

TRAVELER PROFILE FORM - CONFIDENTIAL

Traveler Name: (Must be Identical to Gov't ID)	
Title/Position:	
Gender	
DOB (Date of Birth)	
TUB (3 digits):	
ORG (5 digits):	
HARVARD ID# (8 digits):	
Company Address:	
Home Address:	
Email Address:	
Office Phone:	
Cell Phone:	
Home Phone:	
Fax Number:	
Travel Planner/Administrator Name:	
Travel Planner's Business Phone:	
Travel Planner's Cell Phone:	
Travel Planner's Email:	

AIRLINE INFORMATION:

Frequent Flyer Membership Information:

Airline Name	Membership Number	Privilege Level (Elite/Gold)	Name as it Appears Exactly on Card
1.			
2.			
3.			

Preferred Airline Seating : ☐ Window ☐ Aisle

HOTEL INFORMATION:

Hotel Chain Name	Membership #	Privilege Level (Elite/Gold)	Hotel Room Preference
1.			
2.			



☐ Smoking ☐ Non-Smoking

Please guarantee all hotel reservations for late arrival? ☐ Yes ☐ No



Hotels will not accept guaranteed reservations without an individual credit card number.

Please provide the following information for the credit card you would like used below.

HOTEL & RENTAL CAR CREDIT CARD INFORMATION:

Name on Card:		Card Type:	
Card Number:		Expiration Date:	

CAR INFORMATION:

Rental Car Company	Corporate ID Number	Individual ID Number (Hertz No. 1; Avis Wizard # etc)	Car Size Preferred (Economy; Compact;)
1.			
2.			

PASSPORT INFORMATION:

Passport Number:		Issuing Country:	
First Name:		Last Name:	
Expiration:		Citizenship of Traveler:	

EMERGENCY CONTACT:

Contact Name:	Phone Number:	Cell Phone:

PAYMENT:

Name of Credit Card:	Card Number:	Expiration Date:

PLEASE Email to harvardtravel@bcdtravel.com

Please note, Credit Card numbers can be called into the Harvard Travel Center at 800.610.5640. If you list your credit card number on the traveler profile please note that you are hereby authorizing BCD Travel to charge airline tickets requested via phone or letter, to the above credit card and any renewal thereof unless a different form of payment is requested.

Authorized Cardholder

Name: _____ Date: _____