

# Business Traveler Profile

Today's Date: \_\_\_\_\_

## SECURE FLIGHT INFORMATION:

Traveler's Full Name: \_\_\_\_\_

(NOTE: Print or type name *EXACTLY* as it appears on your passport or government-issued ID.)

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Company: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Assistant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

Dept.: \_\_\_\_\_ Room #: \_\_\_\_\_ Senior Citizen:  Yes  No

Bill Business Travel To:  Corporate Card  Personal Card  Other

Type of Credit Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Airline Preferences	Frequent Flyer Nos.	Seating Preference
		<input type="checkbox"/> Window
		<input type="checkbox"/> Aisle

Car Rental Preferences	Membership Nos.	Size Preference

Hotel Chain Preferences	Membership Nos.	Room Type Preference
		<input type="checkbox"/> Smoking
		<input type="checkbox"/> Non-Smoking

(Attach a separate sheet for multiple airline/car/hotel preferences and memberships.)

Name as it appears on passport: \_\_\_\_\_ Passport #: \_\_\_\_\_

Country of Issue: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### Emergency Contact Information:

Name \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please Note:** Your company's travel policy may supersede personal requests in some cases.

I hereby authorize TOWN & COUNTRY TRAVEL to charge my travel expenses and guarantee hotels for corporate and personal travel to the above credit card(s) as noted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Fax to: 585-381-1987 or  
Mail to: Town & Country Travel  
732 Pittsford-Victor Road, Pittsford, NY 14534  
Web Site: [www.towncountrytravel.com](http://www.towncountrytravel.com)



Local Service, Global Resources