

Jordan School District

Lisa Roybal - Buyer

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INTERNAL USE ONLY	
DATE ENTERED IN COMPUTER	_____
BY	_____
PSEUDO CITY CODE:	_____
COMPANY NAME CODE:	_____

TRAVELER'S CONFIDENTIAL PROFILE

The information below will be entered into our reservation system for frequent access by Purchasing. This information is confidential and will be treated as such.

NAME: _____

ADDRESS: (Business) _____

(Residence) _____

TELEPHONE: (*Residence) _____ (Business) _____

*Note: Residence phone is necessary for airlines to notify passengers of flight changes and cancellations after business hours.

SCHOOL/DEPARTMENT _____

PROGRAM/ACCOUNT CODE _____

AIRLINE PREFERENCES: 1) _____ 2) _____ 3) _____

SEATING: Aisl Window

SPECIAL MEALS: Yes No **TYPE OF SPECIAL MEAL:** _____

FREQUENT FLYER PROGRAMS:

1) _____

ACCOUNT # _____

2) _____

ACCOUNT # _____

3) _____

ACCOUNT # _____

SPECIAL AIRLINE SERVICES REQUESTED: _____

CAR RENTAL PREFERENCES:

EXPRESS SERVICE NUMBER

1) _____

2) _____

3) _____

HOTEL CHAIN PREFERENCES: 1) _____ 2) _____ 3) _____ 4) _____

HOTEL BONUS PROGRAMS:

ACCOUNT # _____

ACCOUNT # _____

ACCOUNT # _____

SPECIAL HOTEL REQUESTS: _____

CREDIT CARD REQUESTS: **Signature on file applies to travel purchases as indicated below and can only be ordered by card holder.

1) Credit Card _____	Type of Card _____	Expires _____
Name on card _____	For hotel guarantee	<input type="checkbox"/> YES <input type="checkbox"/>
**Signature _____	For personal travel purchases	<input type="checkbox"/> YES <input type="checkbox"/>
For school use _____	For school air travel purchases	<input type="checkbox"/> YES <input type="checkbox"/>

2) Credit Card _____	Type of Card _____	Expires _____
Name on card _____	For hotel guarantee	<input type="checkbox"/> YES <input type="checkbox"/>
**Signature _____	For personal travel purchases	<input type="checkbox"/> YES <input type="checkbox"/>
For school use _____	For school air travel purchases	<input type="checkbox"/> YES <input type="checkbox"/>