

## Guidelines for Planning an Excursion at U3A Mornington

Please type or **PRINT** legibly to complete

<b>Course Code</b> (Office use only)			
<b>Course Name</b>			
<b>Parent Code</b> (Office use only)			
<b>Frequency</b>	1DAY	<b>Course Type</b>	1DAY
<b>Tutor's Name</b>			
<b>Tutor's email</b>			
<b>Tutor's preferred phone contact</b>			
<b>Excursion Location</b>			
<b>Day &amp; Date of Excursion</b>			
<b>Departure time</b>		<b>Return Time</b>	
<b>Max participants</b>		<b>Min participants</b>	
<b>Course description</b>			
<b>Transport arrangements</b>			
<b>Parking arrangements</b> (not to be at Currawong)			
<b>Meeting point</b>			
<b>Cost</b>		<b>Payment date</b>	
<b>Trip notes</b>	Please attach		
<b>Map</b> (if necessary)	Please attach		
<b>Invoice</b>	Arrange for provider to send invoice for payment to <a href="mailto:treasurer@u3amornington.org.au">treasurer@u3amornington.org.au</a>		
<b>Additional comments &amp; prerequisites.</b> For lengthy information please include attachment which will be placed on the website.			

Please email to [classes@u3amornington.org.au](mailto:classes@u3amornington.org.au) or hand in to Course Coordinator at U3AM Office ensuring that there is at least **6 weeks lead time**.

**Office use only**

Date received	
UMAS	
Timetable	
What's On	
Invoice to treasurer	
Office – folder for payment	