



TRAVELCORP international

Travel Profile Page 1 of 2

(800) 264-9825 email-TravelCorp

This is YOUR profile! It is kept on file and updated at your request to ensure that all information pertaining to your business travel needs and preferences is "at hand" for every trip. If any information contained in this profile should change, please let the Travelcorp know right away or simply complete a revised profile.

NEW PROFILE		PROFILE CHANGE		TRAVEL DEPT. FAX	(225) 231-4731
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Please check one above

TRAVELER INFORMATION	
*Last Name _____	Division _____
*First Name _____	Location _____
*Middle Name _____	
Gender _____	Title _____
<i>*Please enter name exactly as it appears on your photo</i>	
<u>ID/Passport</u>	
Emergency Info Below Now Required by Airlines:	
Emergency Contact/Phone: _____	
Important: Airlines now require that you present a government issued photo I.D. (i.e. drivers license, passport *or* 2 other forms of photo I.D.) at airport check-in. Please use your proper first name in completing this form.	
Ticket Delivery Address _____	Bldg _____
*Business Phone _____	Business Fax _____
*Home Phone _____	E-mail address _____
*Home Address _____	Cellular Number _____
City _____	State _____ ZIP _____
Secretary/Travel Coordinator First Name _____	Last Name _____
Secretary/Travel Coordinator Ext _____	Fax Number _____
*Please note the airlines require this information in the event of schedule changes or cancellations.	

Credit Cards (Please List Credit Card Names and Numbers)

*Business Travel (1st Option) _____ Exp _____

* Business Travel (2nd Option) _____ Exp _____

*** Travelcorp guarantees all hotel reservations for late arrival unless otherwise instructed.**

Airline Information

Important: In order to ensure proper mileage credit, your name as it appears above must be *identical* to your name as shown on all your frequent flyer accounts (including middle initials, suffixes, and prefixes). If not, please make the necessary changes directly with the airline programs.

Frequent Flyer Information and Status Levels

American ID # _____	<input type="checkbox"/> Exec Platinum	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/>
Delta ID # _____	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/>
United ID # _____	<input type="checkbox"/> Premier Exec	<input type="checkbox"/> 1K	<input type="checkbox"/> Premier	<input type="checkbox"/>

Airline _____ ID # _____ Status Level _____

Airline _____	ID # _____	Status Level _____
Airline _____	ID # _____	Status Level _____

AUTOMOBILE CLUB INFORMATION

Membership Number _____	Exp _____
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Your name again, please, just in case pages are separated!	_____
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Seat Preference

Aisle Window Smoking
 Right Side Left Side Forward
 Exit Row Bulkhead Over Wing
 Rear
 Other _____

Meal Request (optional)

Vegetarian Breakfast Lunch Dinner
 Kosher Breakfast Lunch Dinner
 Low Calorie Breakfast Lunch Dinner
 Fruit Breakfast Lunch Dinner
 Other _____

Hotel Information

Frequent Stay Programs and Status Levels

Marriott _____ ID # _____ Status Level _____
Hyatt _____ ID # _____ Status Level _____
Hilton _____ ID # _____ Status Level _____
 Other _____ ID # _____ Status Level _____
 Other _____ ID # _____ Status Level _____
 Other _____ ID # _____ Status Level _____

Room Request or Preference: Non-smoking Smoking Other _____

Special Instructions _____

Car Information

Frequent Car Rental Programs and Status Levels

Hertz _____ ID # _____ Status Level _____
 Budget _____ ID # _____ Status Level _____
 Other _____ ID # _____ Status Level _____

Request or Preference: Non-smoking Smoking Other _____

Special Instructions _____

Passport Information

Passport Number _____ Expiration Date _____
 Issue Date _____ Issue Place _____
 *Date of Birth _____ Place of Birth Citizenship _____

***Required for all airline reservations.**

I authorize Travelcorp to charge the above credit cards for applicable travel costs.

Traveler's Signature _____ **Date** _____