

BUSINESS TRAVELER PROFILE

PLEASE E-MAIL COMPLETED FORM TO **Medford@jacksontravel.com** OR FAX TO **(541) 776-4037**

BUSINESS INFORMATION

Traveler Full Legal Name (Last, First, Middle Initial or Name) _____ *Dept/Cost Center* _____ *Title* _____ *Date of Birth* _____ *Gender* _____
TSA Required Fields – Note: Full name must be exactly the same as the name on your government- issued identification)

Company Name _____ *Delivery Address (include Mailstop, City, State, Zip)* _____

Business Phone _____ *Fax* _____

Cell Phone _____ *e-mail* _____

Person Authorized to make reservations for you _____ *Phone* _____ *Fax* _____

Traveler's Home Address (Include City, State, Zip) _____ *Home Phone #* _____

Emergency Contact _____ *Phone #* _____

AIR TRAVEL PREFERENCES

Credit card to be charged for airline reservations. For security purposes, we recommend that credit card information be faxed, not emailed. _____ *Expiration Date* _____

Seating Preference Window Aisle *Other Info:* _____

Special Meals: Low Calorie Low Sodium Low Fat/Low Cholesterol Vegetarian Fruit Plate
 Other: _____

Frequent Flier Numbers:

Alaska: _____ *Southwest:* _____

American: _____ *United:* _____

US Airways: _____ *Delta:* _____

Continental: _____ *Other:* _____

Northwest: _____ *Other:* _____

HOTEL PREFERENCES

Credit card to be used for hotel reservations. For security purposes, we recommend that credit card information be faxed, not emailed. _____ *Expiration Date* _____

Smoking Non-smoking Other Info: _____

Frequent Guest Programs:

Hotel Chain _____ *Membership #* _____ *Hotel Chain* _____ *Membership #* _____

Hotel Chain _____ *Membership #* _____ *Hotel Chain* _____ *Membership #* _____

CAR RENTAL PREFERENCES

Smoking Non-smoking Other Info: _____

Preferred Renter Membership Numbers:

Avis Preferred: _____ *National Emerald Club:* _____

Budget Express: _____ *Other:* _____

Hertz #1: _____ *Other:* _____

INTERNATIONAL TRAVEL INFORMATION

Citizen of (Country) _____ *Passport #* _____ *Expiration Date* _____