



# Trips and Tours

STUDENT LEADERS CONFERENCE 2024

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# AGENDA

**01. Trip basics**

**02. Trip planning process**

**03. Trip forms and other  
documentation**

**04. Payment top tips**

**05. If things don't go to plan**

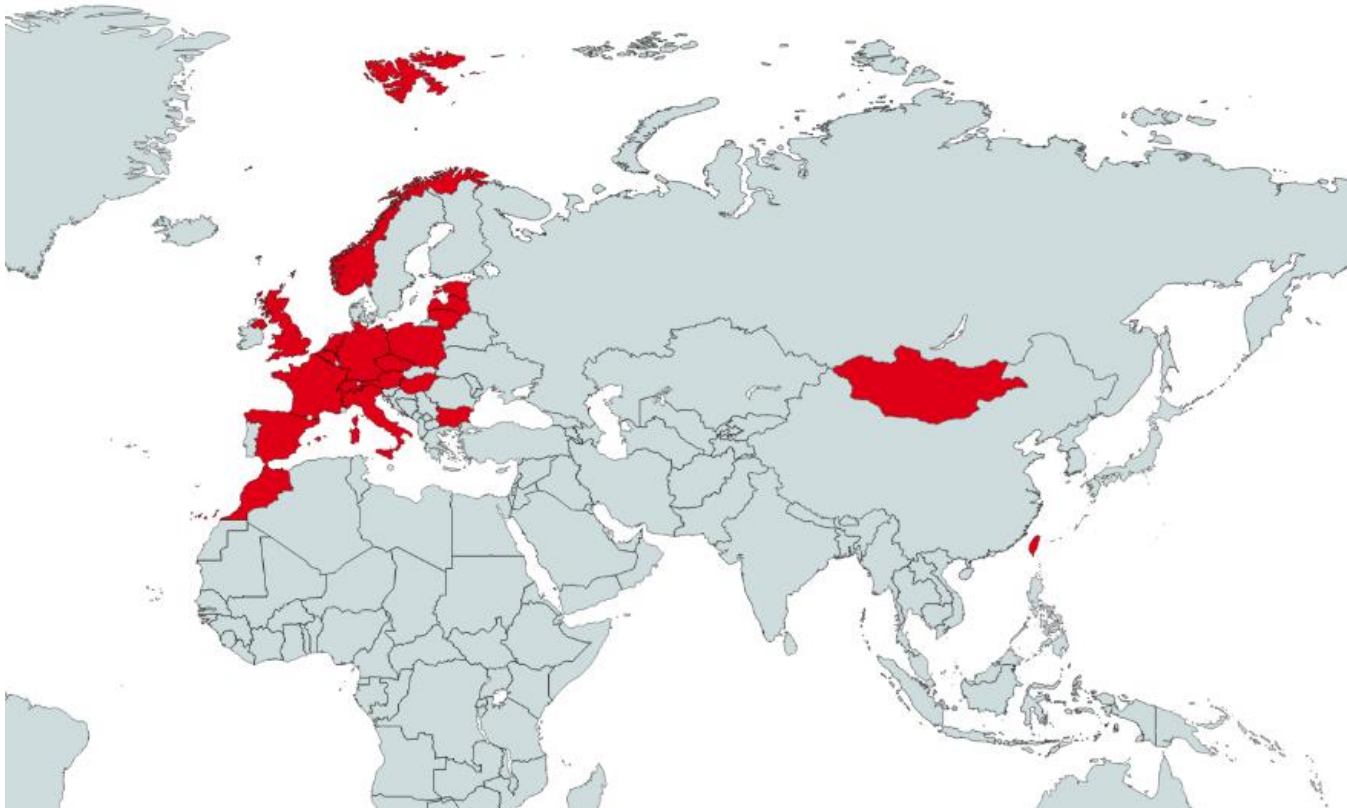
**06. Your role as a trip leader**



# Trips from 2023/24



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60 trips in  
total!

# Trip Basics



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## What do we class as a trip?

