

# Travel100Group

global | travel | consultants

519 Park Drive, Kenilworth, IL 60043 - Phone: (847) 256-7570 Fax: (847) 256-9475

## TRAVELER PROFILE

In order that we may provide you with the most accurate and efficient service possible, please complete this form in its entirety. All information is kept strictly confidential within our Computer Reservation System.

### General Information

TRAVELER NAME: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Email \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
Business Name \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Email: \_\_\_\_\_ Assistant Name \_\_\_\_\_  
Assistant Phone: \_\_\_\_\_ Assistant email: \_\_\_\_\_  
How do you prefer we contact you? Email/ Telephone: \_\_\_\_\_

### TSA required information:

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender: \_\_\_\_\_  
Name exactly as it appears on your driver license: \_\_\_\_\_  
Known Traveler Number (optional): \_\_\_\_\_

### International Travel Data

Passport No: \_\_\_\_\_ Exp.: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Citizenship: \_\_\_\_\_ Name as Shown on Passport: \_\_\_\_\_

### Airline Seat Preference

Aisle \_\_\_\_\_ Window \_\_\_\_\_

### Special Meal Request/Restrictions

(for international): \_\_\_\_\_

### Airline Frequent Flyer Clubs

\_\_\_\_\_  
\_\_\_\_\_

### Rental Car Membership

\_\_\_\_\_  
\_\_\_\_\_

### Hotel Clubs

\_\_\_\_\_  
\_\_\_\_\_

### Form of Payment

#### Official Business Travel

Credit Card Name: \_\_\_\_\_ No: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

#### Personal Travel

Credit Card Name: \_\_\_\_\_ No: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

For and in consideration of the service performed by The Travel 100 Group on my behalf and for my benefit, I hereby direct and authorize The Travel 100 Group to issue airline tickets, guarantee hotel reservations, and bill one of the above cards for all charges for such air, land or sea travel arrangements requested for or by myself and I hereby indemnify The Travel 100 Group against any credit card charge-backs due to lack of my signature or credit card imprint on the charge slip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date