

Red Rope trip to: **Dates:** **Number of nights:**

Tips: 1. Use pencil, eraser and if helpful, a calculator 2. Put negatives in brackets 3. Fill as much as possible in before the trip!

Trip treasuring in seven easy steps:

(1) On Main table E, organiser fills in list of trip participants, bands, deposits, and any children/non-members from booking form. Also accommodation costs should be known. Remember, non-members pay 20% extra for the food+accomm part only; under fives are charged only for half the parent's transport charge; other children at half transport and food+accomm.

(2) Organiser assigns people to cars, and negotiates with car owners regarding number of persons for reimbursement (or food/gear equivalent in exceptional circumstances). **If in doubt, contact the regional treasurer, national trip treasurer or national trip secretary for advice.**

(3) Trip begins, food and any other costs are declared and completed

(4) Mileages are confirmed based on travel to/from venue plus any additional mileage. Transport table A and Mileage table B completed. *Drivers receive amounts calculated in table A, col Z. Direct petrol costs are not reimbursed.*

(5) Main table E can now be completed. Where some owe, and others are owed, try to make payments between them as far as possible.

(6) Analysis part of form (tables C and D) can now be completed, and returned to regional/national treasurer.

(7) Make sure any underpayments etc are explained in notes on page 2.

A. Transport (Working out what drivers get back – fill in this table first)

	MAIN JOURNEY			LOCAL TRAVEL			REBATE PAYABLE	
	S	T	U	V	W	X	Y	Z
Driver	Miles to/from trip base (return)	Persons in car to/from trip	Main journey person - miles = S x T	Extra local miles	Average no. of persons in car, local journeys	Local travel person – miles =V x W	Total person – miles = U + X	Total rebate = Y x 6p

B. Mileage

Note any assumed/ measured distances here if helpful

From	To	Miles

Sale of leftover food: _____

C. Accommodation costs for hut/site

Charge pppn	Bednights	Total cost	Deposit paid	Remainder
AA	AB	AC = AA x AB	AD	= AC - AD

D. Overall analysis (this is very helpful for regional/national treasurers!)

	Food+accomm	Transport	Overall (sum 2 cols)
Charges to members	total col I + left over food	total col F	
Costs to trip	total col K + accom AC	total col L	
Surplus/deficit (1 st row – 2 nd row)			

Treasurer's name:

Phone number in case of enquiries:

