

CORPORATE TRAVEL PROFILE



Middleton Travel

TRAVEL  LEADERS®

NAME: _____ Date of Birth: _____
(Exactly as it appears on Legal I.D. / Passport*)

TITLE/Position with Company: _____

Business Name: _____

Business Address (Street/City/Zip): _____

Home Address (Street/City/Zip): _____

Tel: _____ -Home; _____ -Business; _____ -Mobile

FAX: _____ E-mail: _____ Other: _____

AIRPLANE SEATING PREFERENCE

ROW: ☐ BULKHEAD ☐ EXIT ROW ☐ FRONT of AIRCRAFT ☐ BACK SEAT: ☐ AISLE ☐ WINDOW ☐ MIDDLE

MILEAGE PROGRAM MEMBERSHIP NUMBERS

DELTA SKYMILES#: _____ Name Exactly as on Card: _____

AMERICAN ADVANTAGE #: _____ Name Exactly as on Card: _____

****UPGRADE** if Gold/Platinum on American Airlines: ☐ Always Upgrade ☐ Upgrade only when Advised to do so.

UNITED Mileage #: _____ Name Exactly as on Card: _____

OTHERS: (Specify Airline Name) _____

RENTAL CAR COMPANY MEMBERSHIP NUMBERS

NATIONAL: _____ AVIS: _____

BUDGET: _____ ALAMO: _____

OTHERS (Specify Name): _____ SIZE CAR PREFERRED _____

HOTEL MEMBERSHIP NUMBERS

HYATT: _____ MARRIOTT: _____

SHERATON: _____ HILTON: _____

INTER-CONTINENTAL: _____ WESTIN: _____

OTHERS (Please Specify): _____

SPECIAL HOTEL REQUESTS: _____

SMOKING PREFERENCE: ☐ Non Smoker ☐ Smoker

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PASSPORT/CITIZENSHIP INFORMATION

****Please provide a copy of your passport for our files****

Name (Exactly as it appears on Passport): _____

Passport #: _____

Issue Date & Place: _____ Expiration Date: _____ Country of Citizenship: _____

Date of Birth: ____/____/____ (MM/DD/YYYY)

If not US Citizen, please specify Alien Immigration Card number or other pertinent documentation:

CREDIT CARD INFORMATION/USAGE AUTHORIZATION

CC Name & #: _____ exp. date _____ for ALL Business Travel

CC Name & #: _____ exp. date _____ for Personal Travel

CC Name & #: _____ exp. date _____ for Hotel & Car guarantees

I authorize Travel Leaders and its agents to charge all my travel arrangements as specified above.

Signature: _____ Date: _____