

TRAVELER PROFILE

** Please choose the option*

COMPANY DETAILS

Company name

Authorised to book for themselves yes no *

Authorised to book for other travellers yes no *

If no: please provide phone number + email authorised booker

Contact details in case of absence person(s) above

PASSPORT DETAILS

Gender m f *

Full given name(s) according to passport

Full surname according to passport (no married names only family)

Date of birth

Passport number

Issuing country

Issuing date

Expiry date

Nationality

CONTACT DETAILS

Address

Zip code

City

Direct telephone number

Mobile number

E-mail

Cost center for invoicing (if applicable)

EMERGENCY CONTACT DETAILS

Contact name

Contact (mobile)phonenumber

TRAVEL PREFERENCES

FLIGHTS

1. Preferred airline + frequent flyer number (if applicable)
 2. Preferred airline + frequent flyer number (if applicable)

Travel class intercontinental	economy	business *
Travel class within Europe	economy	business *

Seat preference intercontinental
 Seat preference within Europe
 Extra information (i.e. location in the plane)
 Meal preference

HOTELS

1. Preferred hotel/chain + personal account number (if applicable)
 2. Preferred hotel/chain + personal account number (if applicable)
 Extra information (i.e. always late arrival)

CAR RENTAL

1. Preferred supplier + personal account number (if applicable)
 2. Preferred supplier + personal account number (if applicable)
 Car class preference (or similar)
 Extra information (i.e. always request GPS)

CREDIT CARD (to guarantee hotel)

Name on credit card
 Credit card number
 Expiry date
 Ticket payment with this card

For security reasons pass on this data by phone
 yes no *

ADDITIONAL REMARKS

Empty text area for additional remarks.