



**Personal Information: Please fill in and email to [www.GeneralAccounts@WorldTravel.com](mailto:www.GeneralAccounts@WorldTravel.com) or fax to 412-402-7675**

Employee Name:	<input type="text"/>	Employee No. (if any):	<input type="text"/>
Secretary Name:	<input type="text"/>	Secretary Phone:	<input type="text"/>
Company:	<input type="text"/>	Title/Department:	<input type="text"/>
Company Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Business Phone:	<input type="text"/>	Business Fax:	<input type="text"/>
Email Address:	<input type="text"/>	Date of Birth:	<input type="text"/>
Traveler's Home Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Home Phone:	<input type="text"/>		

### Car Rental Preference:

Car company in Order of Preference	Personal Car I.D. No.
1 <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>
Car Style Size Choice:	<input type="text"/>

### Hotel Preference:

**Hotel Chain in Order of Precedence**

1

2

3

**Personal Hotel I.D. No.**

**Hotel Guarantee: Credit**

Card/No.

EXP. Date

*SPECIAL HOTEL REQUIREMENTS:*

**Airline Frequent Flyer Information and ID Numbers:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Seating Preference:   Smoking (if available):

Special Meals:

Traveler Name:

**International Travel Information:**

**Passport:**

Number:

Where Issued:

Date Issued:

EXP. Date:

U.S. Citizen:

If not U.S. Citizen Indicate Visa No.

Visa Type:

Exp Date.

Place of Birth

**Emergency Contact Information (mandatory):**

Name:  Relationship:   
Address:   
City:  State:  Zip:   
Phone (Day):  Phone (Evening):   
COMMENTS:

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**TRAVEL AGENCY AUTHORIZATION FOR PERSONAL OR CORPORATE CREDIT CARD USAGE.**

I, , hereby authorize WorldTravel/BTI to charge any transportation requested by me via telephone, Internet, or by letter to the following credit card as indicated.

NOTE: Not for hotel guarantee, See "Hotel Preference".

<b>Business Card</b>	<input type="text"/>	Exp. Date:	<input type="text"/>
Travel: Company/No.			
<b>Personal Card</b>	<input type="text"/>	Exp. Date:	<input type="text"/>
Travel: Company/No.			

**Signature of Card Holder:**

**Comments:**

*Information from your travel profile is used to complete your travel reservation. Certain data will be transmitted to specific vendors as required by your itinerary. It is the traveler's responsibility to ensure that his/her profile is updated when the changes occur. Failure to provide updated information may cause Ticketing/Reservation/Billing to be processed incorrectly.*