

Travel Leaders / Travel Profile Form

In compliance with the TSA's Secure Flight Passenger Data program, Travel Leaders will collect and transmit the following required information to the airlines prior to travel:

- *Name as it appears on government-issued I.D. when traveling*
- *Date of Birth*
- *Gender*
- *Redress Number (if available)*

- **TSA's Secure Flight Passenger Data Information**

Full Name _____

**Full name exactly as it appears on your Passport or Valid Driver's License is required.

Date of Birth, Month: _____ Day: _____ Year: _____

Gender: _____ Redress Number (if you have one) _____

- **Contact Information**

Business Phone _____ Cellular Phone _____

Email Address _____

- **Passport Information**

Passport # _____ Issuing Agency _____

Date of Issue _____ Date of Expiration _____

- **Airline Information**

Preferred Airline Frequent Flyer Numbers

Delta Airlines _____ Continental Airlines _____

United Airlines _____ US Airways _____

Southwest Airlines _____ AirTran Airways _____

Frontier Airlines _____ American Airlines _____

Sun Country _____ Others _____

Seat Preference _____ (exit, aisle, window, bulkhead)

Special Meal Requirements _____ (vegetarian, low-fat, etc)

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- **Hotel Information**

Room Preference

Non-Smoking _____ Smoking _____ King Bed _____ Two Beds _____

Preferred Hotel Chains and Frequent Guest Numbers, please list

- **Car Information**

Car Size Preference

Economy _____ Compact _____ Midsize _____ Full Size _____

Preferred Car Chains and Member Numbers, please list

- **Other Information**

Besides Credit Card Information, Please list any other information Travel Leaders should have.

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Even if your company uses a centralized credit card for airlines Travel Leaders still requires a credit card to be on file for hotel and car reservations when required.

Credit Card Number: _____ Expiration date: _____

Name on Credit Card: _____

Security Code on back of card: _____

Credit Card Mailing Address

Street Address _____

City _____ State _____ Zip _____

I, the undersigned, authorize Travel Leaders / Market Square Travel LLC to use the above listed credit card for my reservations.

_____ Date _____

If you have different credit cards to be used for different reservations, i.e. one for hotel and a different one for airfare, please fill out another credit card authorization form, thank you.

This form can be faxed to our agency at 763-420-7621 or scanned and Emailed to your agent.