



BUSINESS TRAVEL PROFILE

PERSONAL INFORMATION

Legal Name (As it appears on Driver's License or Passport):

Home Address:

Street Name:

City, State, ZIP

Home Phone and/or Cell Phone:

Email Address:

ALWAYS cc:

BUSINESS INFORMATION

Business Name:

Business Address:

Street Name:

Suite/Building#:

City, State, ZIP:

Business Phone:

Business Email:

TRAVEL DOCUMENTATION

**IF YOUR PASSPORT EXPIRES WITHIN SIX MONTHS OF YOUR RETURN TRAVEL DATE, YOU MUST RENEW YOUR PASSPORT*

Passport#:

Date of Birth:

Date of Issue:

Date of Expiration:

Issuing Authority:

**IF YOUR PASSPORT EXPIRES WITHIN SIX MONTHS OF YOUR RETURN TRAVEL DATE, YOU MUST RENEW YOUR PASSPORT*

Passport#:

Date of Birth:

Date of Issue:

Date of Expiration:

Issuing Authority:

PAYMENT INFORMATION

Credit Card Type:

Credit Card#:

Security Code:

Name as it appears on card:

Date of Expiration:

Billing Address:

Street:

City, State, ZIP:

Billing Phone#:

FLIGHT PREFERENCES-

- ☐ Aisle Seat
 - ☐ Window Seat
 - ☐ Economy/ Coach
 - ☐ Premium Economy
 - ☐ Business Class
 - ☐ First Class
 - ☐ Direct Flights Only
 - ☐ 1-2 Stops
 - ☐ Cheapest Flight to Destination (# of transfers doesn't matter)
 - ☐ Always Upgrade Automatically with Frequent Flyer Points
 - ☐ Check with client to see if they want to use Frequent Flyer Points to upgrade ticket/seat
 - ☐ Food Allergies (Please list below):
 - Keto diet (low to no carb)
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What is your preferred home airport _____?

Preferred Travel Times

Departures	Arrivals

Frequent Flyer Info #:

Airline Name:	Member #:
American	
Southwest	

HOTEL PREFERENCES

- ☐ Standard
- ☐ Deluxe
- ☐ Adjoining/Joint
- ☐ Suite (junior/mini/master)
- ☐ Apartment Style
- ☐ One Double Bed
- ☐ Two Double Beds
- ☐ Queen Bed
- ☐ King Bed
- ☐ Smoking
- ☐ Non-Smoking

Hotel Rewards #:

Hotel Chain:	Member #
Marriott	
Hyatt	
Hilton	

RENTAL CAR PREFERENCES

- ☐ Compact Car
- ☐ Mid-Sized Car
- ☐ Full-Sized Car
- ☐ Van
- ☐ Premium/Luxury Car
- ☐ Do you require a driver for this trip?
- List the dates/destinations so we can have this quoted for you
-

Rental Rewards #:

Car Rental Agency:	Member #:

ADDITIONAL PREFERENCES
