

Plaza Travel - Traveler Profile

Please Complete & Fax to: (818) 789-5405

Here's where you can give your detailed information so that we can add it to your profile and make sure that we are always updated with any new or changed information. This is a complete traveler profile and needs only to be completed once. Fill in as many fields that pertain to you as possible.

Please Choose: New Profile Updating Profile

Personal Information

Name (As it appears on your passport): _____

Date of Birth: _____

Title: _____

Department Number: _____

Home Address: _____

City / State / Zip: _____

Home Phone Number: _____ Home Fax Number: _____

Cell Number: _____ Texting: Yes No

Cell Phone Carrier: _____

Personal E-mail Address: _____

Company Information

Company Name: _____

Street Address: _____

City / State / Zip: _____

Company E-mail Address: _____

Company Phone Number: _____

Company Fax Number: _____

Cell Phone Number: _____



Airline Travel Preferences

Airline Preferences: 1) _____ 2) _____ 3) _____

Mileage Numbers: 1) _____ 2) _____ 3) _____

Airport Preferences: 1) _____ 2) _____ 3) _____

Upgrades

Would you like Plaza Travel to automatically request an upgrade on all segments for all trips?

Yes No

If you choose yes, how would you like to pay for the upgrades? _____

How would you like to be notified if/when the upgrade has been confirmed?

Phone Fax E-mail Text Other If other: _____

Class of Service

Domestic: First Class Business Class Premium Economy Coach

International: First Class Business Class Premium Economy Coach

Seat Preference: Window Aisle No Preference

Special Meals: Vegetarian Gluten Free Kosher Other _____

Additional Requests: _____

Hotel Preferences

Type of Accommodations: _____

Hotel or Chain: _____

Comments for Hotel Preferences: _____

Hotel Frequent Guest Number: _____



Car Rental Preferences

Rental Company Preference: _____

Car Type Preference: Full Size Mid Size Compact SUV Other: _____

Comments for Car Preferences: _____

International Travel information

Passport Number: _____

Passport Issue Date: _____ Passport expiration Date: _____

Country of Citizenship: _____ Place Issued: _____

Credit Card / Payment Information

Credit Card Type: Corporate Personal

Credit Card type: Visa MasterCard AMEX Discover Other : _____

Name On Card: _____

Issuing Bank: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Use for all transactions with Plaza Travel: YES NO

Signature: _____ Date: _____

