

Traveller Profile Form

BUSINESS DETAILS			
Company details:	COMPANY NAME		DIVISION / COST CENTRE
	OCCUPATION		JOB TITLE
Address:	POSTAL		
	PHYSICAL		
Contact details:	DIRECT DIAL		EMAIL
Do you book your own travel?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please supply your Travel Co-ordinator's details below.		
Travel Co-ordinator:	NAME	DIRECT DIAL	EMAIL

PERSONAL DETAILS									
Surname: <small>(AS SHOWN ON PASSPORT)</small>				Title	MR	MRS	MS	MISS	DR
Given name/s: <small>(AS SHOWN ON PASSPORT)</small>									
Home address:									
Home telephone:				Mobile					
PASSPORT DETAILS: (please also attach copy of photo page of passport)				OFFICE USE:	Received: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Country of birth:				Date of birth					
Country of citizenship:									
Passport 1 details:	PASSPORT NO.	NATIONALITY AS SHOWN	ISSUE DATE	EXPIRY DATE	PLACE OF ISSUE				
Passport 2 details:	PASSPORT NO.	NATIONALITY AS SHOWN	ISSUE DATE	EXPIRY DATE	PLACE OF ISSUE				
Current Visa / Permit:	COUNTRY			TYPE		EXPIRY DATE			
Current Visa / Permit:	COUNTRY			TYPE		EXPIRY DATE			
APEC Card Holder:	Yes <input type="checkbox"/> No <input type="checkbox"/>			MEMBERSHIP NUMBER			EXPIRY DATE		

TRAVELLER'S PREFERENCES			
AIRLINE:			
Seating preferences:	Window <input type="checkbox"/> Aisle <input type="checkbox"/>	CLASS (IF APPLICABLE)	Special meal (specify):
Air NZ Airpoints:	MEMBERSHIP NUMBER	PIN NUMBER	ONLINE PASSWORD
Qantas Frequent Flyer:	MEMBERSHIP NUMBER	PIN NUMBER	ONLINE PASSWORD
Other airline memberships:	MEMBERSHIP NUMBER	PIN NUMBER	ONLINE PASSWORD
ACCOMMODATION:			
Hotel Membership:	NAME	MEMBERSHIP NUMBER	NAME
Room preferences:	Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/>	Other requirements:	
CAR RENTAL:			
Car type:	Automatic <input type="checkbox"/> Manual <input type="checkbox"/>	Car size:	Compact <input type="checkbox"/> Intermediate <input type="checkbox"/> Full size <input type="checkbox"/>
Car Rental Membership:	NAME	MEMBERSHIP NUMBER	
Special requirements:			
Would you like to be added to our database in order to receive Business World Travel's fortnightly newsletter?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Although every effort will be made to meet your requirements, Business World Travel cannot guarantee that all preferences will be available in every case.
 Privacy Policy: The information provided by a traveller will only be directed to the travel supplier for which it is relevant.

SIGNATURE OF TRAVELLER	DATE
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