

Business Traveler Preference and Profile Document

Please complete this profile to establish your travel preferences for corporate booking. This document is formatted for printing and record-keeping.

1. Traveler Personal & Professional Details

Full Name (as it appears on Passport):

Job Title / Position:

Department / Cost Center:

Employee ID:

Work Email Address:

Mobile / Work Phone Number:

2. Identification & Travel Documents

Nationality / Citizenship:

Passport Number:

Passport Expiration Date (DD/MM/YYYY):

TSA PreCheck / Known Traveler Number (KTN):

Global Entry Number:

3. Air Travel Preferences

Preferred Airlines (in order of preference):

Seat Preference (e.g., Window, Aisle, Exit Row):

Special Dietary Requirements / Meal Preference:

Frequent Flyer Program 1 (Airline & Number):

Frequent Flyer Program 2 (Airline & Number):

4. Hotel Preferences

Preferred Hotel Chains:

Room Type Preference (e.g., King, Queen, Non-Smoking):

Desired Hotel Amenities (e.g., High-speed Wi-Fi, Gym, Gym Access):

Hotel Loyalty Program 1 (Chain & Number):

Hotel Loyalty Program 2 (Chain & Number):

5. Ground Transportation Preferences

Preferred Car Rental Companies:

Preferred Vehicle Class (e.g., Midsize, Fullsize, SUV):

Car Rental Loyalty Program & Member Number:

Alternative Ground Transport Preference (e.g., Rail, Rideshare, Taxi):

6. Emergency Contact Information

Emergency Contact Name:

Relationship to Traveler:

Emergency Contact Phone Number:

Emergency Contact Email: