

Company:

1. Type of arrangement and mode of transport

Use a separate form for each type of arrangement involving the same mode of travel and the same terms of payment. Tick the appropriate boxes to indicate what the budget is for.

<input type="checkbox"/> Package tours	<input type="checkbox"/> Transport only	<input type="checkbox"/> Tours that resemble packages	<input type="checkbox"/> Acad-emic year
<input type="checkbox"/> Bus <input type="checkbox"/> Boat <input type="checkbox"/> Charter flight <input type="checkbox"/> Regular flight/Train <input type="checkbox"/> No transport	<input type="checkbox"/> Bus <input type="checkbox"/> Air	<input type="checkbox"/> Bus <input type="checkbox"/> Boat <input type="checkbox"/> Charter flight <input type="checkbox"/> Regular flight/Train	

2. Terms of payment

Indicate the terms of payment that apply for the arrangement budgeted below. If special conditions apply to travel, they are to be attached.

Registration fee and cancellation insurance per person. SEKto be paid (on average)..... days before departure.	Final payment no later than days before departure.	Other terms (e.g. payment in arrears).....
If tickets for regular flights are included, state how long before departure (on average) they have to be paid for		
What percentage of the price of the arrangement consists of the air tickets		

3. Budget

Should preferably cover the planned arrangements for the coming 12 months. Write SEK 0 for months for which no arrangement is planned.

Number of travellers = Expected number of travellers who will depart within a specific month or on a specific date (for infrequent arrangements, i.e. one or two departures per month, give the date of the arrangements in the column headed "Month").

Gross revenue = Expected revenue (including VAT), i.e. the number of travellers multiplied by the price of the arrangement.

Year	Month	Number of travellers	Gross revenue in SEK '000s

Year	Month	Number of travellers	Gross revenue in SEK '000s

4. Authorized signature

Authorized signatory's signature	Name in print	Date

Package tours

A package tour consists of at least two of the following services:

- Transport
- Accommodation
- Tourist services, e.g. car rental, spa facilities or tickets to events

A package tour may therefore comprise no more than hotel accommodation and a ticket to a concert without any transport. Or maybe an air ticket and a rental car with no accommodation. If a tour does not include accommodation it must last for longer than 24 hours.

The regulations on travel guarantees apply to everyone who arranges or retails packages. In other words it does not matter if the package is arranged by a private individual or a legal entity or if it is sold at a profit or not. Nor does it matter whether the arrangement has been planned in advance or created specifically at the traveller's request. The requirement to lodge a guarantee also applies when package tours have been divided up into different services for the purposes of invoicing and payment.

Travel arrangements that resemble packages

Even if the transport and the accommodation is booked separately the Travel Guarantee Act may apply in some circumstances. If, for example, an internet travel provider receives bookings for hotel accommodation and air tickets from one and the same traveller but through different search engines, the arrangement can be considered to "resemble a package" and is then subject to the Travel Guarantee Act.

Transport only/places on charter flights

If an operator of package tours sells only transport, for instance by offering seats on charter flights, the Travel Guarantee Act still applies – even though the traveller has only paid for transport.

Educational visits/the academic year

If accommodation is provided in connection with an educational arrangement, the Travel Guarantee Act applies, even if the accommodation is free of charge.