

Corporate Travel Profile



Corporate Travel Services
FAX (513) 763-5918

NAME OF COMPANY:

Name: _____ AAA Membership # _____
Cost Center: _____ Title _____
Address: _____ City, State, Zipcode _____
Business Phone # _____ Cell # _____
Travel Arranger: _____ Phone # _____
Email: _____ Passport # _____

PERSONAL INFORMATION

Home Address: _____ City, State Zipcode _____
Home Phone # _____ Date of Birth _____
Emergency Contact Person: _____ Phone# _____

TRAVEL PREFERENCES

Airline Seating: Circle your preferences

AISLE WINDOW BULKHEAD REAR EMERGENCY OTHER _____
SPECIAL MEAL REQUESTS: _____

FREQUENT FLYER NUMBERS

LIST ALL FREQUENT FLYER MEMBERSHIPS:

AIRLINE: _____ NUMBER: _____
AIRLINE: _____ NUMBER: _____
AIRLINE: _____ NUMBER: _____
AIRLINE: _____ NUMBER: _____

CAR RENTAL INFORMATION

PREFERRED CAR RENTAL COMPANY: 1. _____ 2. _____

SIZE OF CAR PREFERRED: _____

LIST ANY CAR RENTAL ID #'s

REWARDS NUMBERS

CAR VENDOR: _____ NUMBER: _____
CAR VENDOR: _____ NUMBER: _____
CAR VENDOR: _____ NUMBER: _____
CAR VENDOR: _____ NUMBER: _____

HOTEL INFORMATION

HOTEL ROOM/BED PREFERENCES: SMOKING/NON-SMOKING KING/2 DOUBLES

LIST ANY HOTEL FREQUENT GUEST MEMBERSHIPS:

HOTEL CHAIN: _____ NUMBER: _____
HOTEL CHAIN: _____ NUMBER: _____
HOTEL CHAIN: _____ NUMBER: _____
HOTEL CHAIN: _____ NUMBER: _____

PAYMENT & PROFILE AUTHORIZATION

BUSINESS AIRLINE TICKETS—CREDIT CARD#: _____ EXP _____
PERSONAL AIRLINE TICKETS—CREDIT CARD#: _____ EXP _____
HOTEL & CAR RENTAL (GUARANTEE) – CREDIT CARD#: _____ EXP _____

AUTHORIZATION IS GRANTED TO AAA CORPORATE TRAVEL TO USE ABOVE INFORMATION TO PROVIDE FOR MY COMPLETE TRAVEL NEEDS.

SIGNATURE: _____ DATE: _____