

Business Traveler Profile

Today's Date: _____

SECURE FLIGHT INFORMATION:

Traveler's Full Name: _____

(NOTE: Print or type name **EXACTLY** as it appears on your government-issued photo 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: _____

Global Entry #: _____ TSA Pre-Check #: _____

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

Scan to: teresa@towncountrytravel.com or

Mail to: Town & Country Travel, 732 Pittsford-Victor Rd, Pittsford, NY 14534

Web Site: www.towncountrytravel.com

