

Budget review

Kammarkollegiet
Offentligrättsliga enheten
Box 2218
103 15 Stockholm

Instructions for completing the form are on page 2.

Name of party and corporate ID number	
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1. Type of travel operation and means of transport

Package trips				
Bus	Boat	Charter flight	Scheduled flight/train	No transport

Linked travel arrangements				
Bus	Boat	Charter flight	Scheduled flight/train	No transport

2. Terms of payment

Registration fee per traveller in SEK	Average number of days before departure that the registration fee was paid	Number of days before departure that final payment was made
Number of days before departure that flight tickets were paid	Proportion of the trip's price that the tickets accounted for, in SEK/percent	Other conditions, e.g., arrears

3. Budget review

Year	Month	Number of travellers	Gross income in SEK (thousands)

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I hereby declare that the above information is correct and complete.		
Signature of authorised signatory	Name in block letters	Date



Instructions for completing the form

<p>1. Type of travel operation and means of transport Each form must include either one kind of package trip or one linked arrangement. You thus may need to complete several forms.</p> <p>'Means of transport' refers to transportation to and from the destination, not transfers at the destination. If you have arranged trips using several different means of transport, you will also need to complete several forms.</p>	<p><i>Example 1</i> If you have a package trip to Germany by bus, the form should arranged be completed in this way::</p> <table border="1" data-bbox="842 369 1145 421"> <tr><th colspan="5">Påstämmande</th></tr> <tr><th>Buss</th><th>Båt</th><th>Charterflyg</th><th>Regulerad flyg/fåg</th><th>Ingen transport</th></tr> <tr><td>x</td><td></td><td></td><td></td><td></td></tr> </table> <p><i>Example 2</i> If you have sold airline tickets to the United States and make it easy for your travellers to book accommodation with another company after purchase, the form should be filled in as follows:</p> <table border="1" data-bbox="842 571 1145 622"> <tr><th colspan="5">Särskilda researrangemang</th></tr> <tr><th>Buss</th><th>Båt</th><th>Charterflyg</th><th>Regulerad flyg/fåg</th><th>Ingen transport</th></tr> <tr><td></td><td></td><td></td><td>x</td><td></td></tr> </table>	Påstämmande					Buss	Båt	Charterflyg	Regulerad flyg/fåg	Ingen transport	x					Särskilda researrangemang					Buss	Båt	Charterflyg	Regulerad flyg/fåg	Ingen transport				x	
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<p>2. Terms of payment Each form must include one kind of arrangement using the same payment terms. You thus may need to complete several forms.</p> <p>If the airline ticket was not included in the registration fee or final payment, it should be entered separately.</p>	<p><i>Example 1</i> You have sold package trips that include scheduled flights, and the registration fee was paid on average 90 days before departure. Flight tickets were paid for separately 60 days before departure and constituted 30% of the price for the package trip. Final payment was no later than 30 days before departure. The form should be completed as follows:</p> <table border="1" data-bbox="842 862 1045 949"> <tr><th>Antal dagar före avresa till utlandsresan</th><th>Antal dagar före avresa till utlandsresan</th><th>Antal dagar före avresa till utlandsresan</th></tr> <tr><td>1000</td><td>90</td><td>30</td></tr> <tr><th>Antal dagar före avresa till utlandsresan</th><th>Antal dagar före avresa till utlandsresan</th><th>Antal dagar före avresa till utlandsresan</th></tr> <tr><td>60</td><td>30%</td><td>-</td></tr> </table>	Antal dagar före avresa till utlandsresan	Antal dagar före avresa till utlandsresan	Antal dagar före avresa till utlandsresan	1000	90	30	Antal dagar före avresa till utlandsresan	Antal dagar före avresa till utlandsresan	Antal dagar före avresa till utlandsresan	60	30%	-																		
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<p>3. Budget review A budget review should reflect the same months you specified in your latest budget.</p> <p>Under 'Number of travellers', enter the number of individuals who travelled during a certain month or date. For occasional arrangements (one or two departures per month), provide the date for the arrangement in the 'Month' box.</p> <p>Gross income is the expected price of the trips multiplied by the number of travellers.</p>	<p><i>Example 1</i> You sold trips to 10 people who travelled in October after paying a total of 200,000 SEK for the trip. There were no trips in November, so you write '0' under 'Number of travellers' and 'gross income', as shown below:</p> <table border="1" data-bbox="842 1120 989 1198"> <tr><th>År</th><th>Månad</th><th>Antal resenärer</th><th>Bruttobesätt i 1000000 SEK</th></tr> <tr><td>19</td><td>okt</td><td>10</td><td>200</td></tr> <tr><td>19</td><td>nov</td><td>0</td><td>0</td></tr> </table> <p><i>Example 2</i> You arranged only one group trip for 15 people on a certain date in December. Complete the form as shown below:</p> <table border="1" data-bbox="842 1321 989 1377"> <tr><th>År</th><th>Månad</th><th>Antal resenärer</th><th>Bruttobesätt i 1000000 SEK</th></tr> <tr><td>19</td><td>1/12 - 8/12</td><td>15</td><td>150</td></tr> </table>	År	Månad	Antal resenärer	Bruttobesätt i 1000000 SEK	19	okt	10	200	19	nov	0	0	År	Månad	Antal resenärer	Bruttobesätt i 1000000 SEK	19	1/12 - 8/12	15	150										
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<p>Package trips A package trip consists of at least two of the following travel services:</p> <ul style="list-style-type: none"> • Passenger transport. • Accommodation that does not form an integral part of the passenger transport and is not used as a place of residence. • Car rental, or motorcycle rental requiring a category A driving licence. • Tourist services that are not an integral part of any of the aforementioned travel services, such as spas, cooking classes, or event tickets. <p>Accordingly, a package trip may consist of only hotel accommodation and a concert ticket without transport, or perhaps a plane ticket and car rental without accommodation. If accommodation is not included, the trip must last longer than 24 hours.</p> <p>Linked travel arrangements Linked travel arrangements are where a traveller is offered several services they can purchase from different companies on separate agreements; for example, purchase of air travel through one agreement, hotel accommodation through another, and excursions through a third agreement. In such cases, it is the first travel operator—that is, the one who facilitates all the other purchases—who is liable for organising travel guarantees for its part of the arrangement. This is similar to linked booking procedures described above under 'Package trips', but an important difference is that, for linked travel arrangements, no details about the traveller are forwarded from the first company.</p> <p>For further information about the rules on travel guarantees, please visit the Swedish Legal, Financial and Administrative Services Agency's website: www.kammarkollegiet.se</p>																															