



TRAVELER PROFILE
CONFIDENTIAL

Is this a New Profile or a Revision? : NEW: REVISION:

Date Completed: _____

BUSINESS TRAVEL:									
Company Information									
Company Name:					Main Phone #:			Main Fax #:	
Company Address:									
Delivery Address (if different from above):									
Travel Coordinator									
Travel Coordinator:					Phone # or ext:			Fax #:	
Email address:									
Traveler Information									
Traveler Name:					Title:				
(as appears on passport - no nicknames) show last name / first name									
Employee ID #:			Div #:		Dept Name:			Dept #:	
Business Address (if different from above):									
Passport #:			Country of Origin:			DOB:		Expiration Date:	
Office Phone # or ext:			Office Fax #:			Email Address:			
Seating Preference- Mark with an 'X':			Non-Smoking:		Smoking:	Aisle:	Window:	Other:	
Special Meal or Other Requests (i.e. Diabetic Meal, Senior, etc.):									
Frequent Flyer #(s)-		Airline:		No:		Airline:		No:	
		Airline:		No:		Airline:		No:	
Airline Club Member-		Airline:		No:		Airline:		No:	
		Airline:		No:		Airline:		No:	
Car Memberships-		Car Co:		No:		Car Co:		No:	
		Car Co:		No:		Car Co:		No:	
Hotel Memberships-		Chain:		No:		Chain:		No:	
		Chain:		No:		Chain:		No:	
Authorization for Corporate Card Charges:									
I, _____, hereby authorize CIMT to charge any transaction requested									
by me to the credit card account: _____ SCC: _____ Exp Date: _____									
_____					_____				
(Signature of Card Holder)					(Date)				

VACATION AND PERSONAL TRAVEL:									
Home Address:									
Home Phone #:			Home Fax #:			Home Email Address:			
Other Family Member Names (please list names as they would appear on a passport – no nicknames):									
Spouse name:					Child name & date of birth:				
Child name & date of birth:					Child name & date of birth:				
Child name & date of birth:					Other family members:				
Authorization for Credit Card Charges:									
I, _____, hereby authorize CIMT to charge any transaction requested									
by me to the credit card account: _____ SCC: _____ Exp Date: _____									
_____					_____				
(Signature of Card Holder)					(Date)				