

HOW TO ENTER YOUR TOUR OPERATOR TRIP RETURNS

ACTIVITY CODES

- Please send original to nominated Parks Victoria Licensed Tour Operator Business Contact Officer
- Calculation must be for each person, for each day of each trip. (Please do not calculate trip returns based on total number of people x total days for the complete quarter as this will result in an **overpayment** - see incorrect formula below)

Example: For one quarter, total amount owing for bushwalking (A2) in Alpine NP

Correct formula

10 adults x 4 days = 40 40 x \$1.10 = \$44.00

9 adults x 3 days = 27 27 x \$1.10 = \$29.70

Sub-total for Bushwalking: \$73.70 (adults)

Incorrect formula

For seven days of one quarter, 19 adults in total did a bushwalking tour.

7 days x 19 adults = 133 133 x \$1.10 = **\$146.30**

Example: For one quarter total amount owing for four wheel drive tours (J2) in Alpine NP

Correct formula

5 adults x 1 day = 5 5 x \$1.10 = \$5.50

7 students x 3 day = 21 21 x \$0.75 = 15.75

Sub-total: \$5.50 (adults) \$15.75 (students) Total for 4WD: \$ 21.25

Total all activities/cheque amount: (\$73.70 + \$21.25) = \$94.95

- Group all trips/tours for each park location and activity in the same area of the trip return form.
Eg all trips for X location for X activity to be listed one after the other - tours are not required to be listed in chronological order.
- Please list only the key activity per tour. If the tour has more than one key activity please list them as follows: A2/B3/K2

A1	Birdwatching
A2	Bushwalking
A3	Spotlight Tours/Night walks
A4	Coastal Walking (Marine Parks/Marine Sanctuaries)
A5	Wildlife Viewing
A6	Heritage Tours
A7	Physical Fitness Education
B1	Boat Tours: Motorised
B2	Boat Tours: Non-motorised
B3	Canoeing/Kayaking
B4	Rafting
B5	Sea Kayaking
B6	Diving
B7	Snorkelling
B8	Surfing/Surf Education
B9	Kite Surfing
B10	Wind Surfing
B11	Seal Tours
B12	Stand Up Paddle Boarding
C1	Abseiling
C2	Caving
C3	Rock Climbing
C4	Tree Climbing
D1	Ballooning
D2	Hang-gliding
D3	Para-gliding
E1	Camel Riding
E2	Horse Drawn Wagon Tours
E3	Horse Riding
G1	Fishing/Angling
H1	Fossicking/Prospecting/Gold Panning
J1	Coach/Bus Tours
J2	Four Wheel Drive Tours
J3	Trail/ Quad Bike Tours
J4	Motor Cycle Tours
J5	Car/Limousine Tours
K1	Bicycle Touring
K2	Mountain Bike Riding
L1	Ski Touring
L2	Snow Shoe Tours
L3	Dog Sled tours

FEES & CHARGES

Use fee charges (GST inclusive)

\$1.10 per person/per day
\$0.75 per school student and children (16yrs & under) led by an LTO

Location	Activity code	No. of Adults	x No. of days/trip	total	A x \$1.10 = total	No. of students/child	x No. of days/trip	total	B x \$0.75 = total	A+B totals =Cheque total
Alpine NP	A2	10	4	40	\$44.00					44.00
Alpine NP	A2	9	3	27	\$29.70					29.70
Alpine NP	J2	5	1	5	\$5.50	7	3	21	\$15.75	21.25
										\$94.95

Please download extra forms at www.parkweb.vic.gov.au/guidedtours

- Please tick
- | | |
|------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> 1 July—30 September | <input type="checkbox"/> 1 January—31 March |
| <input type="checkbox"/> 1 October—31 December | <input type="checkbox"/> 1 April—30 June |

For any queries, please contact your
Tour Operator Liason Officer
Ph: 03 8627 4841.