



Executive Traveler Profile

Please fill out the form adding any additional information to assist us in booking travel arrangements for you. One form should be filled out for each individual. Please print legibly. Please sign, then email or fax your completed form to your Destination Specialist. All information will be held strictly confidential and is for agency internal use only. See fax number below.

Name _____ Nickname _____ Date of Birth ___ / ___ / _____
(as it appears on Driver's License)

Email _____ Company Name _____

Company Address _____
Street City/State ZIP Code

Business Phone (____) _____ Business Fax (____) _____

Home Phone (____) _____ Mobile Phone (____) _____

Name as it appears on Passport _____ Issued by what Country? _____

Passport Number _____ Issue Date ___ / ___ / _____ Expiration Date ___ / ___ / _____

Airline Frequent Flyer Numbers

American: _____ Continental: _____ Delta: _____ Southwest: _____

United: _____ US Airways: _____ Other Carrier Name & Number: _____

Preferred Departure Airport _____

Preferred Seating: Aisle () Window () First Class () Extra Leg Room ()

Rental Car Rewards Program and Member ID Numbers () Non-Smoking () Smoking

Avis _____
Budget _____
Enterprise _____
Hertz _____
National _____
Other _____

Hotel Member ID Numbers () Non-Smoking () Smoking

Choice _____
Fairmont _____
Hilton _____
Holiday Inn _____
Hyatt _____
Marriott _____
Ritz-Carlton _____
Sheraton _____
Other _____

Please add any additional information here that you'd like us to know as we plan and confirm your travel arrangements such as meal preferences, accessibility needs and other personal requests:

Credit Card Information

Name as it appears on card _____

Card Type: (circle one) AMEX MC VISA Diners Discover Card Number: _____

Security Code on back of card (CDC Code): _____ Expiration Date: ___ / ___ / _____

I hereby authorize Leck Travel Service to charge my travel transaction request for me with the above listed credit card. I further authorize Leck Travel Service to sign for such transactions. I understand that this authorization is for personal or business travel that I would like charged to my credit card and not billed directly to my company. This credit card authorization will remain in effect until written termination is given by the client. I understand that all information I provide is confidential and for agency internal use only.

Signature

___ / ___ / _____
Date