



# 2002 ECONOMIC CENSUS

## TRAVEL ARRANGEMENT AND RESERVATION SERVICES

OMB No. 0607-0887: Approval Expires 09/30/2004

**DUE DATE**  
**FEBRUARY 12, 2003**

**Mail** your completed form to:  
**U.S. CENSUS BUREAU**  
1201 East 10th Street  
Jeffersonville, IN 47134-0001

AS-56103

**Please read** the accompanying information sheet(s) before answering the questions.

**Need help or have questions about filling out this form?**

**Visit** our Web site at [www.census.gov/econhelp](http://www.census.gov/econhelp)

**Call** 1-800-233-6136, between 8:00 a.m. and 8:00 p.m., Eastern time, Monday through Friday.

- OR -

**Write** to the address above. Include your 11-digit Census File Number (CFN) printed in the mailing address.

**INFORMATION COPY  
DO NOT USE TO REPORT**

(Please correct any errors in this mailing address.)

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ink.
- Do not use pencil.
- Place an "X" inside the box.
- Please center numbers in their respective boxes. Examples:
- Do not put slashes through 0 or 7.

<input checked="" type="checkbox"/>	0	1	2	3	4	5	6	7	8	9
-------------------------------------	---	---	---	---	---	---	---	---	---	---

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed. For further clarification, see information sheet(s).

**1 MONTHS IN OPERATION**

Number of months in operation during 2002 (If none, mark "X" and go to 29.) . . . . . 0002

2002	
Number of months	

Mark "X" if None

**2 EMPLOYER IDENTIFICATION NUMBER**

Is the Employer Identification Number (EIN) shown in the mailing address the same as the one used for this establishment on its latest 2002 Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return?

0021  Yes      0022  No - Enter current EIN (9 digits) → 0025

**3 PHYSICAL LOCATION**

**A. Is this establishment's physical location the same as shown in the mailing address?**  
(P.O. box and rural route addresses are not physical locations.)

0031  Yes

0032  No - Enter physical location →

0035 Number and street		
0036 City, town, village, etc.	0037 State	0038 ZIP Code

**B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?**

0041  Yes      0042  No      0043  No legal boundaries      0044  Do not know

**C. Type of municipality where this establishment is physically located**

0046  City, village, or borough      0047  Town or township      0048  Other or do not know



56103013

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.

If a figure is \$1,025,628.79:

If a value is "0" (or less than \$500.00):

Report    
 Report

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.
1	0 2 6	

**4 SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

Report operating receipts of this establishment

- Travel agents, ticket offices/agencies, and reservation systems should include commissions or fees, not gross sales.
- Tour operators should include the difference between the selling price of their tours and the amount paid to suppliers.
- Convention, visitor, and tourist information bureaus should report total revenue, including contributions, gifts, and grants.

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

Operating receipts. . . . . 0100

**5 E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE**

**A.** Did this establishment have any e-commerce sales, receipts, and/or revenue in 2002? (E-commerce includes sales, receipts, and/or revenue from any transaction completed over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods or services may or may not be made online. Please see the information sheet(s) for further clarification.)

0181  Yes - Go to line B

0182  No - Go to 6

2002		
Estimates are acceptable		
\$ Mil.	Thou.	Dol.

**B.** E-commerce sales, receipts, and/or revenue of this establishment (Include e-commerce sales, receipts, and/or revenue in 4. Exclude sales taxes.) . . . . . 0185

**6 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown in the mailing address or corrected in 2.

**Exclude:**

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.

For further clarification, see information sheet(s).

Mark "X" if None

2002	
Number	

**A.** Number of employees for pay period including March 12 . . . . . 0320

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

**B.** Payroll before deductions (Exclude employer's cost for fringe benefits.)

1. Annual payroll . . . . . 0300

2. First quarter payroll (January-March, 2002). . . . . 0310



56103021

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

**7** LEASED EMPLOYMENT AND PAYROLL

**A.** Did this establishment have any full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN?

**Exclude:**

- Temporary staffing obtained from a staffing service.
- Contractors, subcontractors, or independent contractors.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services.
- Employees already reported in **6**.

For further clarification, see information sheet(s).

0241  Yes - Go to line B

0242  No - Go to **13**

Mark "X" if None

2002		
Number		

**B.** Number of leased employees for pay period including March 12. . . . . 0370

**C.** Payroll for leased employees before deductions (Exclude employer's cost for fringe benefits.)

**1.** Annual payroll for leased employees . . . . . 0350

2002		
\$ Mil.	Thou.	Dol.

**2.** First quarter payroll for leased employees (January-March, 2002) . . . . . 0360

Mark "X" if None

2002		
\$ Mil.	Thou.	Dol.

**8-17** Not Applicable.

**18** KIND OF BUSINESS OR ACTIVITY

Principal kind of business or activity in 2002  
(Mark "X" only ONE box.)

