



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: 1st) _____ 2nd) _____

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

Special Meals: _____ Other Request: _____

CAR RENTAL INFORMATION:

Preferred Companies: 1st) _____ 2nd) _____

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

Preference: Compact () Midsize () Full-size () Luxury () Other _____

HOTEL INFORMATION:

Preferred Chains: 1st) _____ 2nd) _____
3rd) _____ 4th) _____

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. ***