

Jordan School District
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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: _____
 (First, Middle, Last)

DATE OF BIRTH: _____ **GENDER:** _____

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: Aisle 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 YES
 **Signature _____ For personal travel purchases YES
 For school use _____ For school air travel purchases YES

2) Credit Card _____ **Type of Card** _____ **Expires** _____
 Name on card _____ For hotel guarantee YES
 **Signature _____ For personal travel purchases YES
 For school use _____ For school air travel purchases YES