

# 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: \_\_\_\_\_