**Travel agencies and tour operators**

0700 561 510 00 12  Travel agencies

561 520 00 10  Tour operators, assembling tour packages and selling directly to travelers or through other travel agencies

**Other travel arrangement and reservation services**

561 599 50 23  Independent ticket agencies, including airline, railroad, bus, theatrical, sports, amusement, and recreation

561 599 60 13  Reservation systems, including airlines, hotels, and restaurants

561 599 60 21  Vacation time share exchange services

561 591 00 14  Convention and visitor bureaus

561 591 00 22  Tourist information bureaus

CONTINUE WITH **18** ON PAGE 4

56103039

**18** KIND OF BUSINESS OR ACTIVITY - Continued

**Other travel arrangement and reservation services - Continued**

- 0700 561 599 20 12  Automobile clubs
  - 561 599 20 20  Other membership travel clubs
  - 777 560 00 21  Other travel arrangement and reservation services - *Specify* ↴
- 0701

**Transportation services**

- 485 320 00 30  Limousine or luxury sedan **with drivers**, excluding scheduled airport shuttle services
  - 485 510 10 38  Bus charter services, local
  - 485 510 20 36  Bus charter services, interstate or interurban
  - 487 110 10 20  Sightseeing bus, trolley, or steam train excursions
  - 487 210 10 11  Scenic and sightseeing, including dinner cruises, excursions, and harbor tours
  - 487 990 10 25  Sightseeing airplanes or helicopters
  - 487 990 20 23  Aerial tramways and cable lifts, scenic or sightseeing
  - 488 510 10 65  Freight forwarding services
  - 488 510 20 63  Shipping agents or brokers
  - 777 560 00 62  Other transportation services - *Specify* ↴
- 0701
- 488 510 20 89  Other freight brokers or arrangers - *Specify* ↴
- 0701

**Other kind of business or activity**

- 773 000 00 10  Other kind of business or activity - *Specify* ↴
- 0701

**19** CLASS OF CUSTOMER

*Estimate the percentage of receipts (reported in 4) by class of customer.*

<b>1.</b> Individuals ( <i>Include receipts from individually owned businesses on lines 2 and 3 as appropriate.</i> ) . . . . .	3100	
<b>2.</b> Travel agencies and other resellers . . . . .	3110	
<b>3.</b> All other business firms, farms, and not-for-profit organizations . . . . .	3108	
<b>4.</b> Federal government . . . . .	3105	
<b>5.</b> State and local governments . . . . .	3106	
<b>6. TOTAL</b> ( <i>Sum lines 1 through 5</i> ) . . . . .		

2002	
Whole percent of receipts	
	%
	%
	%
	%
1 0 0	%

56103047

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

20-21 Not Applicable.

HOW TO REPORT PERCENTS

If figure is **38.76%** of total sales:

**Report whole percents**

2002

Estimates are acceptable. Report dollars OR percents.

\$ Mil.	Thou.	Dol.	Percent
			3 9

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

(Report receipts by source either as a dollar figure or as a whole percent of total receipts (reported in 4). See HOW TO REPORT DOLLAR FIGURES on page 2 and HOW TO REPORT PERCENTS above. Do not combine data for two or more receipts lines.)

**Line 1** - Report commissions and fees from the sale of passenger transportation, cruises, lodging, car rentals, and event tickets. For packaged tours, report the difference between the selling price of tours (wholesale or retail) and the amount paid to suppliers.

**Line 1j** - Report receipts from provision of access to computerized database and reservation systems.

**Line 1k** - Report receipts from provision of computerized hosting services for posting the travel information of travel providers in computerized reservation systems databases.

**Line 2a** - Report the difference between the selling price of tours (wholesale or retail) and the amount paid for the individual components of the package.

**Line 2b** - Report receipts from trip planning, including assembling travel information, advice and plans.

**Line 3** - For lines **3a, 3b, 3c,** and **3d,** report receipts or allocate appropriations or tax revenue to the services supported.

**Line 3a** - Report receipts from provision of assistance to clients in locating meeting space, preparing and gathering customized proposals, checking hotel availability, arranging escorted site inspections of the venues and providing meeting planner guides, web site access or other reference materials with destination details. This includes negotiating special group rates for lodging.

**Line 3b** - Report receipts from services providing registration personnel with local residents who know the city, ensuring that clients meet necessary professionals within the local market, assisting clients in scheduling shuttle services, limo pickups for VIPs and any special assistance needed for handicapped attendees.

**Line 4b** - Report receipts from provision of time-share exchange services to owners of time-share units.

**Line 4c** - Report receipts from provision of information to condominium time-share developers regarding standards and amenities required to make time-shares exchangeable, including advice in the creation of sales contracts and training sessions for the sales staff.