- Any activity that takes place outside of the M25
- Can be international or domestic
- Can be day-long, or take place over several days

## Who can go?

- Members of your group
- Over-18s only
- LSE students only

## Where can we go?

- Anywhere, as long as the government classifies the destination as a safe one to visit



# Trip Planning Process

- 01. Trip form with basic details submitted**
- 02. Staff lead will be in contact to introduce themselves and ask for any further initial details required to approve in principle**
- 03. Ongoing planning including making transport and accommodation bookings, setting up tickets etc.**
- 04. Meet with staff lead**
- 05. Final details required 3 weeks before trip (attendee details, full itinerary, completed risk assessment)**
- 06. Trip departure!**



# Trip Forms



- Completed by trip lead
- Found on the Committee Hub website
- Gives the SU the basic details about your trip
- It's fine if details change – just let us know!

## Form deadlines for 24/25 Trips

AT - 1st September

WT - 31st October

ST - 28th February

### Trip Form 2023/24

Filling out this form notify's LSESU that your group is running a Trip. This means we can then support you with it. Please provide as much information as possible.

**Name of Group \***

Society/Club/Media Group

**Name of trip \***

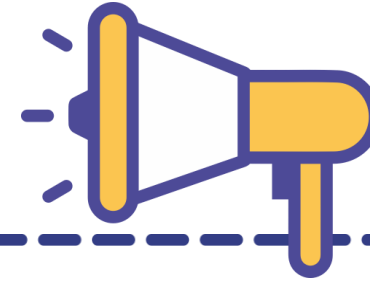
**Trip Organiser Name \***

Trip Organisers Name

**Trip Organiser Email Address \***

Trip Organisers email, preferably LSE

# Risk Assessments



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Risk assessments for trips need to be really detailed.

Have a think about risks relating to:

- Accommodation
- Personal safety / individuals being separated from the group
- Transport
- Food / allergies
- Medical emergencies/ existing conditions
- Adverse weather / natural disasters
- Loss of possessions (including passports and luggage)
- Slips, trips and injuries
- Political unrest
- Specific risks related to trip activities (eg. hiking, restaurant trips, nights out etc.)

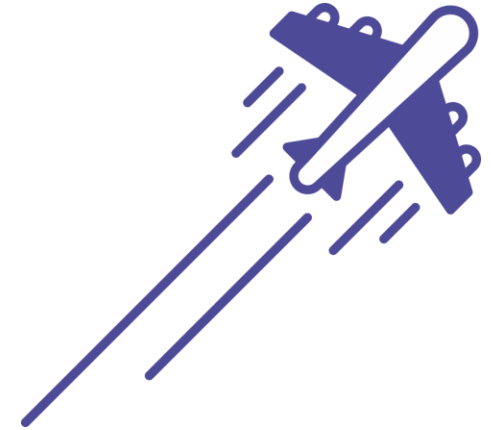


# Travel and Accommodation – A Few Things to Consider



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- Will everyone travel and stay together?
- What transfers are required?
- Are any group discounts available?
- How will you allocate rooms? Do people have sharing preferences/ requirements?
- Is the accommodation location somewhere safe, and a reasonable distance from your activities?
- Might people want to stay on in the location? If so, are you willing to accommodate this, and how will you track this?
- Is the accommodation accessible?
- Is the accommodation affordable for everyone?





# Payments – Top Tips



- Decide if the trip will be self-funded, partially funded, or fully funded by your group
  - Spend time considering affordability vs. accessibility
  - Consider additional funding options, such as SUF or the Participation Fund.
- Please submit any contracts or invoices to the SU as soon as you receive them, so that we can sign or process them on your behalf.
  - If a company can provide an invoice for any services (eg. Flights, accommodation, activities etc.), then this is the best method! If not, please chat to your staff lead.
- If you're selling tickets, this will need to be done through Native.
  - Consider timeframes of payments – the weekly finance turnaround times still apply!

# Participant Information



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By 3 weeks before departure, we'll need the following details for each attendee:

- Full name
- Email address
- D.O.B
- Passport Number
- Travel Insurance Number
- Emergency Contact Details

## Travel Information Form

All students travelling on trips must fill this in 14 days prior to the departure date. This information is collected so the SU can respond quickly to any incidents. All information is deleted following the trip.

