## Leonardo Fine Arts Tour Contingency Claim

## Background

In an attempt to keep transport costs down for the tour to Berlin, I bought EasyJet plane tickets for the tour as early as possible, once the dates had been decided. I checked that I would be able to change the names on the tickets before buying the tickets, so that once the members coming on tour had been confirmed I could amend the booking. I was not aware that there is a £35 fee for each change to the booking, resulting in an unexpected expenditure of £630.

## Reason for contingency claim

As this was a mistake made in an attempt to keep costs down, I believe this is an unexpected and un-budgetable expenditure. Therefore, I wish to make a contingency claim. While the society can contribute to meeting this expenditure, to afford the whole sum would leave us in a financially weak state.

## Matter for decision

Leonardo Fine Arts request up to £315 in contingency grant to alter the plane booking for the tour to Berlin.

Guy Needham, Leonardo Fine Arts Social Secretary