



# Traveler Profile

<input type="checkbox"/>	<b>New Profile</b>	<input type="checkbox"/>	<b>Profile Update</b>	<b>(Please complete name, company name and any changed information)</b>
<p><b>Please complete as much information as possible. Fax completed Travel Profile to the Penn desk at Amex Travel at 573-5635. Retain a copy for your files.</b></p>				

**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 (Please print your name exactly as it appears on your frequent flyer account)

Home Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Fax \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Pager # \_\_\_\_\_

Preferred Departure Airport \_\_\_\_\_

Do you qualify for a senior citizen discount?     Yes     No

**University of Pennsylvania**

School/Center \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Assistant's Name \_\_\_\_\_

Assistant's Phone \_\_\_\_\_

CNAC # \_\_\_\_\_

ORG# \_\_\_\_\_

**Credit Card Information**

All **Business** tickets that are not charged to the University Airline Billing Account should be charged to the following credit card:

Card Type \_\_\_\_\_ Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

All **Hotels** should be guaranteed to the following credit card:

Card Type \_\_\_\_\_ Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

All **Personal** travel should be charged to the following credit card (optional):

Card Type \_\_\_\_\_ Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

MY SIGNATURE BELOW AUTHORIZES CHARGES TO MY CREDIT CARD(S) FOR REQUESTED TRAVEL:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Airline Information** (Please note, Company preferences generally take priority)

Frequent Flyer Numbers: Please list in order of preference. Indicate status or change of status.

1.	US Airways	Airline	_____	Status	_____
2.	_____	Airline	_____	Status	_____
3.	_____	Airline	_____	Status	_____
4.	_____	Airline	_____	Status	_____
5.	_____	Airline	_____	Status	_____
6.	_____	Airline	_____	Status	_____

Seating     Non-Smoking     Smoking     Window     Aisle     Other \_\_\_\_\_

Meals     Low Sodium     Vegetarian     Low Calorie     Kosher     Other \_\_\_\_\_

