

**ORGANISING**

# COACH TRANSPORT

FOR YOUR SOCIETY

## Organise coach transport for your student group

If your society is planning a trip and needs coach transport, follow these steps to make sure everything runs smoothly.

**1**

### Check How Many People Want to Go

Have a clear idea of how many people you want to take on the trip by asking your members want to attend. You will need to know this early so that you know how many seats you will need on the coach. If you plan to include transport in the event ticket price, knowing your numbers upfront will help you calculate appropriate ticket pricing.

### Contact a Coach Company for a Quote

Once you know your numbers, you can message or call coach companies to get a price.

NTSU doesn't have official partnerships with any companies, but a lot of societies choose to use Tiger European. Get a quote that works for your group and fits your budget.

**2**

**3**

### Submit an Activity Booking Form

Before any payments can be made, societies must submit an Activity Booking Form for approval.

- You must not proceed with payments or confirm a booking until the Activity Booking Form has been reviewed and approved.
- NTSU will not process any financial requests until approval is confirmed.

### Receiving a Quote and Requesting a PO Number

After you've been given a quote and want to go ahead, the coach company will usually ask you for a PO number.

A PO number (Purchase Order number):

- Lets the company know NTSU will be paying
- Helps our finance team match the payment to the right booking
- 

You get a PO number by submitting a Payment Request Form.

**4**



## Submit a Payment Request Form (to Get the PO Number)

To request your PO number:



1. Fill out a Payment Request Form
2. Choose:
  - "NTSU to pay a company"
  - "Invoice"
3. For the evidence, upload a simple Word document that just says "Requesting PO"

This allows the form to go through even though the company hasn't sent an invoice yet.

## We'll Send You the PO Number



Once your Payment Request Form is submitted:

- It will be automatically assigned a PO number
- An Opportunities Coordinator will email you with that number

You can then pass the PO number to the coach company.



## The Coach Company Sends the Invoice to NTSU

After you've given the coach company your PO number, they will send an invoice so we can arrange payment. This can happen in two ways:

- Most coach companies will send the invoice directly to you
  - You can then forward the invoice to us, and we'll attach it to your existing Payment Request Form and process it as normal.
- If you are using Tiger European, they will usually send the invoice straight to the NTSU finance team
  - Because we have a long-standing working relationship with them, our finance team can easily match their invoice to your PO number and process the payment without delays.

Either method is fine – the important thing is that the invoice reaches us so your payment can be completed.

And that's it – your coach booking is now in progress!

If you have any questions, please email [Opportunities@su.ntu.ac.uk](mailto:Opportunities@su.ntu.ac.uk)