



# Traveler Profile

## University of Kentucky

<b>Traveler's Name</b>	<b>Department Name</b>
<b>Title</b>	<b>Department #</b>
<b>Address</b>	<b>City/State/Zip</b>
<b>Phone#</b>	<b>Email</b>
<b>Cell #</b>	<b>Phone#</b>
<b>AAA Membership # (optional)</b>	<b>AARP or other discounts</b>
<b>Travel Arranger</b>	<b>Travel Arranger's Phone #</b>

<b>PERSONAL (optional)</b>	<b>TRAVEL PREFERENCES</b>	<b>HOTEL PREFERENCE</b>
<b>Home Address</b>	<b>Airline Seating Preference</b>	<b>Hotel Bed Preference: King <input type="checkbox"/> Double <input type="checkbox"/></b>
<b>City/State/Zip</b>	<b>Aisle <input type="checkbox"/> Window <input type="checkbox"/></b>	<b>Other <input type="checkbox"/></b>
<b>Home Phone</b>	<b>Bulkhead <input type="checkbox"/> Rear <input type="checkbox"/></b>	<b>Smoking <input type="checkbox"/> Non Smoking <input type="checkbox"/></b>
<b>Emergency Contact</b>	<b>Emergency Other</b>	<b>GUEST MEMBERSHIPS:</b>
<b>Phone #</b>	<b>Special Meal (Type)</b>	<b>Hotel Name Number</b>
	<b>AAA will issue Electronic Tickets unless you specify otherwise.</b>	<b>Hotel Name Number</b>
		<b>Hotel Name Number</b>
		<b>Credit Card for Hotel Guarantee</b>
		<b>Exp</b>

For lower fares what other airports would you fly out of:

### CAR RENTAL PREFERENCES

<b>Preferred Car Rental Company 1.</b>	<b>2.</b>
<b>Size of Car/Type of Car</b>	
<b>List any car rental ID#s or Express #s</b>	
<b>3.</b>	<b>4.</b>
	<b>5.</b>

### FREQUENT FLYER NUMBERS

**(IMPORTANT: NAME THAT APPEARS ON CARD MUST MATCH NAME ON TICKET)**

<b>AIRLINE</b>	<b>NAME ON CARD</b>	<b>FFY NUMBER</b>
<b>Delta</b>		
<b>American</b>		
<b>Continental</b>		
<b>US Airways</b>		
<b>United</b>		
<b>Northwest</b>		
<b>Other</b>		

### PAYMENT & PROFILE AUTHORIZATION

<b>Business Airline Tickets – Procurement Card #</b>	<b>Exp</b>
<b>Other - Credit Card Name &amp; Number</b>	<b>Exp</b>
<b>Personal Airline Tickets – Credit Card Name &amp; Number</b>	<b>Exp</b>

**AUTHORIZATION IS GRANTED TO AAA Corporate Travel TO USE THE ABOVE INFORMATION TO PROVIDE FOR MY COMPLETE TRAVEL NEEDS:**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*\*Please return completed form to AAA's on-site Travel Department via e-mail or fax