Description of sales, shipments, receipts, or revenue	Census use	2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
<b>1. Reservation services, including commissions and fees from the sale of passenger transportation, lodging, and other travel services</b>					
<b>a.</b> Airline seats, international travel . . . . .	37911				
<b>b.</b> Airline seats, domestic travel . . . . .	37912				
<b>c.</b> Rail seats . . . . .	37913				
<b>d.</b> Vehicle rental . . . . .	37914				
<b>e.</b> Cruises . . . . .	37915				
<b>f.</b> Lodging . . . . .	37916				
<b>g.</b> Packaged tours . . . . .	37917				
<b>h.</b> Event tickets . . . . .	37918				
<b>i.</b> Other services, including ferry, bus, and airport shuttle . . . . .	37919				

CONTINUE WITH 22 ON PAGE 6

56103054

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Cen- sus use	2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
<b>1. Reservation services, including commissions and fees from the sale of passenger transportation, lodging, and other travel services - Continued</b>					
<b>j.</b> Subscription fees for use of computerized reservation system . . . . .	37921				
<b>k.</b> Travel data warehousing services . . . . .	37922				
<b>l. Sum lines 1a through 1k</b> . . . . .	37910				
<b>2. Other travel arrangement services</b>					
<b>a.</b> Packaged tours, including arranging, assembling, and marketing tour packages to travel agents, tour wholesalers, and/or individuals					
<b>(1)</b> International . . . . .	37931				
<b>(2)</b> Domestic . . . . .	37932				
<b>(3)</b> Reselling tours acquired from other tour operators . . . . .	37933				
<b>(4) Sum lines 2a(1) through 2a(3)</b> . . . . .	37930				
<b>b.</b> Trip planning, including assembling travel information, advice, and plans. . . . .	37940				
<b>c.</b> Commission or fees from sale of travel insurance . . . . .	37950				
<b>d.</b> Sale of travel accessories and other travel related merchandise . . . . .	37960				
<b>e.</b> Fees received for obtaining travel documents for customers . . . . .	37970				
<b>f.</b> Fees received for sale of travelers checks . . . . .	37980				
<b>g.</b> Fees received for foreign exchange services . . . . .	37990				
<b>h.</b> Fees from wire transfer services of currencies . . . . .	38000				
<b>i.</b> Sale of corporate travel management software . . . . .	38010				
<b>j.</b> Other travel arrangement services, including cellular phone service and emergency travel services . . . . .	38020				
<b>3. Services provided to support conventions and promote tourism, including services funded through local appropriations or tax receipts</b>					
<b>a.</b> Pre-convention organizational services . . . . .	38030				
<b>b.</b> Convention support services . . . . .	38040				
<b>c.</b> Visitor information and sightseeing tour services . . . . .	38050				
<b>d.</b> Research service on tourism . . . . .	38060				

CONTINUE WITH **22** ON PAGE 7

56103062

If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

**22** DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE - Continued

Description of sales, shipments, receipts, or revenue	Census use	2002			
		Estimates are acceptable. Report dollars OR percents.			
		\$ Mil.	Thou.	Dol.	Percent
0723	0720	0721			0722
<b>4. Other services</b>					
<b>a.</b> Automobile clubs, road and travel services - dues and fees from members	38070				
<b>b.</b> Condominium time-share exchange services . . . . .	38080				
<b>c.</b> Consulting services for time-share developers, including information regarding standards and amenities to make time-shares exchangeable . . .	38090				
<b>5.</b> All other operating receipts - Specify if more than 10 percent of total receipts ↴					
	39553				
<b>6. TOTAL OPERATING RECEIPTS - Sum of lines should equal 4 if reporting in dollars</b> . . . . .	39690				1 0 0

**23-24** Not Applicable.

**25** EXPORTED SERVICES

**NOTE** - An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

**A.** Did the receipts or revenue (reported in 4) include any amounts for exported services?

- 0911  Yes - Go to line B
- 0912  No

2002		
\$ Mil.	Thou.	Dol.

**B.** Amount of receipts or revenue for exported services . . . . . 0914

**26** SPECIAL INQUIRIES

SUPPORT SERVICES

Was this establishment primarily engaged in providing management, administrative, or support services to other establishments of the same company (rather than for the general public or other business firms) in 2002?

- 0998  Yes
- 0999  No

**27-28** Not Applicable.



56103070

**29 OPERATIONAL STATUS**

Activity that best describes this establishment's status at the end of 2002  
(Mark "X" only ONE box.)

0011 <input type="checkbox"/> In operation	0014 <input type="checkbox"/> Ceased operation - Give date at right →	0018	Month	Day	Year
0013 <input type="checkbox"/> Temporarily or seasonally inactive	0015 <input type="checkbox"/> Sold or leased to another operator - Give date at right AND enter new name and mailing address below ↴				

0060 Name of new owner or operator		0061 Employer Identification Number			
		Enter EIN of new owner (9 digits) →		-	
0062 Mailing address (number and street, P.O. Box, etc.)					
0063 City, town, village, etc.			0064 State	0065 ZIP Code	
				-	

Remarks (Please use this space for any explanations that may be essential in understanding your reported data.)

**30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.**

Is the time period covered by this report a calendar year?

0078 <input type="checkbox"/> Yes	0079 <input type="checkbox"/> No - Enter time period covered →	FROM	Month	Year	TO	Month	Year
		0070			0071		

0072 Name of person to contact regarding this report			0073 Title		

Telephone	Area code	Number	Extension	Fax	Area code	Number
0074		-		0075		-

0076 Internet e-mail address			Date completed	Month	Day	Year
			0069			

**Thank you for completing your 2002 Economic Census form.**  
**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

56103088