

## Contingency Claim for Summer Tour Travel

The Choir would like to put in a Contingency Claim because:

- Normal Eurostar policy was to open up tickets 4 months in advance of tickets going on sale. This was extended to 6 months for the summer and we weren't updated, and therefore didn't have details on system for when tickets needed to be bought.
- We got an original quote of £71 in February, and put this in our budget. However, over a month passed since the original quote and buying the final tickets at £80 (£9 more per return ticket → £297 for all 33 return tickets, we won't include the 3 single tickets as these will be billed for separately).
  - We had problems entering the budget because the specific tour budgets weren't yet open to use. We therefore had to submit an ordinary budget, which takes longer to process through the Union's system.
- We had to wait a month before our initial Credit Card Submission was approved because of budget issues, availability of the Deputy Presidents and Malcolm Martin (Head of Finance). We were also told not to submit an imprest, but waited almost a week for this to be rejected. The delays meant we were charged more than necessary.

The total extra cost to the choir was £297 for the 33 return tickets.