



SUSTAINABLE TRAVEL COMPANY

Personal Information	LAST/FIRST/ MIDDLE NAME	
	Email	
	Business phone	
	Home phone/ Cell Phone	
	Fax Number	
	Date Of Birth	
	Gender	
	Billing Address	
Passport	Country of birth	
	Name as it appears on passport	
	Country of citizenship	
	Number and Expiration	
Global Entry/ Visas	Known Traveler Number	
	Country	
	Expiration date	
Airline Frequent Flyer Programs	Program name	
	Account number	
	Program name	
	Account number	
	Program Name	
Airplane Travel Preferences	Position (e.g., aisle, window, center)	
	Paid upgrade seats? (e.g., forward, rear, wing, exit row, bulkhead, right, left)	
	Meal (e.g., no preference, vegetarian, kosher, heart-healthy)	
Class of Service	Econ, Prem. Econ, Business	

Hotel Programs	Hotel Name	
	Guest number	
	Hotel name	
	Guest number	
Hotel Room Preferences	Type (e.g., suite, king, double, single)	
	Club level upgrade?	
	Special requests (e.g., coffee in room, cable TV, air-conditioning)	
Rental Car Programs	Company name	
	Account number/ID Number	
	Company Name	
	Account Number/ID Number	
Rental Car Preferences	Type (e.g., mid-size, compact, sub-compact, full-size, full-size four-door, luxury, minivan, SUV)	
	Special requests (GPS?)	
Credit Card Information	Primary card name	
	Number	
	Expiration date	
	CID 3 or 4 digit	
Credit Card Information - or Personal Travel	Secondary card name	
	Number	
	Expiration date	
	CID 3 or 4 digit	