

## Executive Traveler Profile Form

*Please complete this form as accurately as possible. Information contained in this form is held in strictest confidence.*

| Personal Details                   |                       |                                    |                 |
|------------------------------------|-----------------------|------------------------------------|-----------------|
| <b>Company</b>                     |                       |                                    |                 |
| <b>Last name</b>                   |                       | <b>First name (as in passport)</b> |                 |
| <b>Middle name</b>                 |                       |                                    |                 |
| <b>Emergency contact/phone #</b>   |                       |                                    |                 |
| <b>Office Address</b>              |                       |                                    |                 |
| <b>Title</b>                       |                       | <b>Male or Female</b>              |                 |
| <b>OLD Passport</b>                |                       | <b>Driver's License Number</b>     |                 |
| <b>Mobile Phone Number</b>         |                       | <b>Dr. Lic. Exp date</b>           |                 |
| <b>Email Address</b>               |                       |                                    |                 |
| <b>Home address</b>                |                       |                                    |                 |
| Passport Details                   |                       |                                    |                 |
| <b>Family Name</b>                 |                       | <b>Passport Number</b>             |                 |
| <b>Given Name(s)</b>               |                       | <b>Issue Date</b>                  |                 |
| <b>Nationality</b>                 |                       | <b>Expiry Date</b>                 |                 |
| <b>Date of Birth</b>               |                       | <b>SSN#</b>                        |                 |
| <b>City &amp; Country of Birth</b> |                       |                                    |                 |
| <b>City, Country of Issue</b>      |                       |                                    |                 |
| Business Credit Card Details       |                       |                                    |                 |
| <b>Card Type</b>                   | <b>Account Number</b> | <b>Expiration Date</b>             |                 |
| AMEX                               |                       |                                    |                 |
| Personal Credit Card Details       |                       |                                    |                 |
| <b>Card Type</b>                   | <b>Account Number</b> | <b>Expiration Date</b>             |                 |
|                                    |                       |                                    |                 |
| Travel Preferences                 |                       |                                    |                 |
| <b>Aisle or Window</b>             | Aisle                 |                                    |                 |
| <b>Bed Type</b>                    |                       |                                    |                 |
| <b>Car Type</b>                    |                       |                                    |                 |
| <b>Additional Preferences</b>      |                       |                                    |                 |
| <b>TSA #</b>                       |                       |                                    |                 |
| <b>Nexus or Global Entry #</b>     |                       |                                    |                 |
| Frequent Flyer Memberships         |                       |                                    |                 |
| <b>Airline</b>                     | <b>Account #</b>      | <b>Login</b>                       | <b>Password</b> |
| Jetblue                            |                       |                                    |                 |
| British Airways                    |                       |                                    |                 |
| Virgin                             |                       |                                    |                 |
| AA                                 |                       |                                    |                 |
| United                             |                       |                                    |                 |
| US Airways                         |                       |                                    |                 |
| Delta/NWA                          |                       |                                    |                 |
|                                    |                       |                                    |                 |

| Hotel Memberships      |           |                |           |  |
|------------------------|-----------|----------------|-----------|--|
| Hotel Chain            | Account # | Login          | Password  |  |
| Hilton Honors          |           |                |           |  |
|                        |           |                |           |  |
|                        |           |                |           |  |
| Car Rental Memberships |           |                |           |  |
| Rental Company         | Account # | Rental Company | Account # |  |
| Avis Preferred         |           |                |           |  |
| Hertz Gold             |           |                |           |  |
| Other Memberships/Info |           |                |           |  |
|                        | Info      | Phone          |           |  |
| AAA                    |           |                |           |  |
| Primary care Physician |           |                |           |  |
| Insurance              |           |                |           |  |
| Dental                 |           |                |           |  |
|                        |           |                |           |  |
| Traveler's signature   | Date      |                |           |  |
| Comments:              |           |                |           |  |