



# BUSINESS TRAVEL SERVICES, INC.

9432 Shelbyville Road • Louisville, KY 40222 • 502-429-6165 • 800-745-3765

Passenger Name \_\_\_\_\_

*(As appears on your Government Issued Identification)*

Date of Birth \_\_\_\_\_ Male / Female \_\_\_\_\_

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

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

Title / Dept. \_\_\_\_\_ Contact / Assistant \_\_\_\_\_

Business Tel. ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Home Tel. ( ) \_\_\_\_\_ Mobile Tel. ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

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

Emergency Contact \_\_\_\_\_ Tel. ( ) \_\_\_\_\_

## *PASSPORT INFORMATION:*

\_\_\_\_\_  
*Name (As appears on Passport)*                      *Passport Number*                      *Exp. Date*

\_\_\_\_\_  
*Place of Birth / Country & State*                      *Place of Issue*                      *Date Issued*

## *AIRLINE INFORMATION:*

Frequent Flyer Programs *\*passenger name must match account exactly to ensure proper credit.*

American \_\_\_\_\_ Continental \_\_\_\_\_

Delta \_\_\_\_\_ Southwest \_\_\_\_\_

United \_\_\_\_\_ US Airways \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

Preferred Carriers: 1<sup>st</sup>) \_\_\_\_\_ 2<sup>nd</sup>) \_\_\_\_\_

Seat Preference: Aisle ( ) Window ( ) *\*If unavailable it will be noted on itinerary.*

Special Meals: \_\_\_\_\_ Other Request: \_\_\_\_\_

*CAR RENTAL INFORMATION:*

Preferred Companies: 1<sup>st</sup>) \_\_\_\_\_ 2<sup>nd</sup>) \_\_\_\_\_

Membership Numbers:	Car Rental Company	Membership Number
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____

Preference: Compact ( ) Midsize ( ) Full-size ( ) Luxury ( ) Other \_\_\_\_\_

*HOTEL INFORMATION:*

Preferred Chains: 1<sup>st</sup>) \_\_\_\_\_ 2<sup>nd</sup>) \_\_\_\_\_  
3<sup>rd</sup>) \_\_\_\_\_ 4<sup>th</sup>) \_\_\_\_\_

Membership Numbers:	Hotel Chain	Membership Number
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Hotel Room Preferences: Non Smoking ( ) or Smoking ( )  
King Bed ( ) or Two Double Beds ( )

Other Request: \_\_\_\_\_

AAA Membership Number \_\_\_\_\_ (discounts on car / hotel rates)

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

\*\*\* Please call us with credit card information for your security. \*\*\*