



TRAVELER PROFILE

Welcome to BCD Travel! Please take a few moments to complete and return our Traveler Profile. This information will help us provide the personalized services that make your business travel more enjoyable and rewarding. PLEASE PROVIDE ALL INFORMATION REQUESTED AND RETURN TO:

BCD Travel – 3141 Fairview Park Drive, Suite 650 –Falls Church, VA 22042
TEL: 1 800 492-5916 FAX: (703)205-0444 Email: jht@bcdtravel.com

GENERAL INFORMATION

Traveler's Name: _____ Primary Dept. Code _____
(Your name Exactly as it appears on your frequent flyer accounts)

Title: _____

School: _____

Business Address: _____
Street _____ City _____ State _____ Zip _____

Delivery Address: _____
Street _____ City _____ State _____ Zip _____

Home Address: _____
Street _____ City _____ State _____ Zip _____

Business Phone: _____ Home Phone: _____

Name of person making travel arrangements: _____

Email Address: _____

PREFERENCES

SEATING:

Domestic: (All domestic flights are non-smoking) Window Aisle Special Seating
International: Smoking Non-Smoking Window Aisle Special Seating

SPECIAL MEALS:

Bland Diabetic Kosher Low Calorie
 Low Cholesterol Salt-Free Vegetarian Other

SPECIAL SERVICE REQUEST (i.e., Wheelchair assistance, etc.): _____

CREDIT CARD

OFFICIAL BUSINESS AIR TRAVEL

Credit Card Name/Number: _____

Name as it appears on card: _____

Expiration: _____

OFFICIAL BUSINESS HOTEL/CAR RENTAL

Credit Card Name/Number: _____

Name as it appears on card: _____

Expiration: _____

PERSONAL TRAVEL

Credit Card Name/Number: _____

Name as it appears on card: _____

Expiration: _____

Personal Credit Card Authorized Signature: X _____

FREQUENT FLYER MEMBERSHIPS

Please provide numbers for frequent flyer programs in which you hold membership(s).

American AAdvantage # _____
Continental OnePass # _____ United Mileage Plus # _____
Delta Frequent Flyer # _____ US Airways Freq. Travelers # _____
Northwest World Perks # _____ Other: _____
Other: _____ Other: _____

AIRLINE VIP CLUBS

Please provide numbers for airline clubs in which you hold membership(s).

AAAdmiral's # _____
Continental President's # _____ United Red Carpet # _____
Delta Crown Room # _____ US Airways # _____
Northwest World # _____ Other: _____
Other: _____ Other: _____

HOTEL CLUBS

Please provide numbers for hotel clubs in which you hold membership(s).

Hilton # _____ Marriott # _____
Holiday Inn # _____ Ramada # _____
Hyatt # _____ Sheraton # _____
Other: _____ Other: _____

HOTEL ROOM PREFERENCES:

- Single Double Queen King
 Smoking Non-Smoking Other:

CAR RENTAL CLUBS

Please provide numbers for car rental clubs in which you hold membership(s).

Alamo # _____ Dollar # _____
Avis Wizard # _____ Hertz Number One # _____
Budget Super Res # _____ National Green Lite # _____
Other: _____ Other: _____

CAR PREFERENCES:

- 2 door 4 door
 Subcompact Compact Intermediate Standard Luxury Other:

INTERNATIONAL TRAVEL DATA

Passport #: _____ Expiration: _____
Name as Shown on Passport: _____ Citizenship: _____
Place of Issue: _____ Date of Issue: _____

Profile Completed By: _____ Date: _____