

## Policy for REAP Trip Cancellations

The REAP Trip Committee plans and organizes two REAP trips per year – a day trip in the Fall and an overnight trip in the Spring. Members of the Trip Committee plan the activities and identify the sites to be visited, as well as the restaurants where participants will have their meals and the transportation needed to execute each trip. The per member fees for the trip are then calculated based on the anticipated costs of transportation, admission, lodging and dining. In many cases, the Committee must provide deposits to the venues members will be visiting, along with the exact number of attendees. Member fees are collected well in advance of the trip, in order that pre-trip deposits and fees can be paid and so that the venues know how many visitors to expect.

The following policy is effective with the 2022 REAP Spring trip. If a member or guest has paid their fees for the trip but must cancel for any reason, **the Chair of the Trip Committee must be notified at least one week prior to the date of the trip.** This will allow the Committee to adjust the number of attendees with the venues, when possible. The cost of transportation cannot be, and some other fees may not be adjusted, however. Therefore, **the member or guest will receive a refund of half the original fee. If the cancellation occurs before any financial commitments have been made, the member or guest will receive a full refund prior to the trip.**

Should a member or guest who is registered for the trip have a sudden illness or emergency closer than one week to the trip date, they must also notify the Chair of the Trip Committee and they will also receive a refund of half the original fee, **if there are sufficient funds remaining from the trip.**

**All post-trip refunds are contingent upon and will follow the reconciliation of the income and expenses after the trip.**

Adopted by the REAP Board January 12, 2021