

# Corporate Traveler Profile

Please complete this form to ensure your travel preferences and documentation are accurately recorded for corporate travel bookings. This profile will be kept on file for future reservations.

## 1. Personal Details

Full Name (as it appears on Passport/ID):

Job Title:

Department:

Work Email Address:

Work Phone Number:

Mobile Phone Number:

## 2. Company Information

Company Name:

Employee ID:

Cost Center / Billing Code:

Travel Approver Name:

## 3. Identification & Travel Documents

Date of Birth (DD/MM/YYYY):

Gender:

Nationality:

Passport Number:

Passport Date of Issue:

Passport Date of Expiry:

Passport Country of Issue:

Known Traveler Number (KTN) / TSA PreCheck:

#### 4. Travel Preferences

Preferred Airline:

Seating Preference (Window, Aisle, Front, Exit Row):

Dietary Requirements / Meal Preferences:

Preferred Hotel Chain:

Hotel Room Preference (Single, Double, King, Non-Smoking):

Preferred Car Rental Company:

Car Rental Vehicle Type Preference:

#### 5. Frequent Flyer & Loyalty Programs

Airline Loyalty Program 1 (Airline Name & Member Number):

Airline Loyalty Program 2 (Airline Name & Member Number):

Hotel Loyalty Program 1 (Hotel Name & Member Number):

Car Rental Loyalty Program (Company Name & Member Number):

#### 6. Emergency Contact Information

Emergency Contact Name:

Relationship to Traveler:

Emergency Contact Phone Number:

Emergency Contact Email: