

# Traveler Profile



\_\_\_\_\_  
Traveler Name (Legal Name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Company City/State/Zip

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Work Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Delivery & Credit Card Billing Address (If Different From Company)

\_\_\_\_\_  
Delivery City/State/Zip

\_\_\_\_\_  
Delivery Location Phone

\_\_\_\_\_  
Your Home or Mobile Phone (In Case Of Changes or Emergencies)

\_\_\_\_\_  
Travel Arranger's Name

\_\_\_\_\_  
Travel Arranger's Phone Number (If Different)

\_\_\_\_\_  
Travel Arranger's Fax Number (If Different)

\_\_\_\_\_  
Travel Arranger's E-mail

\_\_\_\_\_  
Passport Number, Country & Expiry

\_\_\_\_\_  
Date of Birth & Gender

**Airline Seat Preference:**     Window     Aisle

**Airline Special Services:**     Assistance Required     Special Meal \_\_\_\_\_

**Frequent Flyer Numbers:**

American _____	USAir _____	Other _____
Delta _____	Other _____	Other _____
United _____	Other _____	Other _____

**Credit Card Purchases:**

Name on Card \_\_\_\_\_ Nbr. \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_

Signature Of Authorized Cardholder \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CVV No. \_\_\_\_\_

I hereby authorize Pothos to charge the above named credit card for any travel services that I specify.

CVV are the last 3 digits on back of card signature line

**Car Rental Preference:**    \*Car Sizes: Economy, Compact, Intermediate, Full Size, Premium, Luxury, Mini Van, SUV/Full size.

Company Name _____	Personal "Express" ID# _____	Car Size Preferred* _____
_____	_____	_____
_____	_____	_____

**Hotel Preference:**     King\*     Double     Low Floor     High Floor     Concierge Level\*     Non Smoking     Smoking  
\* Higher Room Rate May Apply.

Hotel Chain/Property _____	Personal Frequent Guest Number _____
_____	_____
_____	_____