



Personal Profile

Please Type or Print

Name		Date	
Employee ID		Title	Department
Company		Home	
Company Name		Address	
Address		Phone	
Phone	FAX#	Cellular Phone	
E-Mail		FAX#	
Secretary	Extension	E-Mail	

PERSONAL PREFERENCES

Airline

1st	2nd	3rd
Special Requirements		
Seating		
<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/> Other:		
Frequent Flyer Number		
American	Southwest	Delta
United	Northwest	US Airways
Continental	AirTran	Other

Car Company

1st	2nd	3rd
Size		
<input type="checkbox"/> Compact <input type="checkbox"/> Midsize <input type="checkbox"/> Full Size 2-Door <input type="checkbox"/> Other:		
Avis Wizard #	National Emerald Club #	Hertz #1 Club #
Budget Express #	Other #	Other #

Hotel Chain

1st	2nd	3rd
Room Type		
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Suite <input type="checkbox"/> Other:		
<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking		
Hilton Honors #	Marriott Marquis #	
Holiday Inn Priority #	Ramada Business Club #	
Hyatt Gold Passport #	Sheraton Club International #	
Other	Other	Other
Other	Other	Other

CONTINUED ON PAGE 2

INTERNATIONAL TRAVEL DATA

Passport #	Expiration Date
Citizenship	Visas Held

PERSONAL

Spouse's Name		
Seating <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Window <input type="checkbox"/> Aisle <input type="checkbox"/> Other:		
Emergency Contact	Work Phone	Home Phone

Fox Valley Travel, a Full Service Travel Agency would like to update you on special rate vacation travel packages as they become available. Please check any areas of interest:

- Cruises Sun Spots Europe Sports Tours (i.e., golf, etc.) Pacific Motor Coach Tours
 Other:

BILLING INFORMATION

Business Travel

Credit Card

Credit Card Name	Card #	Expiration Date
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Bill to Company

Credit Card for Hotel Guarantees and Car Rental Confirmations:

Credit Card Name	Card #	Expiration Date
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Personal Travel

I, _____, hereby authorize FOX VALLEY TRAVEL to charge any transactions requested by me to my _____ credit card, with card # _____ and expiration date of _____.

Signature of Card Holder: _____

Other Pertinent Information

FOX VALLEY TRAVEL

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