



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.

Grid of checkboxes for Package tours, Transport only, Tours that resemble packages, and Academic year, with sub-options like Bus, Boat, Charter flight, etc.

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.

Form for payment terms including registration fee, final payment, and other terms, with fields for days before departure and percentage of 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.

Table with 4 columns: Year, Month, Number of travellers, Gross revenue in SEK '000s.

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4. Authorized signature

Form for authorized signature with fields for Authorized signatory's signature, Name in print, and 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.