

Travel Desk Traveler Profile Sheet

| | | | | | | |
|--------------------------------|--------|----------------------------------|-------------------------------|-----------------------------|--------------------|--|
| Company Name | | | Traveler's Full Legal Name | | | |
| Company Telephone: | | | Home Telephone: | | | |
| Company Address: | | | Home Address: | | | |
| | | | | | | |
| | | | Spouse's Name: | | | |
| Credit Card Information | | | | | | |
| Type | Number | Exp Date | Bill All Air Travel | Hotel Guarantee Only | Bill Personal Only | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Seating Preference | | | | | | |
| | Aisle | | Front of Plane | | Non-Smoking | |
| | Window | | Rear of Plane | | Smoking | |
| Airline Preference | | | Frequent Flyer Numbers | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| Car Preference | | Corporate Discount Number | | Personal I.D. Number | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| Hotel Preference | | Corporate Discount Number | | Personal I.D. Number | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |

Other Information: _____

Authorized Signature: _____