

Business Traveler Profile

Today's Date: _____

SECURE FLIGHT INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____

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

Date of Birth: _____ Gender: _____

Company: _____ Title: _____

If UR Employee please include: URID _____ Empl ID _____

Email: _____ Assistant's Name: _____

Business Phone: _____ Cell Phone: _____

Bill Business Travel To: ☐ Corporate Card ☐ Personal Card ☐ Other

Type of Credit Card: _____ Credit Card #: _____ Exp. Date: _____

Airline Preferences	Frequent Flyer Nos.	Seating Preference
		☐ Window
		☐ Aisle

Car Rental Preferences	Membership Nos.	Size Preference

Hotel Chain Preferences	Membership Nos.	Room Type Preference
		☐ Smoking
		☐ 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: travelinfo@towncountrytravel.com, or

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

Web Site: www.towncountrytravel.com

