

# TRAVELER PROFILE

*CONFIDENTIAL*

Please Type or Print Date completed: \_\_\_\_\_ Is This a New Profile? \_\_\_\_\_ Date Revised: \_\_\_\_\_

## ***BUSINESS TRAVEL:***

Name: _____ (Last Name, First Name, Middle Name)	Position: _____	
Employee ID No.: _____	Dept. Name/No.: _____	Company Name/No.: _____
Business Address: _____	SS No.: _____	Passport No.: _____
_____	Country of Origin: _____	Exp. Date: _____
Office Tel. Number(s): _____	Office Fax Number: _____	Office Email _____
Assistant/Secretary Name: _____	Telephone/Email: _____	
<u>Aircraft Seating Preferences:</u>	<u>Frequent Flyer Programs:</u>	
Non-Smoking: _____	Airline: _____	Number: _____
Smoking: _____	_____	_____
Window: _____	_____	_____
Aisle: _____	_____	_____
Other: _____	_____	_____
Special Needs (Dietary, Physical Restrictions, etc.): _____		
Other Traveler Preferences(Car Rental, Hotel, etc.): _____		
Airline Club Membership(s)/Number(s): _____		
Hotel Club Membership(s)/Number(s): _____		
Hotel Info: ( <i>Bed Preference</i> ) <input type="checkbox"/> Double <input type="checkbox"/> Queen <input type="checkbox"/> King ( <i>Smoking Preference</i> ) <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking		
Car Rental Membership(s)/Number(s): _____		
Car Rental Preferences: <input type="checkbox"/> Compact <input type="checkbox"/> Mid-size <input type="checkbox"/> Full-size / <input type="checkbox"/> On-site (airport) <input type="checkbox"/> Off-site		
Emergency Contact: Name _____	Phone Number (D) _____	(E) _____
Corporate credit card(s) information:		
Company _____	Number _____	Expiration Date _____
Authorization for corporate credit card charges:		
I, _____, hereby authorize Carlson Wagonlit Travel to charge any transaction requested by me to the credit card account(s) shown above.		
_____ <i>Signature of Card Holder</i>		_____ <i>Date</i>

## ***PERSONAL TRAVEL:***

Home Address: _____		
Home Telephone Number: _____		
Spouse/Partner Name: _____	Date of Birth: _____	
Children's Name/Date of Birth: _____		
Other Family/Household Members: _____		
Credit card number(s) for personal charges:		
Company: _____	Number: _____	Expiration Date: _____
Authorization for credit card charges:		
I, _____, hereby authorize Carlson Wagonlit Travel to charge any transactions requested by me to the credit card account(s) shown above.		
_____ <i>Signature of Card Holder</i>		_____ <i>Date</i>