if necessary and send to Activities Office	
Email all info to Activities Office incl. invoice, trip confirmation, coach transfers etc	

Make sure all invoices have been paid	
Encourage members to check VISA status	
Encourage members to check travel insurance	
Inform members about issues with family travel insurance	
Complete trip list	
Give copies of trip list to Activities Office	
Committee details sent to Activities Office	
Write out a full itinerary	
Give itinerary to members attending the trip	

Have a great trip.