Name \*

LSE Email Address \*

Other ▾

Add another

D.O.B- you must be over 18 at the time of travel \*

MM/DD/YYYY

Are you a Sports Club or Society? \*

Please select an option ▾

# Sport Trips



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## Insurance

- If you're playing sport, this is automatically covered by SU insurance.
- However, anything that's not sport, is not covered, so you'll need to arrange your own

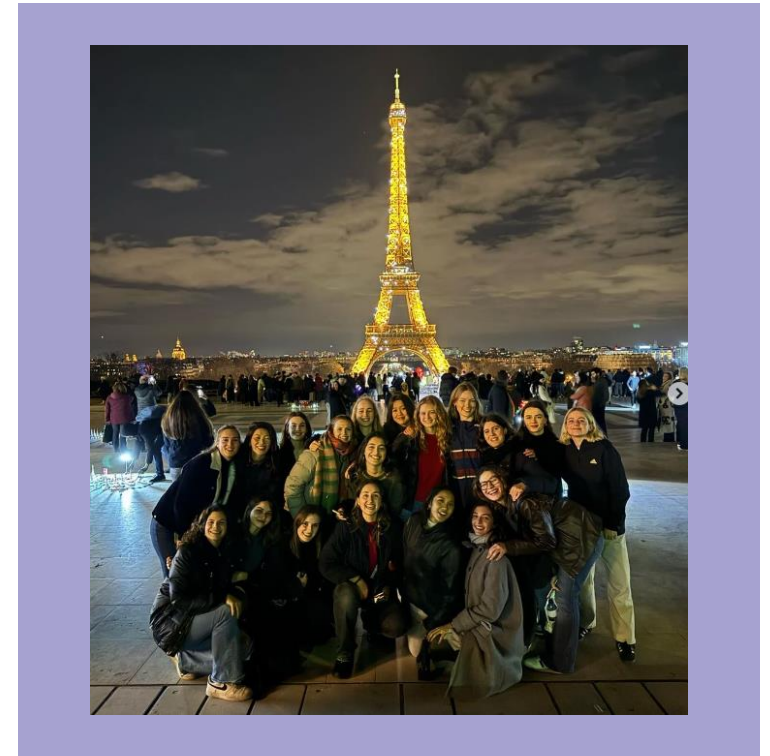
## Risk Assessments

- Please ensure the sport is factored into the risk assessment

## Trip/ Tour Companies

- If you're doing a Sports Tour, you'll need to use a tour provider, such as Nuco, ILOVETOUR etc.

The SU won't be responsible for any missing kit or damaged equipment, so please look after everything while you're away!



# If things don't go to plan...

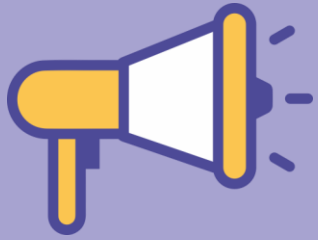


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- ✓ Know the local emergency services contact numbers and share with group
- ✓ Contact your SU emergency contact – only in case of emergency
- ✓ If appropriate, address the situation with the rest of the group on the trip
- ✓ If any next-of-kin contact is required, LSE/ the SU will do this on your behalf
- ✓ Upon return, complete an Incident Report Form
- ✓ Report any near misses to the SU straight away through the form





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# Trip Leader Responsibilities

## 01. Main contact with SU

Trip form submission, risk assessments, budgets, attending meetings.

## 02. Representing LSESU

Ensuring Code of Conduct is upheld, monitoring behaviour of attendees

## 03. Managing the budget

Ensuring any spending fits within the budget, finding the most cost efficient options for travel and accommodation etc.

## 04. Participant welfare and safety

Completing any necessary reporting forms, researching accommodation, knowing emergency procedures, checking in on individuals

## 05. Providing details to attendees

Itinerary, expected additional costs, meeting points





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# LSESU Trip Page





**Where are you planning a  
trip to in 2024/25?**





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# Give us your feedback!

Please scan the QR Code to let us know how you found this session/the day.







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# Next Sessions

**Lunch – 13:00 – 14:00**

**Venue**

6th Floor Café for free headshots!

**Please return promptly at 13:45  
for:**

**Organising Events**

*(All Committee)*

Venue and Mezzanine

14:00 – 15:00





# THANK YOU!

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