



Please note: ALL areas MUST be completed or the profile is considered VOID.

TRAVELER INFORMATION		New Profile <input type="checkbox"/> Change Profile <input type="checkbox"/> Delete Profile <input type="checkbox"/>		TODAY'S DATE	
Traveler Name			Title		
Company Name					
Company Address				E-mail Address	
Floor/Suite #		City/State		ZIP	
Business Phone #			Business Fax #		
Travel Arranger Name			Phone #		
Home Address					
City/State			ZIP		Home Phone #
Address To Send Ticket				Cell Phone	
Floor/Suite #		City/State		ZIP	
Passport #		Expiration Date		Place of Issue	

AIRLINE INFORMATION					
Seating Preference <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Aisle <input type="checkbox"/> Window <input type="checkbox"/> Special Request <input type="checkbox"/>					
Frequent Flyer Info	Name Exactly as it Appears on Frequent Flyer Card				
Airline		FF#		Status Level	
Airline		FF#		Status Level	
Airline		FF#		Status Level	
Airline		FF#		Status Level	

CAR RENTAL INFORMATION					
Preferred Car Size <input type="checkbox"/> Sub-Compact Car <input type="checkbox"/> Compact Car <input type="checkbox"/> Intermediate Car <input type="checkbox"/> Full-Size Car <input type="checkbox"/> Luxury Car <input type="checkbox"/> Non-Smoking <input type="checkbox"/>					
Hertz #			Avis#		
National #			Budget #		
Alamo #			Other #		

HOTEL INFORMATION - Please remember it is the traveler's responsibility to notify Travelex or the hotel directly in the event your hotel should be changed or canceled. Please secure a cancellation number or name of agent.					
Room Type <input type="checkbox"/> Non-Smoking <input type="checkbox"/> King <input type="checkbox"/> Double <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>					
Hotel Chain Preference #1			Frequent Stay Club #		
Hotel Chain Preference #2			Frequent Stay Club #		
Hotel Chain Preference #3			Frequent Stay Club #		

FORM OF PAYMENT INFORMATION					
Corporate Card #			Expiration Date		
Personal Credit Card Type for Hotel Guarantee <input type="checkbox"/> Amex <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Diner's Club <input type="checkbox"/> Other <input type="checkbox"/>					
Personal Credit Card # For Hotel Guarantee				Expiration Date	
Signature			Date		

Please save and email the completed form to TRAVELEX INTERNATIONAL Email: jenniferb@travelexonline.com