

# Budget

Instructions for completing the form are on page 2.

Kammarkollegiet  
Offentlighetsenheten  
Box 2218  
103 15 Stockholm

Name of party and corporate identification 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 flights	Scheduled flight/train	No transport

## 1. Terms of payment

Registration fee per traveller in SEK	Average number of days before departure that the reg. fee is paid	Number of days before departure that final payment is made
Number of days before departure that airline tickets are paid for	Proportion of the trip's price that the tickets account for, in SEK/percent	Other conditions, e.g., arrears
State the cost in SEK per person for home transportation and accommodation pending home transportation in the event of bankruptcy/insolvency		

## 2. Budget

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

I hereby declare that the above information is correct and complete. The Legal, Financial and Administrative Services Agency must be informed if there are any changes to the information provided.		
Signature of authorised signatory	Name in block letters	Date



Instructions for completing the form

<p><b>1. Type of travel operation and means of transport</b> Each form must include either one kind of package trip or one linked arrangement. You thus may need to complete several budget forms.</p> <p>'Means of transport' refers to transportation to and from the destination, not transfers at the destination. If you arrange trips using different means of transport, you will also need to complete several budget forms.</p>	<p><b>Example 1</b> If you are arranging a package trip to Germany by bus, you should fill in the form in this way:</p> <table border="1" data-bbox="842 324 1145 376"> <tr><th colspan="5">Fyllt ut</th></tr> <tr><th>Bus</th><th>Ål</th><th>Charterflug</th><th>Regjärflug/Tåg</th><th>Ingen transport</th></tr> <tr><td>x</td><td></td><td></td><td></td><td></td></tr> </table> <p><b>Example 2</b> If you sell 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="842 526 1145 573"> <tr><th colspan="5">Sammanställt researrangemang</th></tr> <tr><th>Bus</th><th>Ål</th><th>Charterflug</th><th>Regjärflug/Tåg</th><th>Ingen transport</th></tr> <tr><td></td><td></td><td></td><td></td><td>x</td></tr> </table>	Fyllt ut					Bus	Ål	Charterflug	Regjärflug/Tåg	Ingen transport	x					Sammanställt researrangemang					Bus	Ål	Charterflug	Regjärflug/Tåg	Ingen transport					x
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<p><b>2. Terms of payment</b> Each budget form may include a single kind of arrangement using the same payment terms. You thus may need to complete several forms. Any special travel terms should also be enclosed.</p> <p>If the airline ticket is not included in the registration fee or the final payment, it should be entered separately.</p> <p>According to the new legislation, you must state an estimated cost for home transportation and accommodation pending home transportation for each traveller in the event of bankruptcy or insolvency. If you are not able to estimate this cost, the Legal, Financial and Administrative Services Agency has a standard rate that can be applied. Applies only to charter, bus or boat. See Example 2.</p>	<p><b>Example 1</b> You sell package trips that include scheduled flights, and the registration fee is on average paid 90 days before departure. Flight tickets are paid for separately 60 days before departure and constitute 30% of the price for the package trip. Final payment is made no later than 30 days before departure. The form should be completed as follows:</p> <table border="1" data-bbox="842 766 1045 855"> <tr><th>Antal resenärer per månad</th><th>Antal dagar i månaden resenärer är avgiftsansvariga för</th><th>Antal dagar i månaden resenärer betalar för separat</th></tr> <tr><td>1000</td><td>90</td><td>30</td></tr> <tr><th>Antal dagar i månaden resenärer betalar för separat</th><th>Antal dagar i månaden resenärer betalar för separat</th><th>Antal dagar i månaden resenärer betalar för separat</th></tr> <tr><td>60</td><td>30%</td><td>-</td></tr> </table> <p><b>Example 2</b> You sell a package trip within Sweden and estimate the cost to be 400 SEK. Complete the form as shown below:</p> <table border="1" data-bbox="842 974 1145 1012"> <tr><td>Angiv kostnaden i kronor per person för hemtransport och övernattningskostnader till hemtransport vid eventuellt konkurs/insolvens</td><td>400</td></tr> </table>	Antal resenärer per månad	Antal dagar i månaden resenärer är avgiftsansvariga för	Antal dagar i månaden resenärer betalar för separat	1000	90	30	Antal dagar i månaden resenärer betalar för separat	Antal dagar i månaden resenärer betalar för separat	Antal dagar i månaden resenärer betalar för separat	60	30%	-	Angiv kostnaden i kronor per person för hemtransport och övernattningskostnader till hemtransport vid eventuellt konkurs/insolvens	400																
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<p><b>3. Budget</b> The budget should preferably include planned activities 12 months in advance. Do not record in the budget when you receive payment from your travellers, since that is governed according to the payment terms you specified previously.</p> <p>Under 'Number of travellers', enter the expected number of travellers that will be departing for 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><b>Example 1</b> You are planning to sell trips for 10 people who will travel in October, and they have paid a total of 200,000 SEK for the trip. You do not have any trips planned for November, and you therefore write '0' under 'Number of travellers' and 'gross income', as shown below:</p> <table border="1" data-bbox="842 1227 992 1303"> <tr><th>År</th><th>Månad</th><th>Antal resenärer</th><th>Bruttointäkter i 1000-tal kronor</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><b>Example 2</b> You plan to arrange only <i>one</i> group trip for 15 people on a certain date in December. Complete the form as shown below:</p> <table border="1" data-bbox="842 1429 992 1480"> <tr><th>År</th><th>Månad</th><th>Antal resenärer</th><th>Bruttointäkter i 1000-tal kronor</th></tr> <tr><td>19</td><td>1/12 - 8/12</td><td>15</td><td>150</td></tr> </table>	År	Månad	Antal resenärer	Bruttointäkter i 1000-tal kronor	19	okt	10	200	19	nov	0	0	År	Månad	Antal resenärer	Bruttointäkter i 1000-tal kronor	19	1/12 - 8/12	15	150										
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#### Package trips

A package trip consists of at least two of the following travel services:

- 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.

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.

#### Linked travel arrangements

Linked travel arrangements are where a traveller is offered several services they can purchase from different companies with 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.

For further information about the rules regarding travel guarantees, please visit the Swedish Legal, Financial and Administrative Services Agency's website: [www.kammarkollegiet.se](http://www.kammarkollegiet.se)