

|                     |                            |
|---------------------|----------------------------|
| Name: _____         | Company: _____             |
| Title: _____        | Email Address: _____       |
| Home Address: _____ | Travel Co-ordinator: _____ |
| _____               | TEL Business: _____        |
| _____               | TEL Home: _____            |

### Travel Preferences: (List in order of preference)

Airline: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Special Meal Request: \_\_\_\_\_

Other Special Requests: \_\_\_\_\_

### Class of Service:

| Domestic                             | International                        |
|--------------------------------------|--------------------------------------|
| Business <input type="checkbox"/>    | Business <input type="checkbox"/>    |
| Economy <input type="checkbox"/>     | Economy <input type="checkbox"/>     |
| Smoking <input type="checkbox"/>     | Smoking <input type="checkbox"/>     |
| Non-Smoking <input type="checkbox"/> | Non-Smoking <input type="checkbox"/> |
| Window <input type="checkbox"/>      | Window <input type="checkbox"/>      |
| Aisle <input type="checkbox"/>       | Aisle <input type="checkbox"/>       |
| Bulkhead <input type="checkbox"/>    | Bulkhead <input type="checkbox"/>    |

### Airline Club Memberships: (Include special airline services)

| Airline  | Member Name & Number | Frequent Flyer Prog Number |
|----------|----------------------|----------------------------|
| 1. _____ | _____                | _____                      |
| 2. _____ | _____                | _____                      |
| 3. _____ | _____                | _____                      |

### Preferred Hotels:

City: \_\_\_\_\_ Hotel Name: \_\_\_\_\_ Accommodation Type: \_\_\_\_\_

\_\_\_\_\_ Corporate ID No: \_\_\_\_\_

\_\_\_\_\_ Special Requests: \_\_\_\_\_

Guaranteed: YES  NO

Credit Card Type, Number and Expiry: \_\_\_\_\_

### Preferred Car Rental Companies:

Name: \_\_\_\_\_ Corporate A/C No: \_\_\_\_\_ Size of Car: Small

\_\_\_\_\_ Medium

\_\_\_\_\_ Large

Special Requests: \_\_\_\_\_

### Insurance:

Covered for Business Travel by Company Insurance: YES  NO

Covered for Business Travel by Company Insurance or other: YES  NO

If yes, Please Detail: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Holder's Name: \_\_\_\_\_

Ten Year British Passport: YES  NO

British Subject: YES  NO  British Citizen: YES  NO

Citizenship: (If other than British) \_\_\_\_\_

Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_