



New Update

Travel Advisor _____

So we may better serve your travel needs, please complete and return to your Travel Edge Travel Advisor email.

In an effort to minimize travel complications, please make sure your PROFILE NAME matches your LEGAL IDENTIFICATION.

Personal Information

If more space is needed, check here and use reverse supplemental page

Form with fields: FULL Legal Name, Title, Bus. Address, City, State, Zip, Home Address, City, State, Zip, Alt Email Address, Home Phone, Mobile Phone, Business Phone, Emergency Contact, Contact Phone, Email Address, Passport Information, Travel Arranger, Country, Number, Arranger Email, Date of, Issue, Expiration, Arranger Phone, Fax, Legal Name (on passport), Date of Birth, Gender: Male, Female

Airline Information

If more space is needed, check here and use reverse supplemental page

Table with columns: Airline, Freq. Flyer Number, Preferred Airline?, Frequent Flyer Level. Includes rows for American, Delta, United, Continental and Special Meal Requests.

Travel Preferences (Please check all that apply within your company's travel policy)

Form with sections: Class of Service (Domestic, International) and Seating Preferences (Window, Aisle, Exit Row, Bulkhead).

Car and Hotel Information

If more space is needed, check here and use reverse supplemental page

Form with sections: Hotel Preferences (Smoking, Non-Smoking) and Car Rental Preferences (Company, Rewards Program, Rewards Number, Size of Car).

Credit Card Information

Form with sections: Airline Tickets and Hotel Guarantee, including fields for Card Name, Account #, Exp. (Mo/Yr), Card Holder's Name, and Signature.