

ITandT BTS Corporate Profile Card

* Use the Tab key to move from entry area to entry area.
* Click in a selection box to mark it.
* If an "arrow" appears to the right of the highlighted area, click it to use the drop down menu.
* TSA Secure Flight Guidelines require your full name as shown on your non-expired government issued Photo ID, gender, and date of birth for airline tickets.

***(\*As shown on your non-expired government issued Photo ID)***

**First Name\*:**       **Gender:**

**Middle Name\*:**      **Date of Birth:** /    /

**Last Name:\*:**

**Company Name**:       **Department:**

**Title:**       **Cell Phone Number:**

**Business Phone:**       **Preferred Airport:**

**E-mail Address:**        **Emergency Contact Name:**

**Assistant's Name:**        **Emergency Contact Phone:**

**Assistant’s Phone:**       **Assistant’s E-mail:**

# CREDIT CARD INFORMATION

**Card Type:**       **Exp. Date:**

**[ ]** Personal [ ]  Corporate **CVV Number for Air Billing credit cards:**

Credit Card to be used to guarantee Hotel Reservations if different from above.

**Card Type:**       **Exp. Date:**

[ ]  Personal [ ]  Corporate **CVV Number For Hotel Guarantee:**

# HOTEL PREFERENCES

**Room Type:**

**HOTEL CLUB MEMBERSHIP NUMBERS:**

Marriott:       Radisson

Hilton:  Westin:

Hyatt:       Comfort Inn:

Sheraton:       Other:

Holiday Inn:       Other:

Ramada:       Other:

**SPECIAL PREFERENCES:** [ ] Non-Smoking [ ]  Smoking

**Medical or Special Needs:**

**AAA Membership:**

# AIRLINE PREFERENCES

**SEATING PREFERENCE:** [ ]  Aisle [ ] Window **ALTERNATE CHOICE:** [ ]  Aisle [ ]  Window

**AIRLINE FREQUENT FLYER NUMBERS: Preferred Departure Airport:**

American ID       US Air ID       British Air ID

Continental ID       Southwest ID       Airline       ID

Delta ID       Alaska ID       Airline       ID

United ID       Jet Blue ID       Airline       ID

**DIETARY/SPECIAL REQUIREMENTS:** [ ]  Low Sodium [ ]  Diabetic [ ]  Vegetarian [ ]  Other

**Medical or Special Needs:**

**TSA DATA:**

TSA Pre✓®:

Global Entry Number:

Redress Control Number:

Nexus Number:

Sentry Number:

**INTERNATIONAL TRAVEL INFORMATION:**

Name exactly as it appears on your passport:

Passport Number:

Expiration Date:

Issuing Country:

Nationality country:

Place of Birth:       Date of Birth: /       /

# CAR RENTAL PREFERENCES

**SIZE:** [ ]  Full [ ] Midsize [ ]  Compact [ ]  Other

**CAR RENTAL MEMBERSHIP NUMBERS:**

Hertz #1:       Other:

Avis Wizard:       Other:

National Emerald:       Other:

Budget Super Rez:       Other:

Enterprise:       Other:

**Special Requests:**

# PERSONAL TRAVEL

Home Address**:**

 City       State:       ZIP:

Home Phone: (   )    -

Spouse’s Name (as shown on gov't issued photo ID to be presented at airport):

Spouse's Date of Birth:    /    /

Seating Preference: [ ] Aisle [ ]  Window

Children:

 Name Date of Birth

          /    /

          /    /

# AUTHORIZATION

THE TRAVELER AND/OR CLIENT, HEREBY AUTHORIZES *ITandT BTS* TO CHARGE TO THE CREDIT CARD AS INDICATED ON THIS FORM, ANY BUSINESS TRAVEL TRANSACTIONS REQUESTED BY THE TRAVELER OR HIS OR HER AUTHORIZED REPRESENTATIVE VIA TELEPHONE, LETTER, FAX, OR E-MAIL WHILE THE ACCOUNT IS IN EFFECT.  THE TRAVELER ALSO HEREBY AUTHORIZES ITANDT TO CHARGE HIS OR HER CREDIT CARD AS INDICATED ON THIS FORM, ANY PERSONAL TRANSACTIONS REQUESTED BY THE AUTHORIZED REPRESENTATIVE VIA TELEPHONE, LETTER, FAX OR E-MAIL.