TRAVELCORP

CONFIDENTIAL TRAVEL PROFILE

Name _____ Title/Position _____
Company _____ Phone _____
Company Address _____
Fax _____ E-mail _____
Emergency Contact _____ Phone _____
Home Address _____ Phone _____
Assistant _____ Phone _____
Fax _____ E-mail _____

Passport Number_____ Issued In _____ Expires _____

Air Travel:

Class of travel preferred: _____ first _____ business _____lowest
Air Carrier preference: (In order of preference) _____
Seating request (if available): _____ aisle _____ window _____ smoking _____non-smoking _____ other
Special meals _____

Frequent flyer numbers Airline: _____ Number: _____
Airline: _____ Number: _____
Airline: _____ Number: _____
Additional requests: _____

Car Rental:

Name of company preferred: _____
Type of car: _____
Other car rental companies you may use if primary is not available: _____
Car rental personal or corporate numbers: _____
Avis _____ Budget _____
National _____ Hertz _____
Other _____
Special Requests _____

Hotels:

Hotel Preference: _____ deluxe _____ first class _____tourist class
Location Preference: _____ near airports _____ downtown _____ resort
Specific hotel chain preference: _____
Please list hotel corporate and/or personal numbers: _____

Hotel Name: _____ Number: _____
Hotel Name: _____ Number: _____
Hotel Name: _____ Number: _____
Additional lodging related preferences: _____

Credit Card:

Any travel transactions requested by me or my authorized agent via telephone or letter:

1. Credit Card company _____
   Card number _____ exp.date_____
   Name as it appears on card: _____
   Personal _____ Company _____
2. Credit Card company _____
   Card number _____ exp.date_____
   Name as it appears on card: _____
   Personal Card _____ Company Card _____
   _____ use it to charge air travel _____ use only to guarantee hotel/car

Signature _____

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