

VIP Executive Travel Profile Form

Please complete this profile to ensure your travel arrangements are managed to your exact preferences. This document is formatted for printing and offline record-keeping.

1. Executive Personal Information

Full Name (as it appears on passport):

Job Title / Position:

Company Name:

Date of Birth (DD/MM/YYYY):

Mobile Phone Number:

Business Email Address:

Executive Assistant Name:

Assistant Phone Number & Email:

2. Passport & Travel Documentation

Passport Number:

Nationality / Country of Issue:

Date of Issue (DD/MM/YYYY):

Date of Expiration (DD/MM/YYYY):

Known Traveler Number (KTN) / TSA PreCheck:

Global Entry Number:

3. Air Travel Preferences

Preferred Class of Service (e.g., First, Business):

Preferred Seat Location (e.g., Window, Aisle, bulkhead):

Preferred Airlines & Frequent Flyer Numbers:

Special Dietary Requirements / Meal Requests:

Preferred Home Departure Airport:

4. Hotel Preferences

Preferred Hotel Chains & Membership Numbers:

Room Type Preference (e.g., King Bed, Suite, High Floor):

Specific Hotel Amenities Required (e.g., Gym, High-speed Wi-Fi):

5. Ground Transportation

Preferred Rental Car Company & Loyalty Number:

Preferred Car Category (e.g., Sedan, SUV, Luxury):

Chauffeur / Limo Service Preference (if applicable):

6. Emergency Contact & Medical Information

Emergency Contact Name:

Relationship to Executive:

Emergency Contact Phone Number:

Critical Medical Conditions or Allergies (Optional):

Note: Ensure a copy of the executive's passport photo page is attached to this printed profile.