

## MSU Traveler Profile

Please Print or Type: *Please record name as it appears on ID*

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M: \_\_\_\_\_  
 MSU ID#: \_\_\_\_\_ Title: \_\_\_\_\_

### DEPARTMENT INFORMATION

Department Name: \_\_\_\_\_ Dept. Phone: ( ) - \_\_\_\_\_ ext. \_\_\_\_\_  
 Mail Stop: \_\_\_\_\_ Mailing Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Department E-mail: \_\_\_\_\_ Business Fax: ( ) - \_\_\_\_\_  
 Others Authorized to book for you \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### PERSONAL INFORMATION

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_ **DOB: / /** **Gender:** \_\_\_\_\_  
 Personal Credit Card: \_\_\_\_\_ (personal travel)  
 Passport Number: \_\_\_\_\_ Date issued: \_\_\_\_\_ Date Exp.: \_\_\_\_\_  
 Country of Citizenship: \_\_\_\_\_ Place of issuance: \_\_\_\_\_

### AIRLINE INFORMATION

Credit Card for Airline Tickets: \_\_\_\_\_ exp: \_\_\_\_\_  
 Airline: \_\_\_\_\_ ID#: \_\_\_\_\_ Airline: \_\_\_\_\_ ID# \_\_\_\_\_  
 Airline: \_\_\_\_\_ ID#: \_\_\_\_\_ Airline: \_\_\_\_\_ ID# \_\_\_\_\_  
 Airline: \_\_\_\_\_ ID#: \_\_\_\_\_ Airline: \_\_\_\_\_ ID# \_\_\_\_\_  
 Mileage request: (example: Use Delta Number for Air France): \_\_\_\_\_  
 Seat Preference: (i.e. Aisle, Window, Bulkhead) \_\_\_\_\_  
 Special Meal Requests: \_\_\_\_\_ Misc. Requests: \_\_\_\_\_

### HOTEL INFORMATION

Credit Card for Hotel Guarantee: \_\_\_\_\_ exp: \_\_\_\_\_  
 Room Preferences: Smoking Non-smoking King Double  
 Special Requests: \_\_\_\_\_  
*Please list in order of Preference*  
 Hotel Co.: \_\_\_\_\_ ID# \_\_\_\_\_ Hotel Co.: \_\_\_\_\_ ID# \_\_\_\_\_  
 Hotel Co.: \_\_\_\_\_ ID# \_\_\_\_\_ Hotel Co.: \_\_\_\_\_ ID# \_\_\_\_\_  
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### CAR RENTAL INFORMATION

Car Type: (example: Mid Size) \_\_\_\_\_ Special Requests: \_\_\_\_\_  
*Please list in order of Preference*  
 Car Co.: \_\_\_\_\_ Personal ID# \_\_\_\_\_ Corporate ID# \_\_\_\_\_  
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### AUTHORIZATION

The undersigned traveler hereby authorizes Travel Leaders (TL) to charge the card account as indicated on this form, any business travel transaction requested by the undersigned or authorized agent via telephone or letter with the account is in effect. The individual traveler hereby authorizes TL to charge to his/her personal card account as indicated, any personal travel transactions requested by authorized agent.

X \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Traveler Please fax completed form to 323-5089