



## Tennessee State University: Individual Corporate Travel Profile

The information provided below is intended solely for agency use and will not be released without prior authorization from the client company.

Is this a new profile or do you have an existing profile with us?  New  Existing

Traveler Name:  Title:  Dept:

*Must match name on frequent flyer account*

Travel Planner:

Company:

Address:

City:  State: Georgia  Zip:

Country: United States

Phone:  Fax:

Home Address:

City:  State: Georgia  Zip:

Country: United States

Home Phone:  Traveler Email:

Mobile Phone:  C Email:

### Airline Preferences and Frequent Flyer Numbers

Seating:  Window  Aisle Exit Row? Yes

Special Requests:

*e.g. special meals, airport assistance, always book economy comfort seats, etc.*

Airline:

Airline:

Airline:

Airline:

Airline:

Status:

Status:

Status:

Status:

Status:

**Car Rental Preferences and Individual Club Numbers**

Type:  Compact  Economy  Intermediate  Full  Deluxe  Specialty

Car Rental Company:  Club Number:

Car Rental Company:  Club Number:

Car Rental Company:  Club Number:

Car Rental Company:  Club Number:

Car Rental Company:  Club Number:

**Hotel Preferences and Individual Membership Numbers**

Room Type:  Non-Smoking  Smoking

Bed Type:  King  Queen/Double  Single

Chain Name:  Membership Number:

Chain Name:  Membership Number:

Chain Name:  Membership Number:

Chain Name:  Membership Number:

Chain Name:  Membership Number:

**Credit Card Preferences**

We will contact you to collect your credit card information.

**TSA Secure Flight Requirements**

The Transportation Security Administration (TSA) of the U.S. Department of Homeland Security (DHS) requires the following passenger information. All passengers must provide full name, date of birth and gender, and the data must match the data on the document presented at the airport. More information may be obtained on the [TSA website](#).

First Name:  Middle Name or Initial:  Last Name:  Gender:  ▼

Date of Birth: MM/DD/YYYY  Redress #: [What is this?](#)  Known Traveler #: [What is this?](#)

Secure Flight Information Refused

This information will be saved to your profile and used for all future airline reservations. If you choose not to disclose this information you may be denied advance seating assignments, online check-in privileges and subject to additional security screening at the time of departure.

**Special Comments:**

Please email this form to [rfajardo@dt.com](mailto:rfajardo@dt.com) for processing.