

U3A Jávea Member Travel – Guidance for Group Leaders October 2024

Travel Packages are regulated under EU Directive 2015/2302. The provisions of this Directive have been transposed into Spanish Law.

Amongst other things, the Directive requires that all Travel Agents or Travel Organisers become members of a mandatory Compensation Scheme which protects travellers' deposits and payments against the risk of a Tour Operator becoming insolvent. (NB – personal Travel Insurance policies do not cover this risk)

In order for the U3A Jávea to continue organising some travel trips without registering as a Travel Agent, we must observe certain rules. These are:

- Trips are arranged on a non-profit basis.
- Overnight trips are limited to a maximum of 10 per year if not organised through a Registered Travel Agent – no restrictions on the number arranged via a Travel Agent. No restrictions on day trips.
- Trips can only be offered to a limited group of travellers. That means that all travellers must be members of the U3A Jávea.

NOTE: As Travel Insurance policies do NOT cover the risk of insolvency, the U3A Jávea must protect itself and its members' deposits and payments. To make sure that Group Leaders are not breaching the Directive, the following rules must be observed **with immediate effect for all new trips**:

Categories	Description	Authorisation Needed	Booking	Extras (e.g. meals, excursions)
Category A – Day Trips No limit	Trip is less than 24 hours, and no overnight accommodation is provided	Groups Co-ordinator	Book directly with travel supplier (bus/venue) NB - Travel Insurance optional	Book directly with the supplier
Category B Trip – Short Holidays Maximum 10 per annum	If each individual part of the package (Travel, Accommodation, Excursions, meals) costs less than €5,000 AND there is no Foreign Travel	Groups Co-ordinator	May be booked directly with the travel supplier or hotel NB - Travel Insurance strongly recommended	Separate activities or excursions where the cost is less than €5,000 may be booked directly with the supplier.
Category C Trip – Longer Holidays No limit	If any individual part of the package (Travel, Accommodation, Excursions, meals) costs more than €5,000	Groups Co-ordinator	All travel, accommodation, inclusive excursions to be booked via Denia Sun Travel (or other Committee approved Travel Agent in Spain) NB - Travel Insurance is mandatory via Mark Petrie or the member's equivalent policy (details to be collected)	Extras such as meals or excursions provided by the travel company, hotel or Tour Operator must be booked via the Travel Agent where possible. Extras where the cost is less than €5,000 and cannot be booked via the Travel Agent may be booked directly with the supplier.

Category D Trip – Foreign Holidays	Any trip which involves travel outside of Spain	Groups Co- ordinator	All travel, accommodation, inclusive excursions to be booked via Denia Sun Travel (or other Committee approved Travel Agent in Spain) NB - Travel Insurance is mandatory via Mark Petrie or the member's equivalent policy (details to be collected)	
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1. All trips require a Trip Code to be allocated by the Secretary/Treasurer.
2. In calculating the price of the trip that you organise, you must add €1 per person for Category A trips and €2 per person for Category B, C and D trips. This money will be used to build up a fund to deal with any problems that may occur with travel suppliers in the future.
3. Please note that Group Leaders are not authorised to sign contracts of any description. All contracts must be signed by an Executive Committee member.